

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

April 15, 2014



Location:

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

**Dinner – 6:00 p.m. – Workforce Development Center Room 33
Meeting – 7:00 p.m. – Workforce Development Center Room 29**

Our mission 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**

April 15, 2014

7:00 p.m.

**Frontier Community College
Workforce Development Center Room 29**

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes CEO Bruce
3. Seating of Student Board Member – Term April 2014 – March 2015 Bruce
I, Carrie Stephens, do solemnly swear and affirm that I will support the Constitution and Laws of the United States and the Constitution and Laws of the State of Illinois, and that I will faithfully discharge the duties of the office of Student Member of the Board of Trustees of Illinois Eastern Community College District #529 according to the best of my ability.
4. Recognition of Visitors and Guests..... Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
5. Public Comment
6. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
7. Policy First Reading (and Possible Approval) Bruce
 - A. Evaluation Policy 400.2
8. Policy Second Reading Bruce
 - A. None
9. Staff Recommendations for Approval
 - A. Activity Fee Allocations Browning
 - B. Concealed Carry Course Fee Reduction..... Bruce
 - C. Diesel Technology Program Fee Bruce
 - D. Affiliation Agreements
 - St. Anthony’s Hospital – Radiography
 - St. Anthony’s Hospital – Allied Health
 - Speir Chiropractic – Medical Office Careers
 - Oblong Family Chiropractic – Electronic Medical Records
 - Bertram’s Pharmacy – Pharmacy Technician
 - Olney CVS Pharmacy – Pharmacy Technician
 - Jasper County Health Dept. – Medical Assistant
 - Richland Memorial Hospital – Medical Assistant

Acute Medical Center – Medical Assistant

- 10. Bid Committee Report Bruce
 - A. None
- 11. District Finance
 - A. Financial Report Browning
 - B. Approval of Financial Obligations Browning
- 12. Chief Executive Officer’s Report..... Bruce
- 13. Executive Session..... Bruce
- 14. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes Bruce
 - B. Audio Executive Session Minutes..... Bruce
- 15. Approval of Personnel Report..... Bruce
- 16. Collective Bargaining..... Bruce
- 17. Litigation Bruce
- 18. Other Items
- 19. 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 Science Building, Room 61, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, March 18, 2014.

AGENDA #1 – “Call to Order & Roll Call” – Chairman G. Andrew Fischer called the meeting to order at 7:00 p.m. and directed the Board Secretary, Harry Hillis, Jr., 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, Marilyn J. Wolfe. Also present was Mike Guseynov, 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.
Kathy Harris, Interim President of Lincoln Trail College.
Timothy Taylor, President of Frontier Community College.
Jeff Cutchin, Dean of Instruction of Olney Central College.
Robert Conn, Dean of Instruction of Lincoln Trail College.
Steve Patberg, Dean of Instruction of Wabash Valley College.
Roger Browning, Chief Finance Officer/Treasurer.
Tara Buerster, Director of Human Resources.
Chris Cantwell, Dean, Academic & Student Support Services/Chief Academic Officer.
LeAnn Hartleroad, Associate Dean, Institutional Development.
Renee Smith, Executive Assistant to CEO.
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
SAN – Student Advantage Network
SBDC – Small Business Development Center
SSC – Student Services Committee
SURS – State Universities Retirement System
WED – Workforce Education
WVC – Wabash Valley College

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held Tuesday, February 18, 2014 were presented for disposition.

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

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

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

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: Dr. Fischer reported on a demonstration that was given recently at Wabash Valley College in which an actual surgery was performed.

#5-B. Report from Presidents: Written reports were presented from each of the colleges.

#5-C. Report from Cabinet: None.

#5-D. Special Report – SBDC: A comprehensive report on the services provided by the Small Business Development Center and its outreach programs was presented by Barney Brumfiel, Program Director.

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

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

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

#8-A. Special Recognition of Student Board Member Mikhail Guseynov: The trustees gave special recognition to Mikhail Guseynov, Student Trustee for the past year, expressing appreciation for his service during the past 12 months. Mikhail is a student at Wabash Valley College. His term ends with the March meeting. He was presented with a plaque in recognition of his service to the Board of Trustees and the IECC district.

#8-B. Repayment of Ameren Note: At the November 2013 meeting, the Board approved the Ameren Newton Settlement Agreement. Under the agreement IECC was to repay Ameren \$295,640, at a rate of \$36,955 annually for a period of eight (8) years beginning December 1, 2013. IECC made the first installment of \$36,955 timely, and owes a remaining balance of \$258,685.

The agreement also provides a prepayment option that allows the taxing districts to prepay their outstanding balance and receive a discount based upon the present values of the remaining payments, discounted to the prepayment date, using a discount rate equal to the Treasury Rate plus 100 basis points, not to exceed 4%.

The present value of IECC’s payments is currently estimated to be \$ 235,061 based on the criteria above.

The CEO recommended that authorization be given to proceed with the prepayment option when the exact pay-off amount is received from Ameren.

Board Action: Trustee Gary Carter made a motion to authorize the administration to proceed with the prepayment option to Ameren as recommended. 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.

(Trustee William Hudson left the meeting at 7:40 p.m.)

#8-C. Phase 10 Carryover Funds, Project Application: Roger Browning presented and reviewed a Phase 10 Carryover Funds Project Application. Because original Phase 10 projects were completed efficiently and with minimal change-orders or unexpected costs, the District has carryover Protection, Health and Safety (PHS) funds available to utilize and fund IECC’s obligation to the Capital Development Board. In January of 2014 the Board approved up to \$55,000 to cover the projected shortage of Capital Development Board funds to complete the project of upgrading the chemistry lab at Wabash Valley College. The Capital Project Application Form requests approval from the ICCB for IECC’s portion of this particular project to be funded with PHS money. Upon the Board’s approval of this PHS project application, it will be submitted to the Illinois Community College Board for review under the Protection, Health and Safety criteria established.

Project Title Renovate Chemistry Laboratory – WVC Science Building. Project Budget \$ 55,200.

This work is part of a larger project to be completed by the CDB. It is ICCB project # R 0035-0112 Various Improvements at Lincoln Trail College (LTC), Olney Central College (OCC), and Wabash Valley College (WVC). The CDB work at LTC and OCC has already been completed, with the WVC chemistry lab renovation the only remaining work. This remaining work is scheduled to be commenced this summer and available funds are as follows:

Remodel Chemistry Lab: 207,200
Remaining Capital Renewal Funds Available: 161,200
Subtotal (IECC portion of the project): 46,000
Contingency - 10%: 4,600
A/E Compensation and Reimbursables: 4,600
PHS Project Request: \$ 55,200

The CEO recommended approval of the Capital Project Application Form for the WVC chemistry lab renovations, including all attachments and documents relative thereto.

Board Action: Trustee John Brooks made a motion to approve the Capital Project Application Form for the foregoing project 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, Marilyn Wolfe. Student Advisory Vote: Yea. Trustees voting nay: None. Trustees absent: William Hudson. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Resolution for PHS Carryover Project Application: The following resolution is a required attachment for the foregoing Phase 10 PHS Capital Project Application. The CEO recommended approval of the Resolution to Approve PHS Construction Project, in order that it may be submitted to the Illinois Community College Board along with the Capital Project Application Form.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529
Renovate Chemistry Laboratory – Wabash Valley College Science Building
March 18, 2014
Resolution to Approve PHS Construction Project

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Community College District No. 529 (Hereinafter referred to as IECC) is authorized to complete necessary projects dealing with Protection, Health and Safety of students, employees, or visitors; and,

WHEREAS, there is a need for repair and alteration of certain facilities of Illinois Eastern Community College District No. 529; and

WHEREAS, the Board has received reports from a licensed professional architect/engineer that there are projects at IECC which requires repair and alterations, as defined in ICCB Rule 1501.601; and,

WHEREAS, Section 3-20.3-01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to sell protection health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the projects recommended for repair and alterations are:

Renovate Chemistry Laboratory – Wabash Valley College Science Building
Total estimated cost including fees and contingency: \$55,200

WHEREAS, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are not routine maintenance projects.

NOW, be it resolved by the Board of Trustees of Illinois Eastern Community College District 529 as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the projects set forth above require alterations or repair and are necessary to preserve or provide for Protection, Health and Safety of individuals, students, employees, or visitors of IECC.
3. There are not sufficient funds available in the Operations & Maintenance Fund of IECC to complete the projects set forth above.
4. The cost of the projects above, as determined in the certified estimate of a licensed architect, is not less than \$25,000.
5. Properly completed application forms shall be completed and forwarded to the Illinois Community College Board for approval of the above referenced projects.

Board Action: Trustee Marilyn Wolfe made a motion to approve the foregoing Resolution to Approve PHS Construction Project as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Student Advisory Vote: Yea. Trustees voting nay: None. Trustees absent: William Hudson. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. 403(b) Plan Annual Review: Roger Browning Reviewed the annual report of the IECC 403(b) plan. The Standard is the administrator of the approved 403(b) program for the employees of the district. At the end of calendar year 2013, the plan had assets of \$1,759,044, an increase of \$582,377 over the previous year. The average return on investment within the plan was 14%. The CEO recommended acceptance of the 403(b) Plan Annual Review.

Board Action: Trustee Brenda Culver made a motion to accept the 403(b) Plan Annual Review as recommended. Student Trustee Mike Guseynov 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: William Hudson. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Proctoring Test Fee: Chris Cantwell presented information regarding proctoring test fees. As on-line courses have become more available, the District is increasingly being asked to proctor examinations from outside entities. For example, IECC is often asked to proctor exams for Phoenix University. The District already has an agreement with its GED provider, Pearson Vue on the cost of proctoring those particular tests. However, the District has not established a fee for proctoring other examinations.

The CEO recommended approval of a Proctoring Test Fee of \$15 effective immediately for any test proctored.

Board Action: Trustee Gary Carter made a motion to approve a Proctoring Test Fee of \$15 effective immediately for any test proctored, as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John

Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Student Advisory Vote: Yea. Trustees voting nay: None. Trustees absent: William Hudson. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. 2013 Program Approvals and Changes: Chris Cantwell reviewed 2013 program changes and approvals. The administration continuously reviews Career and Technical Education programs for additions and alterations. A list of the annual changes in programs that were added or withdrawn during 2013 was presented. These new and revised programs and changes were submitted and approved by the Illinois Community College Board (ICCB) in 2013. Also included are those programs that have been submitted for approval, but are still pending, at the ICCB.

The CEO recommended acceptance of the 2013 Approvals and Changes to Career and Technology Education programs and certificates.

Board Action: Student Trustee Mike Guseynov made a motion to accept the 2013 Approvals and Changes to Career and Technology Education programs and certificates as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Student Advisory Vote: Yea. Trustees voting nay: None. Trustees absent: William Hudson. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H. Campus Emergency Plans 2014: Chris Cantwell reviewed Campus Emergency Plans for 2014. Pursuant to the Campus Security Enhancement Act of 2008, each of the four IECC colleges annually review and update their plans to provide an organized plan to facilitate the safety of their students, faculty and staff. The plans outline each of the college's procedures for managing major emergencies and incidents that may threaten the health, safety and welfare of the campus community or disrupt the college's programs and activities.

In March 2014, the colleges reviewed and updated their Campus Emergency Plans. Each of the campus emergency plans includes a National Incident Management System (NIMS) section in the Appendix. Minor updates relating to personnel changes, extension numbers, and a new "Escaped Prisoner Procedure" for LTC were completed. As required by the Campus Security Enhancement Act, colleges must test emergency response and evaluation procedures annually. The colleges have completed or scheduled drills in 2014 to meet this requirement.

The CEO recommended acceptance of each of the college campus emergency plans for 2014 as presented.

Board Action: Trustee Brenda Culver made a motion to accept the campus emergency plans for 2014 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, Marilyn Wolfe. Student Advisory Vote: Yea. Trustees voting nay: None. Trustees absent: William Hudson. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-I. Radiography Program Handbook Revisions: The Radiography faculty, Associate Dean Tammy Fralicker, and President Rodney Raney have developed needed changes to the OCC Radiography Program Handbook.

Changes include:

The revision of the cost sheet to include the HESI exit exam fee and the flu shot fee increase; and

The removal of the program plagiarism policy which is covered under the IECC Academic Integrity Policy on page 13; and

The addition of the Non-Sexual Harassment Policy to meet JRCERT standards; and Clarification of Applied Clinical Scheduling; and

Updated Dress Code Policy to meet agency requirements; and

Updated Clinical Supervision section to reflect current information and JRCERT standards; and

The addition of the Standardized Computerized Exam - HESI policy to address remediation and completion.

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

Board Action: Trustee Marilyn Wolfe made a motion to accept revisions to the Radiography Program Handbook 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, Marilyn Wolfe. Student Advisory Vote: Yea. Trustees voting nay: None. Trustees absent: William Hudson. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-J. ADN Catalog and RAD Catalog Revisions: Tammy Fralicker, Associate Dean of Nursing and Allied Health, and faculty in the Radiography and Nursing programs in consultation with President Rodney Raney, have recommended the following catalog changes.

Faculty and staff recommend the removal of a requirement for Radiography applicants. Section F. on page 69 of the print catalog and p. 70 of the online catalog requires an applicant to “Successfully complete CIS 1101 or higher level computer class or approved documentation of computer proficiency through work experience or approved high school computer coursework.” The rationale for removing this requirement is that students will be required to take CIS 1104 Intro to Online Learning prior to entry into RAD 1211 Radiography Orientation. It is not necessary for a student to take another computer class prior to application to the program.

Nursing faculty and staff have recommended a change to the ADN section of the College Catalog on page 62 in the print catalog and page 63 in the online catalog. The petitioning process does need to be completed at least 60 days prior to the start of the semester for readmission to give the student and Nursing Program Advisor time to ensure all admission requirements have been met. However, this change would require all other admission requirements (i.e. – minimum TEAS test score) be completed by the end of the fall semester. This will allow the student ample time to meet TEAS test requirements and potentially test a second time if needed. Otherwise, students who want to enter into the Spring semester would only have until the beginning of November to meet TEAS requirements. Several TEAS test dates are scheduled throughout November and the beginning of December. This clarification helps outline requirements for students who are applying for readmission after more than two years. The new catalog section would be as follows:

Petitioners must meet the current college and nursing program admission and ranking requirements. Petition approval does not guarantee re-admittance to the nursing program. ~~Petitioners must have all requirements completed, including the petitioning process, at least sixty (60) days prior to the semester of readmission.~~ The petitioning process must be completed at least sixty (60) days prior to the semester of readmission. For entry into the spring semester, all other admission requirements must be met on or before the college’s official Fall course withdrawal date.

For entry into the Fall semester, all admission requirements must be met by the application deadline (February 15).

The CEO recommended acceptance of the catalog revisions for Radiography and Nursing.

Board Action: Trustee Brenda Culver made a motion to accept the catalog revisions for Radiography and Nursing as recommended. Student Trustee Mike Guseynov 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: William Hudson. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-K. Health Careers Partnership Agreements: Beginning in 2009, the Board approved agreements for the establishment of a Health Careers Program between IECC and the following school districts and hospitals:

Fairfield Memorial Hospital and Edwards County High School CUSD #1.

Fairfield Memorial Hospital and Fairfield Community High School CUSD #225.

Clay County Hospital and North Clay Community High School CUSD #25.

Clay County Hospital and Flora High School CUSD #35.

Clay County Hospital and Clay City High School CUSD #10.

This program has been highly successful and involves high school juniors and seniors pursuing a career in the health field. High school classes meet for two hours in a hospital setting and are based upon a curriculum including the study of health careers, basic anatomy and physiology, CNA certification, and hands-on clinical experiences. The program integrates academic study, workplace skills, and career competencies so that students observe health care professionals in a work place setting.

The CEO recommended approval to renew these Health Career Partnership Agreements.

Board Action: Trustee Gary Carter made a motion to approve renewal of the foregoing Health Careers Partnership Agreements as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Student Advisory Vote: Yea. Trustees voting nay: None. Trustees absent: William Hudson. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-L. Affiliation Agreement with Clay County Hospital – CNA: IECC wishes to enter into an affiliation agreement with Clay County Hospital, located in Flora, Illinois. This agreement is for the FCC Basic Nurse Assistant Program and is the standard agreement utilized by the district. The CEO recommended approval.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the FCC Basic Nurse Assistant Program with Clay County Hospital, Flora, Illinois, as recommended. Student Trustee Mike Guseynov 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: William Hudson. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-M. Affiliation Agreement with Fairfield Memorial Hospital – CNA: IECC wishes to enter into an affiliation agreement with Fairfield Memorial Hospital, located in Fairfield, Illinois. This agreement is for the FCC Basic Nurse Assistant Program and is the standard agreement utilized by the district. The CEO recommended approval.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the FCC Basic Nurse Assistant Program with Fairfield Memorial Hospital, Fairfield, Illinois, as recommended. Student Trustee Mike Guseynov 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: William Hudson. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of February 28, 2014.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for March 2014, totaling \$520,370.61, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for March 2014, in the amounts listed, and payments from the revolving fund for February 2014. 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, Marilyn Wolfe. Student Advisory Vote: Yea. Trustees voting nay: None. Trustees absent: William Hudson. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

1. Bob Boyles – The recent death of Bob Boyles was reported.
2. Steve Rafferty – The recent death of Steve Rafferty was reported.
3. HLC Annual Conference April 10-14, 2014.
4. Franklin University
5. Economy and College Degree
6. Trustees to Graduation.
7. Lobby Day April 30, 2014.
8. IECC Retirements
9. Enrollment.

AGENDA #12 – “Executive Session” – The CEO recommended that an Executive Session be held under Sections 2(c)(1) and 2(c)(5) of the Open Meetings Act.

#12-A. Executive Session: Trustee Marilyn Wolfe made a motion to hold an executive session under Sections 2(c)(1) and 2(c)(5) of the Open Meetings Act. Student Trustee Mike Guseynov 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: William Hudson. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried and an executive session was held beginning at 8:55 p.m.

#12-B. Executive Session Ended: Trustee Michael Correll made a motion to adjourn the executive session and reconvene in open session. Trustee Gary Carter seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. The Secretary was directed to call the roll of members present. Upon roll call the following trustees answered to their names as called and were found to be present: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Student Trustee Mike Guseynov was also present. Trustees absent: William Hudson. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 10:16 p.m.

(Note: Separate minutes have been prepared for the foregoing executive session.)

AGENDA #13 – “Approval of Executive Session Minutes” – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, February 18, 2014.

AGENDA #14 – “Approval of Personnel Report” – Tara Buerster presented the following amended Personnel Report and the CEO recommended approval.

400.1. Employment of Personnel

A. Faculty

1. Ed Patton, Full-time Temporary Lineman Instructor, effective March 19, 2014.

B. Professional/Non-Faculty

1. Kalie Naas, Coordinator of Career Advisement, WVC, effective March 31, 2014.
2. Aaron White, Coordinator of Financial Aid, LTC, effective March 20, 2014.

C. Classified

1. Debbie Bryant, Administrative Assistant, FCC, effective March 20, 2014.

400.2. Change in Status

A. Classified

1. Raymond Gillette, Full-time Temporary Custodian to Custodian, WVC, effective May 12, 2014.

400.3. Reemployment of Bargaining Unit Faculty for AY 2014-2015

A. Initial Tenure

1. Reno Bemont.

400.4. Adjustment of Bargaining Unit Faculty Seniority for AY 2013-2014

A. Welding

1. 3 yrs. Reno Bemont (includes one year seniority for 2013-2014 academic year).

400.5. Retirement Ratification

A. Classified

1. Larry Arnold, Custodian, WVC, effective May 11, 2014.

Personnel Report Addendum

400.7. Unpaid Leave Request

A. Professional/Non-Faculty

1. Alyssa Parrott, Coordinator of Career Services, FCC, Unpaid Leave Request, effective February 24, 2014. The requested Leave is unpaid with benefits.

#14-A. Board Action to Amend Personnel Report: Student Trustee Mike Guseynov made a motion to amend the Personnel Report, to add an addendum containing Section 400.7, as recommended. Trustee Michael Correll seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

#14-B. Board Action to Approve Amended Personnel Report: Trustee Brenda Culver made a motion to approve the amended Personnel Report as recommended. Student Trustee Mike Guseynov 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: William Hudson. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

AGENDA #17 – “Other Items” – The matter of making up class time lost because of weather conditions was discussed. The college Deans work with faculty who are responsible for making arrangements for making up time lost.

AGENDA #18 – “Adjournment” – Student Trustee Mike Guseynov made a motion to adjourn. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 10:25 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Seating of Student Board Member

Agenda Item #4

Recognition of Visitors and Guests

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

Agenda Item #5

Public Comment

Agenda Item #6

Reports

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

Agenda Item #7

Policy First Reading (and Possible Approval)

Evaluation Policy 400.2

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2014
RE: Evaluation Policy 400.2

In preparation for our Open Pathways Accreditation Visit from the Higher Learning Commission (HLC), a review of existing policies is being conducted.

The HLC will review IECC's evaluation process for both full-time and part-time instructors.

Because the evaluation of part-time instructors currently occurs every nine semesters, and nine semesters could stretch over an unknown period of time, it was decided to make the evaluation schedule more precise. Therefore, rather than nine semesters, part-time faculty will be evaluated every two academic years.

The policy also clarifies that the year being discussed in the policy is an academic year. I ask the Board's approval of this policy change.

TLB/rs

Attachment

HUMAN RESOURCES - 400

Evaluation Policy (400.2)

Date Adopted: September 15, 1998

Revised: November 18, 2008

Revised: April 15, 2014 (pending Cabinet and Board approval)

Procedures shall be established for the comprehensive evaluation of employee performance.

Faculty

1. Tenured faculty will be evaluated a minimum of every two academic years.
2. Full-time probationary faculty will be evaluated at least once an academic year.
3. Part-time faculty will be evaluated during the first semester of employment and a minimum of at least once every nine semesters two academic years of teaching thereafter.

Staff

1. Full and part-time administrative, professional/non-faculty, technical, clerical/secretarial, and maintenance/custodial employees will be evaluated ninety days following their initial employment. The goal of the ninety-day evaluation is to ensure a high level of performance by promoting meaningful communication between the supervisor and the employee at first hire. A yearly evaluation will be conducted after the initial employment year.
2. Student workers do not need to be formally evaluated, but should be monitored appropriately during their employment.

Agenda Item #8

Policy Second Reading

None

Agenda Item #9

Staff Recommendations for Approval

Agenda Item #9A

Activity Fee Allocations

MEMORANDUM

TO: Board of Trustees
FROM: Roger Browning
DATE: April 15, 2014
SUBJECT: FY15 Activity Fee Allocations

Students pay \$2 per credit hour to support student activities. The revenue generated is returned to the colleges. The Presidents of LTC, OCC, and WVC recommend student activity fee allocations. The activity fees for FCC go to support the textbook rental program.

Attached is an analysis of these allocations and the recommendation for FY15. There are no changes from last year's recommendations. The allocation notes what percentage of each dollar will be return to the appropriate self-balancing account in the auxiliary fund.

Mr. Chairman, I request approval of the Activity Fee Allocations for FY15.

RB/akb

Attachment

ACTIVITY FEE ALLOCATIONS

	LTC					OCC					WVC				
	10-11	11-12	12-13	13-14	14-15	10-11	11-12	12-13	13-14	14-15	10-11	11-12	12-13	13-14	14-15
Alumni Association	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Athletics	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%
Cheerleaders	3%	3%	-	5%	5%	-	-	-	-	-	5%	5%	5%	5%	5%
College Union	7%	7%	5%	-	-	-	-	-	-	-	20%	20%	20%	20%	20%
Student Testing	3%	3%	3%	-	-	4%	4%	4%	4%	4%	-	-	-	-	-
Intramurals	-	-	4%	5%	5%	-	-	-	-	-	-	-	-	-	-
Parking Maintenance	-	-	-	3%	3%	9%	9%	9%	9%	9%	-	-	-	-	-
Publications	10%	10%	10%	10%	10%	-	-	-	-	-	-	-	-	-	-
Soc Cul Act Team	-	-	-	-	-	8%	8%	8%	5%	5%	-	-	-	-	-
Special Events	3%	3%	3%	3%	3%	-	-	-	-	-	3%	3%	3%	3%	3%
Student Senate	15%	15%	15%	14%	14%	10%	10%	10%	10%	10%	12%	12%	12%	12%	12%
Special Projects	7%	7%	-	5%	5%	-	-	-	-	-	16%	16%	16%	16%	16%
Natatorium	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Student Handbook	-	-	-	-	-	3%	3%	3%	3%	3%	-	-	-	-	-
Model United Nation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Child Care	-	-	-	-	-	19%	19%	19%	20%	20%	-	-	-	-	-
Food Services	12%	12%	12%	10%	10%	17%	17%	17%	19%	19%	14%	14%	14%	14%	14%
Sports Facility	10%	10%	18%	15%	15%	-	-	-	-	-	-	-	-	-	-
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Agenda Item #9B

Concealed Carry Course Fee

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2014
RE: Concealed Carry Course Fee Reduction

Following the State of Illinois' approval of Concealed Carry, many schools were opened to meet the required instruction and shooting range requirements. IECC has been conducting a State approved course which has met the State demands for instruction and range activity.

Following the initial activity, it is clear that to be competitive in the marketplace; the District needs to reduce its course fee. The current course fee for both the eight and sixteen hour course is \$130.00 and it is recommended that be reduced to \$75.00.

With all additional fees and tuition, the eight hour course fee will be reduced from \$176.00 to \$121.00 and the sixteen hour course fee is currently \$222.00 and will be reduced to \$167.00. Both changes will be effective April 16, 2014.

I ask the Board's approval of these fee reductions.

TLB/rs

Agenda Item #9C

Diesel Technology Program Fee

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2014
RE: Diesel Technology Program Fee

Students enrolled in the Diesel Technology Program at WVC currently pay an annual rental fee of \$300.00 for the two semesters they are enrolled in the program. A service company provides, cleans, and returns the uniforms to the students on a regular basis.

The students would prefer to purchase and clean their own uniforms at a cost of \$285.00 for the two semesters and the student would be responsible for keeping the uniform clean, but the student would also own the uniform at the end of the course.

I ask the Board's approval of this change in the Diesel Technology Program Course Uniform Fee.

TLB/rs

Agenda Item #9D

Affiliation Agreements

Affiliation Agreement with St. Anthony's Hospital – Radiography- OCC
Affiliation Agreement with St. Anthony's Hospital – Allied Health
Affiliation Agreement with Speir Chiropractic – Medical Office Careers-OCC
Affiliation Agreement with Oblong Family Chiropractic – Electronic Medical Records-LTC
Affiliation Agreement with Bertram's Pharmacy – Pharmacy Technician-LTC
Affiliation Agreement with Olney CVS Pharmacy – Pharmacy Technician-LTC
Affiliation Agreement with Jasper County Health Dept. – Medical Assistant-LTC
Affiliation Agreement with Richland Memorial Hospital – Medical Assistant-LTC
Affiliation Agreement with Acute Medical Center – Medical Assistant-LTC

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2014
RE: Affiliation Agreements

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

St. Anthony's Hospital – Radiography
St. Anthony's Hospital – Allied Health
Speir Chiropractic – Medical Office Careers
Oblong Family Chiropractic – Electronic Medical Records
Bertram's Pharmacy – Pharmacy Technician
Olney CVS Pharmacy – Pharmacy Technician
Jasper County Health Dept. – Medical Assistant
Richland Memorial Hospital – Medical Assistant
Acute Medical Center – Medical Assistant

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

TLB/rs

Attachment

**CLINICAL AFFILIATION AGREEMENT
BETWEEN
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
OLNEY CENTRAL COLLEGE
AND
ST. ANTHONY'S MEMORIAL HOSPITAL**

THIS CLINICAL AFFILIATION AGREEMENT (the "**Agreement**") is entered into as of the date of last signature ("**Effective Date**"), by and between **ST. ANTHONY'S MEMORIAL HOSPITAL, OF THE HOSPITAL SISTERS OF THE THIRD ORDER OF ST. FRANCIS** (the "**Facility**") and **ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529, OLNEY CENTRAL COLLEGE** (the "**School**") (collectively, the "**Parties**" or separately, a "**Party**").

WHEREAS, Facility is an Illinois ("**State**") licensed acute care hospital, located in Effingham, Illinois; and

WHEREAS, the School desires to provide educational experiences to the students (hereinafter each a "**Student**" or collectively "**Students**") enrolled in one of the School's practical learning programs, as listed in **Exhibit A**, attached hereto and incorporated herein (hereinafter, each a "**Program**" or collectively the "**Programs**"); and

WHEREAS, Facility is willing to make available certain Facility sites, as listed in **Exhibit B**, attached hereto and incorporated herein, to the School, its employed faculty members, if applicable, and Students for the purpose of providing practical learning and clinical experiences through the Programs, which will necessarily include some activities and tasks performed by each Student; and

WHEREAS, requirements specific to each Program are set forth in **Exhibit C**.

NOW, THEREFORE, it is understood and agreed upon by the Parties hereto as follows:

1. SCHOOL RESPONSIBILITIES:

1.1. Provision of foundational curriculum to students. The School shall have the total responsibility for planning and determining the adequacy of the educational experience of Students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those Students who have satisfactorily completed the prerequisite didactic portion of the School's Program curriculum.

1.2. Student professional liability insurance.

1.2.1. State Colleges and Universities. If the School is a state college or university, the School shall require Students participating in the practicum to maintain, and the School shall provide proof to the Facility of, a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three

Million Dollars (\$3,000,000.00) in the aggregate covering the acts of such Student while participating in the Program at the Facility. Provided further, in the event the required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the Student.

1.2.2. Other Colleges and Universities. Unless otherwise specified in **Exhibit C**, the School shall require Students participating in the practicum to maintain, and the School shall provide proof to the Facility of, a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate; and general liability coverage of at least One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) in the aggregate covering the acts of such Student while participating in the Program. Such insurance coverage must be placed with an insurance carrier acceptable to the Facility. Certificates of insurance evidencing coverage as specified above must be produced prior to Student participation in the Program. In the event the required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the Student. The School shall require Students participating in the Program to maintain comprehensive health insurance. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the Student.

1.2.3. Additional insurance coverage. Any additional applicable insurance coverage requirements shall be set out by the Parties in **Exhibit C** to this Agreement.

1.3. Designation of liaison to Facility; communications relating to clinical placements. The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the Students participating in the Program will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances. The School shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

1.4. Evidence of student certifications, vaccinations, etc. Where applicable, the School shall provide evidence that a Student has met all vaccination and certifications requirements, as required by law and Facility policy, which may include, without limitation, CPR certification, hepatitis B vaccination, and OSHA compliance for prevention of transmission of blood borne pathogens and TB, as described in further detail in **Exhibit C**.

1.5. Criminal background check and drug screen compliance. Where applicable, a criminal background check and drug screen, as specified in **Exhibit C**, and as required by and acceptable to the Facility, are required of each placed Student prior to participation in the clinical rotation. It is the School's responsibility to ensure that the background check and drug screening have been completed and

that Students with unacceptable results will not participate at sites where Students with such results are forbidden by policy.

1.6. School notices to Students. The School shall notify each Student prior to his/her arrival at the Facility and shall ensure that he/she:

- 1.6.1. Follows the administrative policies, standards, and practices of the Facility.
- 1.6.2. Obtains medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.
- 1.6.3. Provides his/her own transportation and living arrangements.
- 1.6.4. Reports to the Facility on time and follows all established regulations during the regularly scheduled operating hours of the Facility.
- 1.6.5. Conforms to the standards and practices established by the School while functioning at the Facility.
- 1.6.6. Obtains prior written approval of the Facility and the School before publishing any material relating to the clinical learning experience.
- 1.6.7. Meets the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional code of ethics and the applicable standards of TJC and/or other relevant accrediting or regulatory bodies.

1.7. Qualifications of School faculty. The School represents and warrants that relevant faculty members are appropriately certified and/or licensed. Where applicable, the School will provide the Facility with copies of evidence of certifications or licensures, as specified in **Exhibit C**.

2. FACILITY RESPONSIBILITIES:

- 2.1. Provision of facilities for supervised clinical experiences.** Subject to the provisions of Section 3.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to Students. Such facilities shall include an environment conducive to the learning process of the Students as intended by the terms of this Agreement and conforming to customary Facility procedures.
- 2.2. Facility rules applicable to Students.** Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of clinical assignment, Students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.
- 2.3. Patient care.** While at the Facility, Students are not to replace the Facility staff, and are not to render services except as identified for educational value and delineated in the jointly planned educational experiences set forth in **Exhibit D**, attached hereto and incorporated herein by reference (the “**Patient Care Duties**”). Any such direct contact between a Student and a patient shall be under the supervision of a supervisor designated by the Facility. The Facility shall at all

times remain responsible for patient care.

- 2.4. Emergency treatment of Students.** Emergency outpatient treatment will be available to Students while in the Facility hospital for clinical training in case of accident or illness. In case of emergency at a non-hospital Facility site, standard procedure will be followed. It is the Student's responsibility to bear the cost of the emergency treatment.
- 2.5. Designation of liaison to School; communications relating to clinical placements.** The Facility shall designate a liaison responsible for coordinating the clinical placements. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the clinical Program. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.
- 2.6. Identity and credentials of Facility supervising personnel.** The Facility shall designate and submit in writing to the School the name, and where applicable the professional and academic credentials, of the individual(s) overseeing Student(s) experiences, as specified in **Exhibit C**.
- 2.7. School tour of Facility.** The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.
- 2.8. Provision of relevant Facility policies.** Where applicable, the Facility shall provide Student(s) and the School with the Facility's administrative policies, standards and practices relevant to the clinical placement, as specified in **Exhibit C**.
- 2.9. FERPA compliance.** The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's Students who train at the Facility pursuant to this Agreement.

3. OTHER RESPONSIBILITIES:

- 3.1. Compliance with patient privacy laws.** The School agrees to abide by and require its faculty and Students to abide by the Standards for Privacy of Individually Identifiable Health Information and all other regulations promulgated under Section 264 of the Health Insurance Portability and Accountability Act of 1996 ("**HIPAA**") and other state or federal health information privacy and security laws (collectively, "**Privacy Laws**") in effect as of the Effective Date or as amended from time to time. Upon request, the Parties may amend the

Agreement to conform with any new or revised Privacy Laws in order to ensure that Facility is at all times in conformance with all Privacy Laws. School and each Student acknowledges and agrees that each is a participant in Facility's organized health care arrangement ("**OHCA**"), and further agree to act in accordance with such OHCA designation.

- 3.2. Determination of instructional period.** The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.
- 3.3. Determination of number of participating Students.** The number of Students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the Parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of Students eligible to participate in the clinical education experience with prior notice to the School and adequate time for the School to reassign the Student(s) to another clinical site. The Facility agrees further to accommodate Students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.
- 3.4. Evaluation of Students' clinical experiences.** Evaluation of the clinical learning experiences of the Students will be accomplished jointly by the School and the Facility. Appropriate School and Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to Students.
- 3.5. Removal of Students.**
 - 3.5.1. The School has the right to remove a Student from a Program clinical education experience. The School shall notify the Facility of such removal in writing.
 - 3.5.2. The Facility may immediately remove any Student participating in a clinical education experience from the Facility's premises for behavior that the Facility deems to be a threat to the health or welfare of its patients, staff members, visitors, or operations. The Facility, in its sole discretion, may also immediately remove any Student for the failure to adhere to any applicable policy, procedure, standard, or practice of the Facility. In such event, the Facility shall notify the School in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a Student for any other reason, it shall notify the School in writing of the reasons for the removal and shall consult with the School before removing the Student.

4. TERM OF AGREEMENT:

The initial term of this Agreement shall be for three (3) years, to commence on March 1, 2014 and terminate three (3) years thereafter. Following expiration of the initial term, this Agreement shall automatically renew for successive one (1) year terms until terminated in accordance with this Section. Either Party may terminate this Agreement at any time, without cause or penalty, upon ninety (90) days prior written notice to the other Party. In the event that this Agreement is terminated, Students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

5. ADDITIONAL TERMS:

- 5.1. **Ethical and Religious Directives.** The Parties acknowledge that Facility is operated in accordance with the *Ethical and Religious Directives for Catholic Healthcare Services* as promulgated, from time to time, by the United States Conference of Catholic Bishops, Washington, D.C., of the Roman Catholic Church ("**Ethical and Religious Directives**"), and that the principles and beliefs of the Roman Catholic Church are a matter of conscience to Facility. It is the intent and agreement of the Parties that neither this Agreement nor any part hereof shall be construed to require Facility to violate said Ethical and Religious Directives in its operation and all parts of this Agreement must be interpreted in a manner that is consistent with said Ethical and Religious Directives. The School shall ensure that Students act in accordance with the Ethical and Religious Directives when engaged in clinical educational experiences at Facility.
- 5.2. **Compliance with laws.** The Parties believe and intend that this Agreement complies with all relevant federal and state laws as well as relevant regulations and accreditation standards, including but not limited to Federal Health Care Program (as defined under 42 U.S.C. § 1320a-7b(f)), fraud and abuse laws (including the Anti-Kickback Statute and the Stark Law), and all of the rules and regulations promulgated pursuant to, and all of the cases or opinions interpreting such statutes and laws (collectively, "**Laws**").
- 5.3. **System Responsibility Program.** Facility has in place a System Responsibility Program (the "**Responsibility Program**") which has as its goal, to ensure that Facility complies with Laws. The Responsibility Program focuses on risk management, the prevention of misconduct and the promotion of good corporate citizenship, including the commitment to uphold a high standard of ethical and legal business practices. The School acknowledges Facility's commitment to the Responsibility Program and agrees to conduct all activities which occur pursuant to this Agreement in accordance with the underlying philosophy of the Responsibility Program.
- 5.4. **Warranty of non-exclusion.** Each Party represents and warrants to the other that it is not: excluded from participation in any Federal Health Care Program; debarred, suspended or otherwise excluded from participating in any other federal or state procurement or non-procurement program or activity; or designated a Specially Designated National or Blocked Person by the Office of Foreign Asset

Control of the U.S. Department of Treasury. Each Party further represents and warrants to the other Party that to its knowledge, there are no pending or threatened governmental investigations that may lead to such exclusion. The School shall notify Facility in writing upon the commencement of any such exclusion or investigation within seven (7) business days of receiving first notice of such exclusion or investigation. Facility shall have the right to terminate this Agreement immediately upon learning of any such exclusion and shall be kept informed of the status of any such investigation.

- 5.5. Independent Parties.** Except as set forth in this Agreement, no action taken by either Party, or its officers, employees or agents pursuant to this Agreement, shall be deemed to create any partnership, joint venture, association or syndicate between the Parties, nor shall any such action be deemed to confer upon either Party any express or implied right or authority to assume, or create any obligation or responsibility on behalf of, or in the name of, the other Party. The Parties to this Agreement are independent entities, contracting with each other solely for the purpose of carrying out the terms and conditions of this Agreement. Facility shall not be responsible for the payment of any federal, state or local taxes arising under or in connection with this Agreement, including, without limitation, the payment of actual and estimated tax liabilities, and Facility shall be indemnified and held harmless from any loss, cost, or liability arising out of the School's failure to do so.
- 5.6. Indemnification.** Each Party agrees to indemnify and hold the other harmless from any and all claims, suits, damages, fines, penalties, judgments, liabilities and expenses (including reasonable attorney's fees and court costs) arising from (a) any negligent or willful act or omission of the Party, its agents, or employees, (b) breach of this Agreement or (c) violation of a Law; provided, however, that the School shall not be entitled to indemnification for any claims, liability, losses, or damages caused by the acts or omissions of any of its Students or faculty members assigned to Facility pursuant to this Agreement. Notwithstanding anything to the contrary in this Agreement, a Party's obligations with respect to indemnification for acts described in this Section shall not apply to the extent that such application would nullify any existing insurance coverage of such Party or as to that portion of any claim of loss in which an insurer is obligated to defend or satisfy. This Section 5.6 shall survive the expiration or earlier termination of this Agreement. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
- 5.7. Non-discrimination.** The Parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, as well as any and all applicable rules and regulations of the State. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, ancestry, military status, sexual orientation or handicap in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.

- 5.8. Employment status.** No assigned Student or School faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such Student or faculty member be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.
- 5.9. Amendments.** This Agreement may be amended only by an instrument in writing signed by the Parties.
- 5.10. Assignment.** Neither Party may assign this Agreement or the rights or obligations hereunder without the specific written consent of the other Party, except that this Agreement may be assigned by Facility without the prior written approval of the School to an affiliate of Facility. For purposes of this Agreement, "Affiliate" shall mean any successor entity of Facility, or any entity controlled directly or indirectly by Facility or Hospital Sisters Health System.
- 5.11. Books and records.** If this Agreement is a contract within the purview of Section 1861(v)(1)(I) of the Social Security Act (Section 952 of the Omnibus Reconciliation Act of 1980) and the regulations promulgated at 42 C.F.R. Part 420 in implementation thereof, the Parties agree to make available to the Comptroller General of the United States ("**Comptroller General**"), the Secretary of the Department of Health and Human Services ("**Secretary**") and their duly authorized representatives, for four (4) years after the latest furnishing of services pursuant to this Agreement, access to the books, documents and records and such other information as may be required by the Comptroller General or Secretary to verify the nature and extent of the costs of services provided by each Party, respectively. If either Party, upon the approval of the other Party, carries out the duties of this Agreement through a subcontract worth \$10,000.00 or more over a twelve (12) month period with a related organization, the subcontract will also contain an access clause to permit access by the Secretary, Comptroller General and their representatives to the related organization's books and records.
- 5.12. Corporate practice of medicine.** Nothing contained herein shall be construed as allowing or authorizing Facility to engage in the practice of medicine, either directly or through its agents or employees. It is the intent of the Parties that any actions performed pursuant to this Agreement which constitute acts of medicine are not acts of, or by, Facility.
- 5.13. Counterparts; facsimile and pdf signatures.** The Parties agree that this Agreement may be executed in multiple originals, each of which shall be considered an original for all purposes and, collectively, shall be considered to constitute this Agreement. The Parties further agree that signatures transmitted by facsimile or in Portable Document Format (pdf) may be considered an original for all purposes, including, without limitation, the execution of this Agreement and enforcement of this Agreement.
- 5.14. Entire agreement.** This Agreement supersedes all previous contracts or agreements between the Parties for the same services, and constitutes the entire

agreement between the Parties. Neither the School nor Facility shall be entitled to benefits other than those specifically enumerated herein.

- 5.15. Governing law.** This Agreement shall be construed and governed by the laws of the State. Unless otherwise required by law, the Parties shall submit to the jurisdiction of the courts within the county where Facility is located in the State.
- 5.16. Headings.** The headings and subheadings in this Agreement are inserted for convenience of reference only and shall not affect the meaning or interpretation of this Agreement.
- 5.17. Interpretation.** The Parties hereto acknowledge that (i) each Party has reviewed the terms and provisions of this Agreement; (ii) the rule of construction to the effect that any ambiguities are resolved against the drafting Party shall not be employed in the interpretation of this Agreement; and (iii) the terms and provisions of this Agreement shall be construed fairly as to all Parties hereto and not in favor or against any Party, regardless of which Party was generally responsible for the preparation of this Agreement.
- 5.18. Notice.** Notices or communications herein required or permitted shall be given to the respective Party by registered or certified mail, by overnight courier service (e.g., UPS), by electronic mail for which the sender has an electronic receipt, or by hand delivery, at the address listed under the Party's signature to this Agreement unless either Party shall designate a new address by written notice. The notice shall be deemed to be given as follows: (i) in the case of certified or registered mail, three (3) days after the date of its mailing; (ii) in the case of overnight courier service, on the next business day following mailing; (iii) in the case of electronic mail, on the date notice was sent; and (iv) in the case of hand delivery, on the date of its receipt by the Party entitled to it.
- 5.19. Severability.** If any term, covenant, or condition of this Agreement or the application thereof to any person or circumstance shall be invalid or unenforceable, then the remainder of this Agreement and the application of any term or provision to any person or circumstances, other than those to which it is held invalid or unenforceable, shall not be affected thereby and all other terms shall be valid and enforceable to the fullest extent permitted by law.
- 5.20. Survival.** Any provision which expressly or by its context requires, after termination of this Agreement, action or places obligations on the Parties to this Agreement, shall so survive the termination of this Agreement.
- 5.21. Third party rights.** Except as otherwise expressly stated herein, the Parties do not intend to create any enforceable rights in any third party under this Agreement and there are no third party beneficiaries to this Agreement.
- 5.22. Waiver of breach.** The waiver by either Party of a breach or violation of any provision of this Agreement shall not operate as nor be construed to be a waiver of any subsequent breach hereof.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the last day and year set forth below.

For and on behalf of:

**ST. ANTHONY'S MEMORIAL HOSPITAL,
OF THE HOSPITAL SISTERS OF THE
THIRD ORDER OF ST. FRANCIS**

**ILLINOIS EASTERN COMMUNITY
COLLEGES, DISTRICT 529, OLNEY
CENTRAL COLLEGE**

Printed Name: Theresa J. Rutherford

Printed Name: Dr. G. Andrew Fischer

Title: President & CEO

Title: Chairman, IECC Board of Trustees

Date: _____

Date: _____

Address: 503 N. Maple Street
Effingham, IL 62401
Attn: President & CEO

Address: 305 N. West Street
Olney, IL 62450
Attn: Radiography Program Director

Printed Name: Carol Kocher, MS. R.T. (R)(M)
Title: Radiography Program Director
Date: _____

Printed Name: Tammy Fralicker, MSN, RN
Title: Assoc. Dean of Nursing and Allied Health
Date: _____

Printed Name: Rodney Ranes, MS
Title: President, Olney Central College
Date: _____

EXHIBIT A
PROGRAMS

Radiologic Technology

EXHIBIT B

FACILITY SITES

Main Site

St. Anthony's Memorial Hospital
503 N. Maple Street
Effingham, IL 62401

Secondary Sites

Open MRI and Diagnostic Center
902 W. Temple
Effingham, IL 62401

Diagnostic Center at the Effingham Medical Center
900 W. Temple Suite 211
Effingham, IL 62401

Marshall Clinic Diagnostic Center
300 N. Maple Street
Effingham, IL 62401

Newton Diagnostic Center
507 W. Washington Street
Newton, IL 62448

Neoga Diagnostic Center
223 E. 6th Street
Neoga, IL 62447

Teutopolis Diagnostic Center
206 N. Pearl Street
Teutopolis, IL 62467

Altamont Diagnostic Center
3 Do It Drive, Suite A
Altamont, IL 62411

EXHIBIT C

PROGRAM SPECIFIC REQUIREMENTS (Each program shall have its own patient care duties list)

Facility: **St. Anthony's Memorial Hospital**
 School: **Olney Central College**
 Program: **Radiologic Technology**

Facility requires:	Yes	No
1) For all Schools, proof of professional liability insurance in a minimum amount of \$1 million per occurrence and, for non-state Schools, proof of general liability insurance in a minimum amount of \$1 million per occurrence. (paragraph 1.2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2) Verification that Students have met requirements for: (paragraph 1.4)		
a) CPR certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Immunizations		
i) Chickenpox (Varicella): Must have history of having Chickenpox disease, proof of immunity by titer <u>or</u> have received two doses of the varicella vaccine (Varivax) given one month apart.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ii) TB screening: A QuantiFERON TB Gold test within 90 days of start date or a TB skin test (TST) within 90 days prior to start date <u>plus</u> documentation of one other TST in the 365 days previous to start date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iii) If neither of these options is available, then the requirement is a 2-step TST within 90 days of start date. A 2-step TST is one test then another 7-21 days later.		
iv) Must have each of the following <u>or</u> meet v. below: (1) Rubella (German measles) immunization: Immunity required by documentation of one live dose of Rubella vaccine given on or after first birthday or positive Rubella titer. If Rubella titer is negative, immunization is required unless pregnant. (2) Rubeola (Red measles) immunization: Immunity required by documentation of two live doses of Rubeola vaccine given on or after first birthday <u>or</u> positive Rubeola titer. (3) Mumps immunization in 1969 or later written documentation of immunization of two live doses of mumps vaccine at 12 months of age or later or positive Mumps titer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
v) MMR (Mumps, Measles, Rubella) immunization: Two doses of MMR separated by more than one month and given on or after the first birthday.		
vi) Adult Tetanus-Diphtheria (Td) vaccine <u>or</u> proof of 1-time dose of Adult Tetanus, Diphtheria & Pertussis (Tdap) vaccine must be current within 10 years.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
vii) Influenza immunization: Documentation of influenza vaccination for current season <u>or</u> declination, in compliance with the current influenza vaccination policy in effect at Facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

viii) Hepatitis B: Documentation of the hepatitis B vaccine series <u>or</u> proof of immunity by titer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Compliance with OSHA requirements for prevention of transmission of bloodborne pathogens and TB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3) The Facility, through the Employee Health Service, shall provide for post-exposure testing of source individual after all occupational blood/body fluid exposures which occur within the Facility and are reported on Facility's incident report forms. Beyond such testing, the School shall assume responsibility for its employees and Students as follow-up to reported exposures of any kind (including blood/body fluid and any other type of exposure to infectious disease and/or hazardous material).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4) Criminal background check acceptable to Facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5) Drug screen (paragraph 1.5) acceptable to Facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6) Evidence of relevant faculties' certifications or licensures (paragraph 1.7)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7) Student/Practitioner/contractor shall conduct his/her/its practice and professional activities (or duties and responsibilities pursuant to this contract) in accordance with the "Ethical and Religious Directives for Catholic Healthcare Services" published by the United States Conference of Catholic Bishops, and the Ethical Directives of the Hospital, or any succeeding documents which may be adopted by the USCCB or the Facility or their successors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School requires:		
1) Copy of relevant Facility policies (paragraph 2.8)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2) Evidence of academic credentials, certifications and licensures of individual(s) overseeing Student(s) experiences (paragraph 2.6)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3) Other _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EXHIBIT D

PATIENT CARE DUTIES

Facility: **St. Anthony's Memorial Hospital**
School: **Olney Central College**
Program: **Radiologic Technology**

Students may perform the following Patient Care Duties at Facility, as amended from time to time:

General Medical Imaging and Radiation Therapy

- Corroborating patient's clinical history with procedure, ensuring information is documented and available for use by a licensed independent practitioner.
- Preparing patients for procedures.
- Applying principles of ALARA to minimize exposure to patient, self and others.
- Performing venipuncture.
- Starting and maintaining intravenous access.
- Identifying, preparing and/or administering medications.
- Evaluating images for technical quality, ensuring proper identification is recorded.

Bone Densitometry

- Performing and analyzing bone densitometry scans.

Cardiovascular Interventional

- Performing cardiovascular interventional procedures as prescribed by a licensed independent practitioner.
- Determining radiographic technique exposure factors.
- Assisting licensed independent practitioner with fluoroscopic and specialized interventional radiography procedures.
- Performing noninterpretive fluoroscopic procedures as prescribed by a licensed independent practitioner.
- Maintaining intra-arterial access as prescribed by a licensed independent practitioner.
- Participating in physiologic monitoring of patients.
- Performing manual and mechanical hemostasis, including the use of closure devices, as prescribed by a licensed independent practitioner.
- Placing, maintaining and removing peripherally inserted central catheters as prescribed by a licensed independent practitioner.

Computed Tomography

- Performing computed tomography procedures as prescribed by a licensed independent practitioner.
- Assisting a licensed independent practitioner with interventional computed tomography procedures.
- Selecting appropriate technical factors with consideration given to established protocols and other factors influencing data acquisition.
- Manipulating and reconstructing data for interpretation.
- Archiving data as appropriate and documenting patient exposures.

Limited X-ray Machine Operators

- Performing radiographic procedures limited to education or the specific area of anatomical interest based on training and licensure/certification as prescribed by a licensed independent practitioner.
- Assisting a licensed independent practitioner or radiographer during static radiographic procedures.
- Determining technical exposure factors in accordance with the principles of ALARA.

- Evaluating images for overall diagnostic quality.
- Assisting the licensed independent practitioner or radiographer in providing patient education.
- Applying the principles of patient safety during all aspects of radiographic procedures including assisting and transporting patients.

Magnetic Resonance

- Performing procedures or examinations under the order of a licensed independent practitioner for diagnostic interpretation or therapeutic intervention.
- Applying principles of magnetic resonance safety to minimize risk to patient, self and others.
- Selecting appropriate pulse sequences with consideration given to established protocols and other factors influencing data acquisition parameters.
- Assisting the licensed independent practitioner with interventional procedures.
- Manipulating and reconstructing digital data for display or hard copy records, ensuring proper identification is evident.
- Maintaining archival storage of digital data as appropriate.

Mammography

- Performing mammographic procedures.
- Performing breast ultrasound procedures.
- Determining image exposure factors.
- Imaging pathologic breast specimens.
- Providing or assisting with physical breast inspection or palpation.
- Assisting in maintaining medical records, respecting confidentiality and established policy.

Nuclear Medicine

- Performing procedures or examinations upon the order of a licensed independent practitioner for diagnostic interpretation and therapeutic procedures.
- Identifying, preparing and/or administering ionizing radiation (x-ray in the performance of computed tomography and radioactive material) and radiofrequencies within a magnetic field (magnetic resonance) as prescribed by a licensed independent practitioner.
- Providing optimal patient care by applying established and accepted protocols.
- Continually evaluating responsibilities and methods with recommendations for expansion of the profession.
- Assisting in maintaining records, respecting confidentiality and established policy.

Radiography

- Performing diagnostic radiographic and noninterpretive fluoroscopic procedures as prescribed by a licensed independent practitioner.
- Determining technical exposure factors.
- Assisting licensed independent practitioner with fluoroscopic and specialized radiologic procedures.
- Applying the principles of patient safety during all aspects of radiographic procedures, including assisting and transporting patients.

Sonography

- Performing diagnostic ultrasound procedures or examinations as prescribed by a licensed independent practitioner.
- Optimizing equipment parameters to ensure diagnostic exams are of consistent technical and administrative quality as requested by a licensed independent practitioner.
- Assisting a licensed independent practitioner with interventional procedures.

CLINICAL AFFILIATION AGREEMENT

BETWEEN
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
OLNEY CENTRAL COLLEGE
AND
ST. ANTHONY'S MEMORIAL HOSPITAL

THIS CLINICAL AFFILIATION AGREEMENT (the "**Agreement**") is entered into as of the date of last signature ("**Effective Date**"), by and between **ST. ANTHONY'S MEMORIAL HOSPITAL, OF THE HOSPITAL SISTERS OF THE THIRD ORDER OF ST. FRANCIS** (the "**Facility**") and **ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529, OLNEY CENTRAL COLLEGE** (the "**School**") (collectively, the "**Parties**" or separately, a "**Party**").

WHEREAS, Facility is an Illinois ("**State**") licensed acute care hospital, located in Effingham, Illinois; and

WHEREAS, the School desires to provide educational experiences to the students (hereinafter each a "**Student**" or collectively "**Students**") enrolled in one of the School's practical learning programs, as listed in **Exhibit A**, attached hereto and incorporated herein (hereinafter, each a "**Program**" or collectively the "**Programs**"); and

WHEREAS, Facility is willing to make available certain Facility sites, as listed in **Exhibit B**, attached hereto and incorporated herein, to the School, its employed faculty members, if applicable, and Students for the purpose of providing practical learning and clinical experiences through the Programs, which will necessarily include some activities and tasks performed by each Student; and

WHEREAS, requirements specific to each Program are set forth in **Exhibit C**.

NOW, THEREFORE, it is understood and agreed upon by the Parties hereto as follows:

6. SCHOOL RESPONSIBILITIES:

6.1. Provision of foundational curriculum to students. The School shall have the total responsibility for planning and determining the adequacy of the educational experience of Students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those Students who have satisfactorily completed the prerequisite didactic portion of the School's Program curriculum.

6.2. Student professional liability insurance.

6.2.1. State Colleges and Universities. If the School is a state college or university, the School shall require Students participating in the practicum to maintain, and the School shall provide proof to the Facility of, a

personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate covering the acts of such Student while participating in the Program at the Facility. Provided further, in the event the required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the Student.

6.2.2. Other Colleges and Universities. Unless otherwise specified in **Exhibit C**, the School shall require Students participating in the practicum to maintain, and the School shall provide proof to the Facility of, a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate; and general liability coverage of at least One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) in the aggregate covering the acts of such Student while participating in the Program. Such insurance coverage must be placed with an insurance carrier acceptable to the Facility. Certificates of insurance evidencing coverage as specified above must be produced prior to Student participation in the Program. In the event the required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the Student. The School shall require Students participating in the Program to maintain comprehensive health insurance. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the Student.

6.2.3. Additional insurance coverage. Any additional applicable insurance coverage requirements shall be set out by the Parties in **Exhibit C** to this Agreement.

6.3. Designation of liaison to Facility; communications relating to clinical placements. The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the Students participating in the Program will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances. The School shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

6.4. Evidence of student certifications, vaccinations, etc. Where applicable, the School shall provide evidence that a Student has met all vaccination and certifications requirements, as required by law and Facility policy, which may include, without limitation, CPR certification, hepatitis B vaccination, and OSHA compliance for prevention of transmission of blood borne pathogens and TB, as described in further detail in **Exhibit C**.

6.5. Criminal background check and drug screen compliance. Where applicable, a criminal background check and drug screen, as specified in **Exhibit C**, and as required by and acceptable to the Facility, are required of each placed Student

prior to participation in the clinical rotation. It is the School's responsibility to ensure that the background check and drug screening have been completed and that Students with unacceptable results will not participate at sites where Students with such results are forbidden by policy.

6.6. School notices to Students. The School shall notify each Student prior to his/her arrival at the Facility and shall ensure that he/she:

6.6.1. Follows the administrative policies, standards, and practices of the Facility.

6.6.2. Obtains medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

6.6.3. Provides his/her own transportation and living arrangements.

6.6.4. Reports to the Facility on time and follows all established regulations during the regularly scheduled operating hours of the Facility.

6.6.5. Conforms to the standards and practices established by the School while functioning at the Facility.

6.6.6. Obtains prior written approval of the Facility and the School before publishing any material relating to the clinical learning experience.

6.6.7. Meets the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional code of ethics and the applicable standards of TJC and/or other relevant accrediting or regulatory bodies.

6.7. Qualifications of School faculty. The School represents and warrants that relevant faculty members are appropriately certified and/or licensed. Where applicable, the School will provide the Facility with copies of evidence of certifications or licensures, as specified in **Exhibit C**.

7. FACILITY RESPONSIBILITIES:

7.1. Provision of facilities for supervised clinical experiences. Subject to the provisions of Section 3.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to Students. Such facilities shall include an environment conducive to the learning process of the Students as intended by the terms of this Agreement and conforming to customary Facility procedures.

7.2. Facility rules applicable to Students. Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of clinical assignment, Students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.

7.3. Patient care. While at the Facility, Students are not to replace the Facility staff, and are not to render services except as identified for educational value and delineated in the jointly planned educational experiences set forth in **Exhibit D**,

attached hereto and incorporated herein by reference (the “**Patient Care Duties**”). Any such direct contact between a Student and a patient shall be under the supervision of a supervisor designated by the School. The Facility shall at all times remain responsible for patient care. The School shall be responsible for ensuring each Student is adequately supervised at all times.

- 7.4. Emergency treatment of Students.** Emergency outpatient treatment will be available to Students while in the Facility hospital for clinical training in case of accident or illness. In case of emergency at a non-hospital Facility site, standard procedure will be followed. It is the Student’s responsibility to bear the cost of the emergency treatment.
- 7.5. Designation of liaison to School; communications relating to clinical placements.** The Facility shall designate a liaison responsible for coordinating the clinical placements. That person shall maintain contact with the School’s designated liaison person to assure mutual participation in and surveillance of the clinical Program. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.
- 7.6. Identity and credentials of Facility supervising personnel.** The Facility shall designate and submit in writing to the School the name, and where applicable the professional and academic credentials, of the individual(s) overseeing Student(s) experiences, as specified in **Exhibit C**.
- 7.7. School tour of Facility.** The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.
- 7.8. Provision of relevant Facility policies.** Where applicable, the Facility shall provide Student(s) and the School with the Facility’s administrative policies, standards and practices relevant to the clinical placement, as specified in **Exhibit C**.
- 7.9. FERPA compliance.** The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School’s Students who train at the Facility pursuant to this Agreement.

8. OTHER RESPONSIBILITIES:

- 8.1. Compliance with patient privacy laws.** The School agrees to abide by and require its faculty and Students to abide by the Standards for Privacy of Individually Identifiable Health Information and all other regulations promulgated

under Section 264 of the Health Insurance Portability and Accountability Act of 1996 ("**HIPAA**") and other state or federal health information privacy and security laws (collectively, "**Privacy Laws**") in effect as of the Effective Date or as amended from time to time. Upon request, the Parties may amend the Agreement to conform with any new or revised Privacy Laws in order to ensure that Facility is at all times in conformance with all Privacy Laws. School and each Student acknowledges and agrees that each is a participant in Facility's organized health care arrangement ("**OHCA**"), and further agree to act in accordance with such OHCA designation.

8.2. Determination of instructional period. The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.

8.3. Determination of number of participating Students. The number of Students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the Parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of Students eligible to participate in the clinical education experience with prior notice to the School and adequate time for the School to reassign the Student(s) to another clinical site. The Facility agrees further to accommodate Students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.

8.4. Evaluation of Students' clinical experiences. Evaluation of the clinical learning experiences of the Students will be accomplished jointly by the School and the Facility. Appropriate School and Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to Students.

8.5. Removal of Students.

8.5.1. The School has the right to remove a Student from a Program clinical education experience. The School shall notify the Facility of such removal in writing.

8.5.2. The Facility may immediately remove any Student participating in a clinical education experience from the Facility's premises for behavior that the Facility deems to be a threat to the health or welfare of its patients, staff members, visitors, or operations. The Facility, in its sole discretion, may also immediately remove any Student for the failure to adhere to any applicable policy, procedure, standard, or practice of the Facility. In such event, the Facility shall notify the School in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a Student for any other reason, it shall notify the School in writing

of the reasons for the removal and shall consult with the School before removing the Student.

9. TERM OF AGREEMENT:

The initial term of this Agreement shall be for three (3) years, to commence on March 1, 2014 and terminate three (3) years thereafter. Following expiration of the initial term, this Agreement shall automatically renew for successive one (1) year terms until terminated in accordance with this Section. Either Party may terminate this Agreement at any time, without cause or penalty, upon ninety (90) days prior written notice to the other Party. In the event that this Agreement is terminated, Students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

10. ADDITIONAL TERMS:

- 10.1. Ethical and Religious Directives.** The Parties acknowledge that Facility is operated in accordance with the *Ethical and Religious Directives for Catholic Healthcare Services* as promulgated, from time to time, by the United States Conference of Catholic Bishops, Washington, D.C., of the Roman Catholic Church ("**Ethical and Religious Directives**"), and that the principles and beliefs of the Roman Catholic Church are a matter of conscience to Facility. It is the intent and agreement of the Parties that neither this Agreement nor any part hereof shall be construed to require Facility to violate said Ethical and Religious Directives in its operation and all parts of this Agreement must be interpreted in a manner that is consistent with said Ethical and Religious Directives. The School shall ensure that Students act in accordance with the Ethical and Religious Directives when engaged in clinical educational experiences at Facility.
- 10.2. Compliance with laws.** The Parties believe and intend that this Agreement complies with all relevant federal and state laws as well as relevant regulations and accreditation standards, including but not limited to Federal Health Care Program (as defined under 42 U.S.C. § 1320a-7b(f)), fraud and abuse laws (including the Anti-Kickback Statute and the Stark Law), and all of the rules and regulations promulgated pursuant to, and all of the cases or opinions interpreting such statutes and laws (collectively, "**Laws**").
- 10.3. System Responsibility Program.** Facility has in place a System Responsibility Program (the "**Responsibility Program**") which has as its goal, to ensure that Facility complies with Laws. The Responsibility Program focuses on risk management, the prevention of misconduct and the promotion of good corporate citizenship, including the commitment to uphold a high standard of ethical and legal business practices. The School acknowledges Facility's commitment to the Responsibility Program and agrees to conduct all activities which occur pursuant to this Agreement in accordance with the underlying philosophy of the Responsibility Program.
- 10.4. Warranty of non-exclusion.** Each Party represents and warrants to the other that it is not: excluded from participation in any Federal Health Care Program;

debarred, suspended or otherwise excluded from participating in any other federal or state procurement or non-procurement program or activity; or designated a Specially Designated National or Blocked Person by the Office of Foreign Asset Control of the U.S. Department of Treasury. Each Party further represents and warrants to the other Party that to its knowledge, there are no pending or threatened governmental investigations that may lead to such exclusion. The School shall notify Facility in writing upon the commencement of any such exclusion or investigation within seven (7) business days of receiving first notice of such exclusion or investigation. Facility shall have the right to terminate this Agreement immediately upon learning of any such exclusion and shall be kept informed of the status of any such investigation.

- 10.5. Independent Parties.** Except as set forth in this Agreement, no action taken by either Party, or its officers, employees or agents pursuant to this Agreement, shall be deemed to create any partnership, joint venture, association or syndicate between the Parties, nor shall any such action be deemed to confer upon either Party any express or implied right or authority to assume, or create any obligation or responsibility on behalf of, or in the name of, the other Party. The Parties to this Agreement are independent entities, contracting with each other solely for the purpose of carrying out the terms and conditions of this Agreement. Facility shall not be responsible for the payment of any federal, state or local taxes arising under or in connection with this Agreement, including, without limitation, the payment of actual and estimated tax liabilities, and Facility shall be indemnified and held harmless from any loss, cost, or liability arising out of the School's failure to do so.
- 10.6. Indemnification.** Each Party agrees to indemnify and hold the other harmless from any and all claims, suits, damages, fines, penalties, judgments, liabilities and expenses (including reasonable attorney's fees and court costs) arising from (a) any negligent or willful act or omission of the Party, its agents, or employees, (b) breach of this Agreement or (c) violation of a Law; provided, however, that the School shall not be entitled to indemnification for any claims, liability, losses, or damages caused by the acts or omissions of any of its Students or faculty members assigned to Facility pursuant to this Agreement. Notwithstanding anything to the contrary in this Agreement, a Party's obligations with respect to indemnification for acts described in this Section shall not apply to the extent that such application would nullify any existing insurance coverage of such Party or as to that portion of any claim of loss in which an insurer is obligated to defend or satisfy. This Section 5.6 shall survive the expiration or earlier termination of this Agreement. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
- 10.7. Non-discrimination.** The Parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, as well as any and all applicable rules and regulations of the State. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, ancestry, military status,

sexual orientation or handicap in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.

- 10.8. Employment status.** No assigned Student or School faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such Student or faculty member be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.
- 10.9. Amendments.** This Agreement may be amended only by an instrument in writing signed by the Parties.
- 10.10. Assignment.** Neither Party may assign this Agreement or the rights or obligations hereunder without the specific written consent of the other Party, except that this Agreement may be assigned by Facility without the prior written approval of the School to an affiliate of Facility. For purposes of this Agreement, "Affiliate" shall mean any successor entity of Facility, or any entity controlled directly or indirectly by Facility or Hospital Sisters Health System.
- 10.11. Books and records.** If this Agreement is a contract within the purview of Section 1861(v)(1)(I) of the Social Security Act (Section 952 of the Omnibus Reconciliation Act of 1980) and the regulations promulgated at 42 C.F.R. Part 420 in implementation thereof, the Parties agree to make available to the Comptroller General of the United States ("**Comptroller General**"), the Secretary of the Department of Health and Human Services ("**Secretary**") and their duly authorized representatives, for four (4) years after the latest furnishing of services pursuant to this Agreement, access to the books, documents and records and such other information as may be required by the Comptroller General or Secretary to verify the nature and extent of the costs of services provided by each Party, respectively. If either Party, upon the approval of the other Party, carries out the duties of this Agreement through a subcontract worth \$10,000.00 or more over a twelve (12) month period with a related organization, the subcontract will also contain an access clause to permit access by the Secretary, Comptroller General and their representatives to the related organization's books and records.
- 10.12. Corporate practice of medicine.** Nothing contained herein shall be construed as allowing or authorizing Facility to engage in the practice of medicine, either directly or through its agents or employees. It is the intent of the Parties that any actions performed pursuant to this Agreement which constitute acts of medicine are not acts of, or by, Facility.
- 10.13. Counterparts; facsimile and pdf signatures.** The Parties agree that this Agreement may be executed in multiple originals, each of which shall be considered an original for all purposes and, collectively, shall be considered to constitute this Agreement. The Parties further agree that signatures transmitted by facsimile or in Portable Document Format (pdf) may be considered an original for all purposes, including, without limitation, the execution of this Agreement and enforcement of this Agreement.

- 10.14. Entire agreement.** This Agreement supersedes all previous contracts or agreements between the Parties for the same services, and constitutes the entire agreement between the Parties. Neither the School nor Facility shall be entitled to benefits other than those specifically enumerated herein.
- 10.15. Governing law.** This Agreement shall be construed and governed by the laws of the State. Unless otherwise required by law, the Parties shall submit to the jurisdiction of the courts within the county where Facility is located in the State.
- 10.16. Headings.** The headings and subheadings in this Agreement are inserted for convenience of reference only and shall not affect the meaning or interpretation of this Agreement.
- 10.17. Interpretation.** The Parties hereto acknowledge that (i) each Party has reviewed the terms and provisions of this Agreement; (ii) the rule of construction to the effect that any ambiguities are resolved against the drafting Party shall not be employed in the interpretation of this Agreement; and (iii) the terms and provisions of this Agreement shall be construed fairly as to all Parties hereto and not in favor or against any Party, regardless of which Party was generally responsible for the preparation of this Agreement.
- 10.18. Notice.** Notices or communications herein required or permitted shall be given to the respective Party by registered or certified mail, by overnight courier service (e.g., UPS), by electronic mail for which the sender has an electronic receipt, or by hand delivery, at the address listed under the Party's signature to this Agreement unless either Party shall designate a new address by written notice. The notice shall be deemed to be given as follows: (i) in the case of certified or registered mail, three (3) days after the date of its mailing; (ii) in the case of overnight courier service, on the next business day following mailing; (iii) in the case of electronic mail, on the date notice was sent; and (iv) in the case of hand delivery, on the date of its receipt by the Party entitled to it.
- 10.19. Severability.** If any term, covenant, or condition of this Agreement or the application thereof to any person or circumstance shall be invalid or unenforceable, then the remainder of this Agreement and the application of any term or provision to any person or circumstances, other than those to which it is held invalid or unenforceable, shall not be affected thereby and all other terms shall be valid and enforceable to the fullest extent permitted by law.
- 10.20. Survival.** Any provision which expressly or by its context requires, after termination of this Agreement, action or places obligations on the Parties to this Agreement, shall so survive the termination of this Agreement.
- 10.21. Third party rights.** Except as otherwise expressly stated herein, the Parties do not intend to create any enforceable rights in any third party under this Agreement and there are no third party beneficiaries to this Agreement.

10.22. Waiver of breach. The waiver by either Party of a breach or violation of any provision of this Agreement shall not operate as nor be construed to be a waiver of any subsequent breach hereof.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the last day and year set forth below.

For and on behalf of:

**ST. ANTHONY'S MEMORIAL HOSPITAL,
OF THE HOSPITAL SISTERS OF THE
THIRD ORDER OF ST. FRANCIS**

**ILLINOIS EASTERN COMMUNITY
COLLEGES, DISTRICT 529, OLNEY
CENTRAL COLLEGE**

Printed Name: Theresa J. Rutherford

Printed Name: Dr. G. Andrew Fischer

Title: President & CEO

Title: Chairman, IECC Board of Trustees

Date: _____

Date: _____

Address: 503 N. Maple Street
Effingham, IL 62401
Attn: President & CEO

Address: 305 N. West Street
Olney, IL 62450
Attn: Department Head, Nursing

Printed Name: Anne Hustad, MSN, RN

Title: Department Head, Nursing

Date: _____

Printed Name: Tammy Fralicker, MSN, RN

Title: Assoc. Dean of Nursing & Allied Health

Date: _____

Printed Name: Rodney Ranes, MS

Title: President, Olney Central College

Date: _____

EXHIBIT A

PROGRAMS

Associate Degree Nursing, Practical Nursing Certificate

EXHIBIT B

FACILITY SITES

St. Anthony's Memorial Hospital
503 N. Maple Street
Effingham, IL 62401

EXHIBIT C

PROGRAM SPECIFIC REQUIREMENTS (Each program shall have its own patient care duties list)

Facility: **St. Anthony's Memorial Hospital**
 School: **Olney Central College**
 Program: **Associate Degree Nursing, Practical Nursing Certificate**

Facility requires:	Yes	No
8) For all Schools, proof of professional liability insurance in a minimum amount of \$1 million per occurrence and, for non-state Schools, proof of general liability insurance in a minimum amount of \$1 million per occurrence. (paragraph 1.2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9) Verification that Students have met requirements for: (paragraph 1.4)		
a) CPR certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Immunizations		
i) Chickenpox (Varicella): Must have history of having Chickenpox disease, proof of immunity by titer <u>or</u> have received two doses of the varicella vaccine (Varivax) given one month apart.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ii) TB screening: A QuantiFERON TB Gold test within 90 days of start date or a TB skin test (TST) within 90 days prior to start date <u>plus</u> documentation of one other TST in the 365 days previous to start date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iii) If neither of these options is available, then the requirement is a 2-step TST within 90 days of start date. A 2-step TST is one test then another 7-21 days later.		
iv) Must have each of the following <u>or</u> meet v. below: (1) Rubella (German measles) immunization: Immunity required by documentation of one live dose of Rubella vaccine given on or after first birthday or positive Rubella titer. If Rubella titer is negative, immunization is required unless pregnant. (2) Rubeola (Red measles) immunization: Immunity required by documentation of two live doses of Rubeola vaccine given on or after first birthday <u>or</u> positive Rubeola titer. (3) Mumps immunization in 1969 or later written documentation of immunization of two live doses of mumps vaccine at 12 months of age or later or positive Mumps titer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
v) MMR (Mumps, Measles, Rubella) immunization: Two doses of MMR separated by more than one month and given on or after the first birthday.		
vi) Adult Tetanus-Diphtheria (Td) vaccine <u>or</u> proof of 1-time dose of Adult Tetanus, Diphtheria & Pertussis (Tdap) vaccine must be current within 10 years.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
vii) Influenza immunization: Documentation of influenza vaccination for current season <u>or</u> declination, in compliance with the current influenza vaccination policy in effect at Facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

viii) Hepatitis B: Documentation of the hepatitis B vaccine series <u>or</u> proof of immunity by titer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Compliance with OSHA requirements for prevention of transmission of bloodborne pathogens and TB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10) The Facility, through the Employee Health Service, shall provide for post-exposure testing of source individual after all occupational blood/body fluid exposures which occur within the Facility and are reported on Facility's incident report forms. Beyond such testing, the School shall assume responsibility for its employees and Students as follow-up to reported exposures of any kind (including blood/body fluid and any other type of exposure to infectious disease and/or hazardous material).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11) Criminal background check acceptable to Facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12) Drug screen (paragraph 1.5) acceptable to Facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13) Evidence of relevant faculties' certifications or licensures (paragraph 1.7)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14) Student/Practitioner/contractor shall conduct his/her/its practice and professional activities (or duties and responsibilities pursuant to this contract) in accordance with the "Ethical and Religious Directives for Catholic Healthcare Services" published by the United States Conference of Catholic Bishops, and the Ethical Directives of the Hospital, or any succeeding documents which may be adopted by the USCCB or the Facility or their successors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School requires:		
4) Copy of relevant Facility policies (paragraph 2.8)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5) Evidence of academic credentials, certifications and licensures of individual(s) overseeing Student(s) experiences (paragraph 2.6)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6) Other _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EXHIBIT D

PATIENT CARE DUTIES

(Each program shall have its own patient care duties list)

Facility: **St. Anthony's Memorial Hospital**
School: **Olney Central College**
Program: **Associate Degree Nursing, Practical Nursing Certificate**

Students may perform the following Patient Care Duties at Facility, as amended from time to time:

- IV starts, regulation, discontinuance
- IV medication administration, saline lock maintenance
- Central line and PICC line care
- Blood administration and maintenance
- Neuro checks
- Physical assessment
- Tracheostomy care
- Suctioning
- Nasogastric tube insertion and irrigation and gastrostomy feeding and medication administration through tubes
- Colostomy care and irrigation
- Dressing care and changes (sterile and non-sterile)
- Remove sutures
- Wound care
- Insert and maintain catheters (retention and straight)
- Specimen collection
- Administer drugs- oral, injections, topical, suppository
- Test blood sugar by fingerstick
- Administer and monitor oxygen

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
OLNEY CENTRAL COLLEGE
MEDICAL OFFICE CAREERS PROGRAMS**

AGENCY AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Careers Programs. (Hereinafter referred to as OLNEY CENTRAL COLLEGE) and SPEIR CHIROPRACTIC (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Medical Office Careers Programs, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience in the field of Medical Office,

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

1. The AGENCY agrees to make its facilities available for medical office assistant internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Careers Programs on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program

Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

5. If a physical exam or TB test is required, these will be scheduled at the expense of the student.

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.

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

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE or AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may be made each spring if either party requests the review. 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 OLNEY CENTRAL COLLEGE's Medical Office Careers Programs and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

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

AGENCY

Speir Chiropractic
ALBION, IL

OLNEY CENTRAL COLLEGE

Chair, IECC Board of Trustees

President, Olney Central College

Dean, Olney Central College

Administrator, Hospital or Agency

Internship Program Coordinator

Chief Executive Officer,
Illinois Eastern Community Colleges

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

September 4, 2008

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 12 day of May, 2014, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Electronic Medical Records (EMR) Program (hereinafter referred to as LTC) and Oblong Family Chiropractic Clinic, Oblong, IL. (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for practice by students of the EMR Program for the COLLEGE and

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

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

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

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

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

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

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

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

have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. EMR Faculty and EMR students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2014.

AGENCY

LINCOLN TRAIL COLLEGE

Medical Services Director

Electronic Medical Records
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 12 day of May, 2014, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Bertram's Pharmacy, Robinson, IL (hereinafter referred to as AGENCY). *[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

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

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

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician 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 the AGENCY, and will comply with the policies of the health AGENCY.

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

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

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

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2014.

AGENCY

LINCOLN TRAIL COLLEGE

Pharmacy Director

Pharmacy Technician Faculty Member

Pharmacy Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/13/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 12 day of May, 2014, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and CVS Pharmacy, Olney, IL (hereinafter referred to as AGENCY). *[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

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

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

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician 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 the AGENCY, and will comply with the policies of the health AGENCY.

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

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

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

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2014.

AGENCY

LINCOLN TRAIL COLLEGE

Pharmacy Director

Pharmacy Technician Faculty Member

Pharmacy Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/13/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 12 day of May, 2014, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Jasper County Health Department Newton, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Certified Medical Assistant Faculty and CMA students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2014.

AGENCY

LINCOLN TRAIL COLLEGE

Medical Services Director

Certified Medical Assistant
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/26/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 12 day of May, 2014, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Richland Memorial Hospital, Olney, IL (hereinafter referred to as AGENCY).
[Insert: Agency, City, and State Above]

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Certified Medical Assistant Faculty and CMA students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2014.

AGENCY

LINCOLN TRAIL COLLEGE

Medical Services Director

Certified Medical Assistant
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/26/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 12 day of May, 2014, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Acute Medical Center, Robinson, IL (hereinafter referred to as AGENCY).

[Insert: Agency, City, and State Above]

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Certified Medical Assistant Faculty and CMA students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2014.

AGENCY

LINCOLN TRAIL COLLEGE

Medical Services Director

Certified Medical Assistant
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/26/06

Agenda Item #10

Bid Committee Report

None

Agenda Item #11

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

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

FUND	BALANCE
Educational	\$6,251,412.76
Operations & Maintenance	\$1,644,111.44
Operations & Maintenance (Restricted)	\$385,033.75
Bond & Interest	\$473,479.40
Auxiliary	\$758,156.29
Restricted Purposes	(\$239,193.95)
Working Cash	\$200,157.91
Trust & Agency	\$390,561.69
Audit	(\$9,355.16)
Liability, Protection & Settlement	\$582,274.65
TOTAL ALL FUNDS	\$10,436,638.78

Respectfully submitted,

Roger Browning, Treasurer

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

	ALL FUNDS
	Fiscal Year 2014
ASSETS:	
CASH	10,436,639
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	22,590,000
RECEIVABLES	1,233,197
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	692,699
OTHER ASSETS	839,026
TOTAL ASSETS AND OTHER DEBITS:	35,825,961
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	230,334
ACCOUNTS PAYABLE	109,669
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	300,000
OTHER LIABILITIES	1,310,484
TOTAL LIABILITIES:	1,950,487
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	3,199,772
PR YR BDGTED CHANGE TO FUND BALANCE	322,221
 FUND BALANCES:	
FUND BALANCE	26,791,311
RESERVE FOR ENCUMBRANCES	3,562,170
TOTAL EQUITY AND OTHER CREDITS	33,875,474
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 35,825,961

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 As Of March 31, 2014

ALL FUNDS

FY 2014
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	6,314,404
STATE GOVT SOURCES	7,032,761
STUDENT TUITION & FEES	13,360,369
SALES & SERVICE FEES	2,649,319
FACILITIES REVENUE	4,990
INVESTMENT REVENUE	137,750
OTHER REVENUES	166,389
TOTAL REVENUES:	29,665,982

EXPENDITURES:

INSTRUCTION	9,663,096
ACADEMIC SUPPORT	381,680
STUDENT SERVICES	1,251,838
PUBLIC SERV/CONT ED	48,556
OPER & MAINT PLANT	2,019,285
INSTITUTIONAL SUPPORT	7,946,415
SCH/STUDENT GRNT/WAIVERS	6,655,765
AUXILIARY SERVICES	3,806,141
TOTAL EXPENDITURES:	31,772,776

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	-2,106,794
-------------------------------------	------------

Illinois Eastern Community Colleges
Operating Fund Analysis
CASH BASIS
July 1, 2013 -- June 30, 2014

	Education Fund	O & M Fund	Total Operating Funds
REVENUES:			
Local Government Sources	2,498,660	1,070,317	3,568,977
State Government Sources - Current Year	5,053,155	1,964,763	7,017,918
State Government Sources - Prior Year	4,562,972	-	4,562,972
Net Tuition and Fees	5,894,369	-	5,894,369
Sales & Service Fees	15,331	-	15,331
Facilities Revenue	40	4,125	4,165
Investment Revenue	77,082	19,638	96,720
Other Revenues	94,822	15,887	110,709
TOTAL REVENUES:	<u>18,196,431</u>	<u>3,074,730</u>	<u>21,271,161</u>
 EXPENDITURES:			
Salaries	11,831,939	622,237	12,454,176
Employee Benefits	1,645,143	140,327	1,785,470
Contractual Services	426,590	198,267	624,857
Materials	1,144,844	157,656	1,302,500
Travel & Staff Development	185,337	3,982	189,319
Fixed Charges	122,003	47,214	169,217
Utilities	57,789	759,162	816,951
Capital Outlay	44,285	43,417	87,702
Other	105,834	1,187	107,021
TOTAL EXPENDITURES:	<u>15,563,764</u>	<u>1,973,449</u>	<u>17,537,213</u>
 TRANSFERS :			
Interfund Transfers	(1,199,387)	-	(1,199,387)
TOTAL TRANSFERS:	<u>(1,199,387)</u>	<u>-</u>	<u>(1,199,387)</u>
 NET INCREASE/DECREASE IN NET ASSETS			
	<u><u>1,433,280</u></u>	<u><u>1,101,281</u></u>	<u><u>2,534,561</u></u>

**OPERATING FUNDS
COMPARISON REPORT FY12-14**

College	Category	FISCAL YEAR 2012			FISCAL YEAR 2013			FISCAL YEAR 2014			
		Anticipated Budget	Spent Thru March	% of Bdgt	Anticipated Budget	Spent Thru March	% of Bdgt	Anticipated Budget	Spent Thru March	% of Bdgt	% of Year
Frontier	Bills		\$ 1,575,353			\$ 1,413,572			\$ 1,186,101		
	Payroll		1,603,296			1,624,885			1,426,618		
	Totals	\$ 4,378,358	3,178,649	73%	\$ 4,312,683	3,038,457	70%	\$ 3,658,802	2,612,719	71%	75%
Lincoln Trail	Bills		1,501,088			1,469,005			1,405,859		
	Payroll		1,933,892			1,896,527			1,880,424		
	Totals	\$ 4,566,700	3,434,980	75%	\$ 4,498,201	3,365,532	75%	\$ 4,494,153	3,286,283	73%	75%
Olney Central	Bills		1,667,107			1,791,186			1,991,249		
	Payroll		3,853,527			3,858,907			4,099,679		
	Totals	\$ 7,434,923	5,520,634	74%	\$ 7,396,633	5,650,093	76%	\$ 7,789,976	6,090,928	78%	75%
Wabash Valley	Bills		1,915,697			2,079,455			2,104,290		
	Payroll		2,478,663			2,402,728			2,458,564		
	Totals	\$ 6,115,012	4,394,360	72%	\$ 6,083,520	4,482,183	74%	\$ 6,078,045	4,562,854	75%	75%
Workforce Educ.	Bills		2,582,664			2,718,181			3,342,408		
	Payroll		1,154,725			1,103,649			1,291,975		
	Totals	\$ 5,377,687	3,737,389	69%	\$ 5,297,022	3,821,830	72%	\$ 6,042,255	4,634,383	77%	75%
District Office	Bills		174,339			195,558			241,202		
	Payroll		673,305			698,196			725,293		
	Totals	\$ 1,285,431	847,644	66%	\$ 1,266,150	893,754	71%	\$ 1,289,241	966,495	75%	75%
District Wide	Bills		1,522,142			1,472,195			1,444,700		
	Payroll		620,715			646,675			571,623		
	Totals	\$ 3,519,446	2,142,857	61%	\$ 3,329,156	2,118,870	64%	\$ 2,763,846	2,016,323	73%	75%
GRAND TOTALS		\$32,677,557	\$ 23,256,513	71%	\$32,183,365	\$ 23,370,719	73%	\$32,116,317	\$24,169,985	75%	75%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
March 31, 2014

	<u>FY 2014</u>		<u>FY 2013</u>		<u>Increase (Decrease)</u>
	Amount	% of Total	Amount	% of Total	
Salaries	12,454,176	51.53%	12,231,567	52.34%	222,609
Employee Benefits	1,785,470	7.39%	1,633,343	6.99%	152,127
Contractual Services	624,857	2.59%	733,876	3.14%	(109,019)
Materials	1,302,500	5.39%	1,143,357	4.89%	159,143
Travel & Staff Development	189,319	0.78%	205,151	0.88%	(15,832)
Fixed Charges	169,217	0.70%	162,029	0.69%	7,188
Utilities	816,951	3.38%	829,964	3.55%	(13,013)
Capital Outlay	87,702	0.36%	488,089	2.09%	(400,387)
Other	6,739,793	27.88%	5,943,343	25.43%	796,450
	<u>24,169,985</u>	<u>100.00%</u>	<u>23,370,719</u>	<u>100.00%</u>	<u>799,266</u>

Agenda Item #12

Chief Executive Officer's Report

Agenda Item #13

Executive Session

Agenda Item #14

Approval of Executive Session Minutes

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

Agenda Item #15

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 10, 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, 400.5, 400.6, and 400.7 will be mailed under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Change in Status**
- 400.3. Revisions/Additions to Administrative Guidelines for Bargaining Unit Faculty**
- 400.4. Additions to Administrative Guidelines for Part-time Faculty**
- 400.5. Unpaid Leave Request**
- 400.6. Resignation Ratification**
- 400.7. Retirement Ratification**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Classified

1. Clay Atkins, Maintenance Worker, OCC, effective May 1, 2014, pending successful completion of background check.

400.2. Change in Status

A. Classified

1. Loren D. Wingert, Information Systems Technician, from LWIA/DO to DO, effective July 1, 2014.

400.3. Revisions/Additions to Administrative Guidelines for Bargaining Unit Faculty

1. Full time faculty members who conduct evaluations of adjunct faculty members shall be paid a rate of \$50 per evaluation conducted.
2. Instructors who teach Concealed Carry courses will be paid at a rate of \$100/student, per credit hour effective April 16, 2014.

400.4. Additions to Administrative Guidelines for Part-time Faculty

1. Retired IECC Faculty who conduct evaluations of adjunct faculty members shall be paid a rate of \$50 per evaluation conducted.
2. Instructors who teach Concealed Carry courses will be paid at a rate of \$100/student, per credit hour effective April 16, 2014.

400.5. Unpaid Leave Request

A. Classified

1. Molly Hardiman, International Student Liaison, LTC, effective April 7, 2014 to September 1, 2014.

400.6. Resignation Ratification

A. Classified

1. Kyle Thomas-Hughes, Library Assistant, OCC, effective May 10, 2014.

400.7. Retirement Ratification

A. Classified

1. Larry Gangloff, Maintenance/O & M Team Leader, OCC, effective May 31, 2014.
2. Joyce Nix, Academic Advisor, OCC, effective June 30, 2014.

Agenda Item #16

Collective Bargaining

Agenda Item #17

Litigation

Agenda Item #18

Other Items

Agenda Item #19

Adjournment

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

	Funding Source	Estimated Budget								
FY 2012 Capital Renewal @ LTC & WVC	CDB	\$397,900								
OCC - Collision Repair Tech Center	CDB	\$1,500,000								
Asbestos Abatement - LTC	PHS	\$150,700								
Flooring Replacement	PHS	\$107,200								
Asbestos Abatement - WVC	PHS	\$55,200								
GRAND TOTAL		\$2,211,000	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

3/31/2014