

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

January 15, 2019



Location:

**Olney Central College
305 North West Street
Olney IL 62450**

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

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

**Illinois Eastern Community Colleges
Board Agenda**

January 15, 2019

7:00 p.m.

**Olney Central College
Banquet Room**

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
6. Policy First Reading (and Possible Approval) Bruce
 - A. None
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Employee Satisfaction Survey Results Fiscal Year 2019 Bruce
 - B. Affiliation Agreement – St. Anthony’s Memorial Hospital Bruce
9. Bid Committee Report Bruce
 - A. None
10. District Finance
 - A. Financial Report Hawkins
 - B. Approval of Financial Obligations Hawkins
11. Chief Executive Officer’s Report Bruce

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

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Public Comment

Agenda Item #5

Reports

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

Agenda Item #6

Policy First Reading (and Possible Approval)

None

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Employee Satisfaction Survey Results Fiscal Year 2019

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 15, 2019
RE: Employee Satisfaction Survey Results FY2019

In the fall of each year, IECC employees are given the opportunity to review the operation of the District and its four colleges.

Employees identify their work location, classification, whether they were employed full or part-time and their years of service. The employees review health and dental benefits, information availability, personnel changes, website quality, equipment and technology needs, and a variety of other questions concerning their employment. Detailed survey results have been emailed to the members of the Board.

For FY19, some of the highest areas of satisfaction were:

- 98% The Administration is available to staff/faculty within a reasonable time frame.
- 99% The IT Help Desk resolving issues to employee satisfaction.
- 99% The IT Help Desk providing professional, courteous, and timely technical support.
- 97% IECC fosters a team atmosphere that is both supportive and cooperative.
- 98% The Administration takes reasonable measures to promote environmental protection and conservation of natural resources.
- 99% The overall satisfaction with employment.
- 98% Would recommend IECC to a prospective student or employee.

Overall, the survey results show that employees are satisfied with their employment and the operation of the District.

I ask the Board's acceptance of the FY19 Employee Satisfaction Survey results.

TLB/rs

Agenda Item #8B

Affiliation Agreement with St. Anthony's Memorial Hospital

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 15, 2019
RE: Affiliation Agreement

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

IECC wishes to enter into an affiliation agreement with St. Anthony's Memorial Hospital for OCC's Phlebotomy Program.

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

TLB/rs

Attachment

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

THIS CLINICAL AFFILIATION AGREEMENT (the "**Agreement**") is entered into 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. Shared liability limits between students are prohibited. School will promptly, and in no event longer than thirty (30) days, notify Hospital in writing of any material modification or cancellation in such insurance. The above stated liability limits are for the payment of indemnity claims and are exclusive of legal fees and other defense costs.

- 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 Programs 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. The School will provide the Facility with copies of evidence of certifications or licensures.

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 during clinical assignments.** 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. 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 at be responsible for ensuring each Student is adequately supervised at all times.
- 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 Programs. 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 professional and academic credentials of the individual(s) overseeing Student(s) experiences.
- 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.** The Facility shall provide Student(s) and the School with the Facility's administrative policies, standards and practices relevant to the clinical placement.
- 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 clinical education Program. 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 an immediate threat to the health or welfare of its patients, staff members, visitors, or operations. 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 term of this Agreement shall be for three (3) years, to commence on January 1, 2019 ("**Effective Date**") and terminate on December 31, 2021 at 11:59 p.m. Either Party may terminate this Agreement at any time, with or without cause, upon thirty (30) 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. Stipulations as to liability.** Subject to applicable state law, neither Party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other Party. 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 (each notice being deemed given as of the date of mailing), 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 received as follows: in the case of actual delivery, on the date of its receipt by the Party entitled to it; in the case of overnight courier service, on the next business day following mailing; and in the case of certified or registered mail, three (3) days after the date of its mailing.

If to Facility:

503 N. Maple Street
Effingham, IL62401
Attn: President & CEO
Email: Theresa.Rutherford@hshs.org

With a copy to:

224 West Garfield
Belleville, IL 62220
Attn: SID-Office if General Counsel
Email: Nicole.Holst@hshs.org

If to School:

Address: 305 N. West Street
Olney, Il 62450
Attn: Phlebotomy Program Director
Email: _____

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.

[Signature Page Follows]

IN WITNESS WHEREOF, a duly authorized officer and representative of each party have executed this agreement on the date(s) as indicated below

HSHS St. Anthony's Memorial Hospital

Illinois Eastern Community College
District 529, Olney Central College

Theresa J. Rutherford
President & CEO

Printed Name: _____

Date: _____

Title: _____

Date: _____

Printed Name: _____

Title: _____

Date: _____

Printed Name: _____

Title: _____

Date: _____

Printed Name: _____

Title: _____

Date: _____

EXHIBIT A FACILITIES SITES

Main Site

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

Secondary Sites

HSHS St. Anthony's Effingham Health Center
900 W. Temple, Building B
Effingham, IL 62401

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

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

Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

**TREASURER'S REPORT
December 31, 2018**

FUND	BALANCE
Educational	\$6,183,528.40
Operations & Maintenance	\$1,100,570.15
Operations & Maintenance (Restricted)	\$816,673.22
Bond & Interest	\$426,533.80
Auxiliary	\$898,931.50
Restricted Purposes	(\$166,750.57)
Working Cash	\$147,194.92
Trust & Agency	\$503,541.85
Audit	(\$5,628.66)
Liability, Protection & Settlement	\$727,694.22
	<hr/>
TOTAL ALL FUNDS	\$10,632,288.83
	<hr/> <hr/>

Respectfully submitted,

Ryan Hawkins, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Comparative Combined Balance Sheets - All Funds
December 31, 2018 & 2017

	ALL FUNDS	
	Fiscal	Fiscal
	Year	Year
	2019	2018
ASSETS:		
CASH	\$ 10,632,289	\$ 10,222,248
IMPREST FUND	21,300	21,300
CHECK CLEARING	12,500	12,500
CDB PROJECT TRUST	75,467	-
INVESTMENTS	19,750,000	18,590,000
RECEIVABLES	3,265,817	5,494,255
INVENTORY	452,424	507,898
OTHER ASSETS	462,250	456,087
FIXED ASSETS (Net of Depr)	16,238,034	17,349,514
TOTAL ASSETS AND OTHER DEBITS:	\$ 50,910,081	\$ 52,653,802
 LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	\$ 195,597	\$ 381,553
ACCOUNTS PAYABLE	369,927	69,133
DEFERRED REVENUE	72,189	-
L-T DEBT GROUP (FUND 9)	7,370,668	9,391,550
OPEB (Prior Year Restated for GASB 75 Implementation)	15,228,583	15,463,329
TOTAL LIABILITIES:	23,236,964	25,305,565
 FUND BALANCES:		
FUND BALANCE	26,502,497	27,753,837
INVESTMENT IN PLANT (Net of Depr)	16,238,034	17,349,514
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(22,599,251)	(24,854,879)
RESERVE FOR ENCUMBRANCES	7,531,837	7,099,765
TOTAL EQUITY AND OTHER CREDITS	27,673,117	27,348,237
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	\$ 50,910,081	\$ 52,653,802

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 For the Periods Ended December 31, 2018 & 2017

	FY 2019 YEAR-TO-DATE	FY 2018 YEAR-TO-DATE
REVENUES:		
LOCAL GOVT SOURCES	\$ 6,764,218	\$ 6,518,726
STATE GOVT SOURCES	5,247,305	5,166,832
STUDENT TUITION & FEES	11,688,595	11,427,522
SALES & SERVICE FEES	1,787,624	1,821,395
FACILITIES REVENUE	12,782	5,855
INVESTMENT REVENUE	125,426	73,785
OTHER REVENUES	866,737	157,904
TOTAL REVENUES:	<u>26,492,687</u>	<u>25,172,019</u>
EXPENDITURES:		
INSTRUCTION	5,325,922	5,137,740
ACADEMIC SUPPORT	238,656	243,740
STUDENT SERVICES	796,838	734,672
PUBLIC SERV/CONT ED	13,997	2,530
OPER & MAINT PLANT	1,350,843	1,459,810
INSTITUTIONAL SUPPORT	5,757,887	5,212,943
SCH/STUDENT GRNT/WAIVERS	4,316,617	3,990,810
AUXILIARY SERVICES	2,813,246	2,679,245
TOTAL EXPENDITURES:	<u>20,614,006</u>	<u>19,461,490</u>
TRANSFERS AMONG FUNDS:		
INTERFUND TRANSFERS	-	-
TOTAL TRANSFERS AMONG FUNDS:	<u>-</u>	<u>-</u>
NET INCREASE/DECREASE IN NET ASSETS	<u>\$ 5,878,681</u>	<u>\$ 5,710,529</u>

**ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS ONLY
COMPARISON TO BUDGET REPORT FOR FISCAL YEARS 2017-2019**

College	Category	FISCAL YEAR 2017			FISCAL YEAR 2018			FISCAL YEAR 2019			% of Year
		Anticipated Budget	Spent Thru December	% of Bdgt	Anticipated Budget	Spent Thru December	% of Bdgt	Anticipated Budget	Spent Thru December	% of Bdgt	
Frontier	Bills		\$ 983,431		\$ 933,165		\$ 976,284				
	Payroll		1,008,990		1,024,719		1,053,682				
	Totals	\$ 4,089,274	1,992,421	49%	\$ 4,189,416	1,957,884	47%	\$ 4,550,604	2,029,966	45%	50%
Lincoln Trail	Bills		1,147,769		1,167,854		1,274,638				
	Payroll		1,020,279		1,073,125		1,119,629				
	Totals	\$ 4,198,705	2,168,048	52%	\$ 4,531,653	2,240,979	49%	\$ 4,788,234	2,394,267	50%	50%
Olney Central	Bills		1,174,897		1,247,532		1,410,327				
	Payroll		2,019,229		2,132,644		2,130,702				
	Totals	\$ 7,158,163	3,194,126	45%	\$ 7,303,330	3,380,176	46%	\$ 7,449,755	3,541,029	48%	50%
Wabash Valley	Bills		1,699,673		1,543,590		1,674,628				
	Payroll		1,489,391		1,402,762		1,482,222				
	Totals	\$ 6,124,837	3,189,064	52%	\$ 6,136,568	2,946,352	48%	\$ 6,236,897	3,156,850	51%	50%
Workforce Educ.	Bills		1,430,931		1,242,170		1,338,382				
	Payroll		551,073		508,907		454,860				
	Totals	\$ 5,106,047	1,982,004	39%	\$ 4,869,942	1,751,077	36%	\$ 4,258,339	1,793,242	42%	50%
District Office	Bills		137,969		137,023		157,046				
	Payroll		527,547		521,140		553,266				
	Totals	\$ 1,349,414	665,516	49%	\$ 1,614,463	658,163	41%	\$ 1,519,023	710,312	47%	50%
District Wide	Bills		684,185		871,886		983,834				
	Payroll		392,202		402,048		427,553				
	Totals	\$ 2,339,438	1,076,387	46%	\$ 2,705,152	1,273,934	47%	\$ 2,883,536	1,411,387	49%	50%
GRAND TOTALS		\$30,365,878	\$ 14,267,566	47%	\$ 31,350,524	\$14,208,565	45%	\$31,686,388	\$15,037,053	47%	50%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
December 31, 2018

	FY 2019		FY 2018		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
Salaries	\$ 7,221,914	48.03%	\$ 7,065,345	49.73%	\$ 156,569	2.216%
Employee Benefits	1,265,603	8.42%	1,159,316	8.16%	106,287	9.168%
Contractual Services	454,580	3.02%	402,707	2.83%	51,873	12.881%
Materials	874,926	5.82%	783,835	5.52%	91,091	11.621%
Travel & Staff Development	97,758	0.65%	77,632	0.55%	20,126	25.925%
Fixed Charges	106,720	0.71%	119,872	0.84%	(13,152)	-10.972%
Utilities	508,429	3.38%	522,032	3.67%	(13,603)	-2.606%
Capital Outlay	61,384	0.41%	27,398	0.19%	33,986	0.000%
Other	4,445,739	29.57%	4,050,428	28.51%	395,311	9.760%
	<u>\$ 15,037,053</u>	<u>100.00%</u>	<u>\$ 14,208,565</u>	<u>100.00%</u>	<u>\$ 828,488</u>	<u>5.831%</u>

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

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

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 11, 2019
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the Personnel Report. Additional information for items 400.1, 400.3, and 400.4 have been sent under separate cover.

INDEX

- 400.2. Employment**
- 400.3. Special Assignments**
- 400.4. Resignation Ratification**
- 400.5. Retirement Ratification**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Classified

1. Brandi Rich, Administrative Assistant, Student Services, OCC, effective January 16, 2019.
2. Lynne Welker, Administrative Assistant to the Dean, OCC, effective January 16, 2019.

400.2. Special Assignments

A. Extra-Curricular Stipends

1. Laurel Cutright, OCC, Academic Challenge Coordinator, \$350.
2. Tammie Bohnhoff, OCC, Academic Challenge Asst. Coordinator, \$200.
3. Rob Mason, OCC, Academic Challenge Asst. Coordinator, \$200.

400.3. Resignation Ratification

A. Classified

1. Amy Ferguson, Office Assistant, LTC, effective December 13, 2018.

400.4 Retirement Ratification

A. Full-Time Instructor

1. Ed Patton, Instructor, FCC, effective May 11, 2019.

Agenda Item #15

Collective Bargaining

Agenda Item #15A

A. Memorandum of Agreement

Agenda Item #16

Litigation

Agenda Item #17

Other Items

Agenda Item #18

Adjournment

