

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

April 15, 2008



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 provide excellence in teaching, learning, public services, and economic development.

**Illinois Eastern Community Colleges
Board Agenda**

**April 15, 2008
7:00 p.m.
Olney Central College**

1. Call to Order & Roll Call.....Chairman Fischer
2. Disposition of Minutes..... CEO Bruce
3. Seating of Student Board member Terra Ochs Bruce
4. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
- 4.1 Memorial to Kent L. Wattleworth, M.D. – Chairman Emeritus
5. Public Comment
6. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
 - Coal Mining Technology/Telecom
7. Policy First Reading (and Possible Approval)..... Bruce
 - A. FMLA 4002.20 Policy Revision
8. Policy Second Reading Bruce
 - A. None
9. Staff Recommendations for Approval
 - A. Activity Fee Allocations – FY2009Browning
 - B. FY2009 Bid ScheduleBrowning
 - C. Radiography Program Revisions Bruce
 - D. Capital Project Application Bruce
 - E. Capital Project Application Resolution Bruce
 - F. Amendment of FY08 DOC Budgets..... Bruce
 - G. Facility Use Agreement with SIU-Carbondale Bruce
 - H. Affiliation Agreement with Newton CVS – Pharmacy Tech Bruce
 - I. Affiliation Agreement with Olney CVS – Pharmacy Tech Bruce
 - J. Affiliation Agreement with Vincennes CVS – Pharmacy Tech Bruce
 - K. Affiliation Agreement with Vincennes Walgreen’s – Pharmacy Tech Bruce
 - L. Affiliation Agreement with Newton Rest Haven – Nurse Assistant Bruce
 - M. Affiliation Agreement with Crawford Memorial Hospital – Nurse Assistant Bruce
 - N. Affiliation Agreement with Springhill Medical Center – Medical Assistant Bruce

- O. Affiliation Agreement with Sarah Bush Lincoln Med Center – Medical Assistant Bruce
- P. Affiliation Agreement with A P & S Clinic – Medical Assistant..... Bruce
- Q. Affiliation Agreement with Crossroads Hospital – Associate Degree Nursing Bruce

- 10. Bid Committee Report Bruce
 PHS Compliance Work – Phase 9
 Computer Lab Workstations and Printer Tables

- 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. Acquisition and Disposition of Property..... Bruce

- 19. Other Items

- 20. 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 Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, March 18, 2008.

AGENDA #1 – “Call to Order & Roll Call” – Chairman George 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, Brenda K. Culver, George Andrew Fischer, William C. Hudson “Jr.,” Walter L. Koertge, Larry Rost, Marilyn J. Wolfe. Also present was Randi Scott-Inboden, 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.
Jack Davis, President of Olney Central College.
Matt Fowler, President of Wabash Valley College.
Blenda Demaret, Interim Dean of Frontier Community College.
Beverly Turkal, President of Lincoln Trail College.
Roger Browning, Chief Finance Officer/Treasurer.
Tara Buerster, Director of Human Resources.
Christine Cantwell, Associate Dean of Academic & Student Support Services.
Alex Cline, Director of Information & Communications Technology.
Pamela Schwartz, Associate Dean of Institutional Development.
George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office
DOC – Department of Corrections
FCC – Frontier Community College
HLC – Higher Learning Commission
ICCB – Illinois Community College Board
ICCTA – Illinois Community College Trustees Association
IECC – Illinois Eastern Community Colleges
IECCEA – Illinois Eastern Community Colleges Education Association
LCC – Lawrence Correctional Center
LTC – Lincoln Trail College
OCC – Olney Central College
PHS – Protection, Health & Safety
RCC – Robinson Correctional Center
SURS – State Universities Retirement System
WED – Workforce Education
WVC – Wabash Valley College

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the following meetings were presented for disposition.

- A. Regular Meeting, Tuesday, February 19, 2008.
- B. Special Meeting, Thursday, March 6, 2008.

Addition to March 6, 2008 Minutes: The CEO requested that leave be given to correct the March 6, 2008 minutes, to add the name of Laurel Cutright, which was inadvertently omitted from the list of faculty reemployed with continuation of tenure for the 2008-2009 academic year. Trustee Walter Koertge moved that leave be given to correct the March 6, 2008 minutes as noted. The motion was seconded by Trustee William Hudson and on a viva voce vote the Chair declared the motion carried.

Board Action to Approve Minutes: Trustee Brenda Culver made a motion to approve minutes of the foregoing meetings as prepared and corrected. Student Trustee Randi Scott-Inboden 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 and Guests” –

#3-A. Visitors and Guests: Visitors and guests present were recognized, including three members of the LTC Foundation, Mark Weber, President; Rod Harmon, Executive Director; and Lydia Williams, Member.

#3-B. IECCEA Representative: None.

AGENDA #4 – “Public Comment” – Three students in the Medical Assistant Program at LTC addressed the Board of Trustees and presented a petition regarding topics of concern relative to the program.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Presidents: Informational reports were noted from each of the colleges.

#5-C. Report from Cabinet: None.

AGENDA #6 – “Policy First Readings (and Possible Approval)” –

#6-A. Nursing Student Progression/Remediation Policy (500.23): This past October, the Board of Trustees approved a new policy concerning minimum scores to be achieved on the Health Education System, Inc. (HESI) Exit Exam. The policy required a score of 800 for both RN’s and LPN’s. It is now apparent that the score for LPN’s should be 700.

Recommendation: The CEO recommended that second reading be waived and that the following revised Board Policy 500.23, “Nursing Student Progression/Remediation,” which changes the minimum acceptable passing score for LPN’s from 800 to 700, be adopted.

STUDENT PERSONNEL – 500

Nursing Student Progression/Remediation Policy (500.23)

Each RN nursing student will be required to achieve a minimum passing score of 800 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. Each LPN nursing student will be

required to achieve a minimum passing score of 700 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. The required score and the approved nursing exit exam will be specified in the applicable course syllabus for NUR 1203 or NUR 2202 offered in the last semester of either the LPN or the RN program. If the required score is not achieved in the first or second attempts, remediation will be required before the student will be approved to take the standardized nursing exit exam a third time. If the student fails to achieve the required score on the third attempt of the standardized nursing exit exam, the student will be required to successfully complete an approved review course prior to attempting the standardized nursing exit exam for the fourth time. Failure to pass the standardized nursing exit exam on the fourth attempt will result in the student receiving a grade of “F” for the NUR 1203 or NUR 2202 course. No additional approval to take the standardized nursing exam will be granted. In all instances, the student will be required to pay the cost of additional applications for the standardized nursing exit exam and any cost of remediation.

Board Action: Trustee Brenda Culver made a motion to waive second reading and adopt revised Board Policy 500.23, Nursing Student Progression/Remediation, as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

#8-A. The Ivan Miller Greenhouse Resolution: The CEO recommended that the following resolution be adopted to name the newly constructed greenhouse at Lincoln Trail College “The Ivan Miller Greenhouse.”

**RESOLUTION of the Board of Trustees
Illinois Eastern Community College District #529**

WHEREAS, Ivan Miller was born and raised in Oblong, Illinois, and began his education in a one room school house before graduating from Oblong Township High School; and
WHEREAS, Ivan Miller continued his education at the University of Illinois where he graduated with honors and then completed his Master of Science Degree at the University of Connecticut; and
WHEREAS, he served in World War II with more than seven years of active service and held the rank of Lieutenant Colonel, Retired; and
WHEREAS, following military service, he returned to Crawford County to start a feed and grain business in Robinson, Flat Rock, and Pinkstaff, Illinois, which he expanded into a hardware business which he and his wife operated until their retirement; and
WHEREAS, Ivan Miller believed that education was a continuing process. He enrolled in the Dale Carnegie Course, became active in the Dale Carnegie Alumni Association and eventually became International President of that organization; and
WHEREAS, from the initial planning stages, Ivan Miller joined a community effort to place a community college in Crawford County. He coordinated that effort for more than 15 years until Lincoln Trail College became a reality; and
WHEREAS, Ivan Miller, recognizing the need for community support of the newly created Lincoln Trail College, initiated action to create, and then incorporate, and then serve as the first President of the Lincoln Trail College Foundation; and
WHEREAS, the Lincoln Trail College Foundation, in recognition of Ivan Miller’s lifelong commitment to Crawford County and the education of its citizens, made a substantial contribution toward the construction of the new greenhouse facility at Lincoln Trail College; and

WHEREAS, Ivan Miller donated property adjoining Lincoln Trail College for the students and citizens of Crawford County.

THEREFORE, the Board of Trustees of Illinois Eastern Community Colleges District #529 hereby declare that the recently constructed greenhouse at Lincoln Trail College be named The Ivan Miller Greenhouse in honor of his lifetime dedication to education.

Special Guest Present: Ivan Miller's great-grandson, Chris Guyer, was at the meeting as a guest of the IECC Administration and Board, and thanked the District for the honor given his great-grandfather.

Board Action: Trustee John Brooks made a motion to adopt the foregoing resolution to name the newly constructed greenhouse at Lincoln Trail College "The Ivan Miller Greenhouse" as recommended. Student Trustee Randi Scott-Inboden seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, 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.

#8-B. Special Recognition of Student Board Member: Each year the students of a college within the IECC system select a member of the student body to serve as Student Member of the Board of Trustees. The colleges make the selection on a rotating basis. Since April 2007, the Board has had as its Student Trustee, Randi Scott-Inboden from Lincoln Trail College. She has served with distinction and provided useful insights to the Board of Trustees during her tenure on the board. Her advice and counsel will be missed by the Board and the Administration. The entire Board wishes Randi Scott-Inboden success in her future endeavors and hopes that she will continue to provide her insights to the Board. A plaque was presented to Randi in recognition of and appreciation for her year of service as Student Member of the Board of Trustees. A new Student Trustee for the coming year will be seated at the April regular meeting.

#8-C. Affiliation Agreement with Newton Rest Haven – Basic Nurse Assistant: IECC wishes to enter into a new affiliation agreement with Newton Rest Haven located in Newton, Illinois. This affiliation agreement is for the LTC Basic Nurse Assistant Program and is the standard affiliation agreement utilized by the District.

#8-D. Affiliation Agreement with Newton CVS – Pharmacy Technician: IECC wishes to enter into a new affiliation agreement with the Newton CVS Pharmacy located in Newton, Illinois. This affiliation agreement is for the LTC Pharmacy Technician Program and is the standard affiliation agreement utilized by the District.

Recommendation: The CEO recommended approval of new affiliation agreements with Newton Rest Haven for the LTC Basic Nurse Assistant Program, and with Newton CVS for the LTC Pharmacy Technician Program as presented.

Board Action: Trustee William Hudson made a motion to approve the foregoing new affiliation agreements with Newton Rest Haven and Newton CVS as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, 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.

#8-E. Cooperative Agreement with Kaskaskia College – Mine Training: For more than 20 years, IECC's Workforce Education Department has conducted miner training in Certificate and Associate Degree Programs in Coal Mining Technology in Kaskaskia College, District #501. IECC agrees to offer these programs pursuant to an Interdistrict Agreement. Under the agreement Illinois Eastern will maintain the official records for the program and award certificates or degrees under a cooperative program. Costs will be shared equally and the districts agree to cooperate in advertising and

handling of student inquires. IECC will employ all instructors and teach all mining technology courses. Kaskaskia will teach communications, basic welding, science elective, humanities elective and applied mathematics. Kaskaskia College will count all students residing within its boundaries as equalization students and Illinois Eastern will file claims for credit hours generated. The agreement will terminate in two years or by written notice of termination at the end of any current term. The CEO recommended approval.

Board Action: Trustee Marilyn Wolfe made a motion to approve the Cooperative Agreement with Kaskaskia College, District #501, for miner training in Certificate and Associate Degree Programs in Coal Mining Technology 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, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, 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.

#8-F. National, Illinois and IECC Student Demographics and Enrollment: Changes in student demographics and enrollment will affect IECC and community colleges across the state and nation in coming years. CEO Terry Bruce presented an informational power point program prepared by Scott Parke, Director of Research of the Illinois Community College Board, showing the changing nature of community college students' age, income, ethnicity, gender, and preparation for college level work.

#8-G. Purchase of Virtual Server Environment Hardware: At the February 19, 2008 meeting, the Board of Trustees adopted the District's Technology Plan, which included a planned purchase of virtual server hardware. Cost of the hardware to create a virtual server environment is \$85,672.00 and this amount was incorporated in the Technology Plan. Server virtualization is a new technology that allows multiple Windows servers to run on a single physical server. This technology has many benefits, including better hardware utilization, reduced power consumption and better disaster recovery tools. In order to move to a virtual server environment, the District must first separate the data storage from the server hardware by implementing a storage area network (SAN). The SAN allows multiple servers to access shared data. The second requirement is two larger servers that will run the virtual server environment. The two servers will provide load balancing and redundancy, and if one of the servers becomes inoperable, the other server will take over and keep all the virtual servers operating. The third requirement is the purchase of VMware software and training to control the virtual environment. VMware is the software that controls the virtual servers. Paul Tait, Network Technician, and Jay Zwilling, Network/Web Technician, have done research on server virtualization and determined that Dell products are best suited for IECC's environment. Dell Inc. has a purchasing agreement with the Midwestern Higher Education Compact (MHEC) that provides discounted hardware pricing to colleges and universities in Illinois and other Midwestern states. MHEC is an interstate compact of ten Midwestern states dedicated to advancing Higher Education through interstate cooperation. The MHEC computing hardware Purchasing Program provides discounts on a broad range of computing products tailored to the needs of college and university faculty, staff and students in the MHEC Member States of Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio and Wisconsin.

Recommendation: The CEO recommended approval for purchase of the equipment necessary to implement a virtual server environment using the MHEC/Dell hardware purchasing agreement.

Board Action: Trustee Larry Rost made a motion to approve purchase of the equipment necessary to implement a virtual server environment using the MHEC/Dell hardware purchasing agreement as recommended. Student Trustee Randi Scott-Inboden seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #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 a balance in all funds of \$5,469,445.03, as of February 29, 2008.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for March 2008, totaling \$940,332.66, 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 2008, in the amounts listed, and payments from the revolving fund for February 2008. Student Trustee Randi Scott-Inboden seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer's Report” – None.

AGENDA #12 – “Executive Session” – The Board of Trustees did not hold an executive session at this meeting.

AGENDA #13 – “Approval of Executive Session Minutes” –The Board of Trustees did not hold an executive session at the regular meeting Tuesday, February 19, 2008, or at the special meeting Thursday, March 6, 2008.

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

400.1. Request for Approval of Non-College Employment

A. Faculty

Ruby Houldson, Indiana Wesleyan University Therapist, Olney, IL, approximate time per academic year 36 days.

400.2. Unpaid Leave Request

A. Professional/Non-Faculty

1. Ashley Charleston, Director, Transition Center, OCC, Family Medical Leave, effective April 3, 2008, with up to 12 weeks of unpaid leave. The requested leave is unpaid with allowance of substitution of paid leave time.

400.3. Leave of Absence Approved by CEO since February 19, 2008

A. None.

Personnel Report Addendum

400.4. Retirement

A. Faculty

1. Howard Lanam, Telecommunications Instructor, effective June 1, 2008.

#14-A. Board Action to Amend Personnel Report: Student Trustee Randi Scott-Inboden made a motion to amend the Personnel Report, to add an addendum containing Section 400.4 as recommended. Trustee Walter Koertge 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 Personnel Report: Trustee Larry Rost made a motion to approve the foregoing amended Personnel Report 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, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

AGENDA #17 – “Acquisition and Disposition of Property” – None.

AGENDA #18 – “Other Items” – The CEO reported that the process of interviewing candidates for President of Frontier Community College is underway.

AGENDA #19 – “Adjournment” – Student Trustee Randi Scott-Inboden made a motion to adjourn. Trustee Marilyn Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:10 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 Terra Ochs

Agenda Item #4

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

Agenda Item #4.1

Memorial to Kent L. Wattleworth, M.D. – Chairman Emeritus

Agenda Item #5

Public Comment

Agenda Item #6

Reports

A. Trustees

B. Presidents

C. Cabinet

Coal Mining Technology/Telecom

Agenda Item #7

Policy First Reading (and Possible Approval)

FMLA 4002.20 Policy Revisions

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2008
RE: FMLA 4002.20 Policy Revisions

Since December of 1993, the Board of Trustees has had in place a Family and Medical Leave Policy (FMLA), which complies with federal law. Because of changes at the federal level, the Board will have to make changes in the policy to remain in compliance. The changes required deal with Family and Medical Leave for family members of military personnel and rights of injured military personnel to Family and Medical Leave.

The changes to FMLA will allow an employee leave if a spouse, son or daughter or parent are called into active military duty or if a spouse, parent, or child who is in military service has a serious injury or illness that was incurred during the line of duty while on active military duty.

I ask the Board's approval of these changes in Board policy.

TLB/rs

Attachment

Family and Medical Leave Policy (400.20)

Date Adopted: December 14, 1993

Revised: October 21, 2003

Revised: April 15, 2008 (pending Cabinet and Board approval)

The Leave Policy. You are eligible to take up to 12 weeks of unpaid family/medical leave for reasons 1, 2, 3, 4, and 5 and up to 26 weeks of unpaid family/medical leave for reason 6 within any 12 month period and be restored to the same or an equivalent position upon your return from leave provided you: (1) have worked for the District for at least 12 months, and worked at least 1250 hours in the last 12 months; and (2) are employed at a worksite that has 50 or more employees within a 75 mile radius. The "12-month period" is a rolling period measured backward from the date a leave under this policy is to begin.

Reasons For Leave. If you are eligible, you may take up to 12 weeks of family/medical leave for any combination of the following reasons: (1) the birth of a son or daughter and in order to care for such son or daughter; (2) the placement of a son or daughter with you for adoption or foster care; (3) to care for a spouse, son, daughter, or parent ("covered family member") with a serious health condition; (4) because of your own serious health condition which renders you unable to perform the functions of your position; (5) because of any qualifying exigency (as will be defined by the Secretary of Labor's final regulations) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified or an impending call or order to active duty) in the Armed Forces in support of a contingency operation; and (6) up to 26 weeks to care for a spouse, parent, child or an individual for whom you are the nearest blood relative who has a serious injury or illness that was incurred in the line of duty while on active military duty, if the injury or illness may render the servicemember medically unfit to perform the duties of his military position. Leave for reason "6" may be taken only once and must be completed within one 12-month period.

Any FMLA leave taken by an employee for reasons "1-5" will reduce the 26 weeks of available leave for reason "6". As a result, if an employee requests injured servicemember leave (reason 6); the maximum leave allowed will be up to 26 weeks, less any FMLA leave already used in the same 12-month period for reasons "1-5".

Leave because of reasons "1" or "2" must be completed within the 12 month period beginning on the date of birth or placement. Employees who request leave for reasons "5" and "6" may take a combined aggregate total of 26 weeks of leave during any 12 month period. In addition, spouses employed by the District who request leave because of reasons "1" or "2" or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12 month period. Spouses employed by the District who request leave because of reason "5" and "6" or in combination with reason "1", "2", "3" and "4" may take an combined aggregate total of 26 weeks of leave.

You may not be granted an FMLA leave to gain employment or work elsewhere, including self-employment. If you misrepresent facts in order to be granted an FMLA leave, you will be subject to immediate termination.

Notice of Leave. If your need for family/medical leave is foreseeable, you must give the District at least 30 days prior written notice. Failure to provide such notice may be grounds for delay or denial of leave. Where the need for leave is not foreseeable, you are expected to notify the District as soon as practicable, generally within 1 to 2 business days of learning of your need for leave. The District has Request for Family/Medical Leave forms available on the Intranet or from the Human Resource Department. You should use this form when requesting leave.

Certification. If you are requesting leave under reason "5" you must supply notification of the call to duty order.

Medical Certification. If you are requesting leave because of your own or a covered family member's serious health condition or servicemember's serious injury or illness, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification Forms from the Director of Human Resources. The medical certification must be given within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial or delay of leave until it is provided. The District, at its' expense, may require an examination by a second health care provider designated by the District, if reasonable doubt exists concerning the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the District, at its' expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The District may also require medical recertification periodically during the leave, and employees may be required to present a fitness-for-duty verification upon their return to work following a leave for the employee's own illness.

Reporting While On Leave. If you take leave because of your own serious health condition or to care for a covered family member, you may be required to contact your supervisor on a regular basis regarding the status of the condition and your intention to return to work. For leaves for other purposes, you may be periodically required to report on your status and intent to return to work.

Leave Is Unpaid. Family/medical leave is unpaid leave. If you request leave because of a birth, adoption or foster care placement of a child, or to care for a covered family member with a serious health condition, or to care for an injured servicemember any accrued paid vacation and personal days you have may be substituted and used for unpaid family/medical leave. If you request leave because of your own serious health condition, any accrued paid vacation, personal days, and sick time you have may be substituted and used for any unpaid family/medical leave. In addition, the District's short-term and/or long-term disability may apply as part of the 12-week leave period when the leave is requested due to your serious health condition or the birth of a child. At the Board's discretion, the substitution of paid leave time for unpaid leave time will not extend the maximum leave allowed beyond the 12-week or 26-week maximum provided under the FMLA.

Medical And Other Benefits. During an approved family/medical leave, the District will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid family/medical leave, the District will deduct your portion of any plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your dependent health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the District for the cost of the premiums paid by the District for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

Exemption For Key Employees. Certain "key" employees (i.e., the highest paid 10% of employees at a worksite or within a 75 mile radius of that worksite and who are salaried) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial economic injury to the District. The District will notify you if you qualify as a "key" employee, if the District intends to deny reinstatement, and of your rights in such instances.

Intermittent And Reduced Schedule Leave. Leave because of a serious health condition or for an injured servicemember may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If leave is unpaid, the District will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave for planned medical treatment, the District may temporarily transfer you to an available alternative position which better accommodates your recurring leave and which has equivalent pay and benefits.

Other Applicable Leaves. FMLA leave will run concurrently with any other applicable leave. For instance, short-term disability or worker's compensation leave will be simultaneously designated as FMLA leave as well, if the leave is also FMLA qualifying.

Returning From Leave. If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions. However, you have no greater right to reinstatement or other benefits and conditions of employment than if you had not taken leave. You must return to work immediately after the expiration of your approved FMLA leave in order to be reinstated to your position or an equivalent position.

If you take leave because of your own serious health condition, you are required to provide medical certification that you are fit to resume work. You may obtain Return to Work Medical Certification forms from the Director of Human Resources. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Agenda Item #8
Policy Second Reading
None

Agenda Item #9

Staff Recommendations for Approval

Agenda Item #9A

Activity Fee Allocations – FY2009

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2008
RE: FY09 Activity Allocations

The Board adopts an annual allocation of student activity fees at three of the colleges. Attached is an analysis of these allocations and the recommendation for FY09. The allocation sets forth the percentage of each dollar collected and its application to the appropriate self-balancing account in the auxiliary fund.

Mr. Chairman, I request approval of the activity fee allocations.

TLB/rs

Attachment

ACTIVITY FEE ALLOCATIONS

	LTC						OCC						WVC					
	03-04	04-05	05-06	06-07	07-08	08-09	03-04	04-05	05-06	06-07	07-08	08-09	03-04	04-05	05-06	06-07	07-08	08-09
Alumni Association	3%	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Athletics	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%
Cheerleaders	3%	0%	0%	3%	3%	3%	10%	0%	0%	0%	0%	0%	4%	4%	4%	0%	0%	5%
College Union	12%	12%	7%	7%	7%	7%	0%	0%	0%	0%	0%	0%	11%	14%	14%	14%	14%	20%
Student Testing	0%	3%	3%	3%	3%	3%	3%	3%	3%	4%	4%	4%	0%	0%	0%	0%	0%	0%
Intramurals	4%	4%	0%	0%	0%	0%	1%	1%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Parking Maintenance	0%	0%	0%	0%	0%	0%	6%	6%	6%	9%	9%	9%	0%	0%	0%	0%	0%	0%
Publications	15%	15%	20%	15%	10%	10%	0%	0%	0%	0%	0%	0%	16%	16%	16%	10%	10%	0%
Soc Cul Act Team	0%	0%	0%	0%	0%	0%	8%	8%	8%	8%	8%	8%	0%	0%	0%	0%	0%	0%
Special Events	4%	4%	3%	3%	3%	3%	0%	0%	0%	0%	0%	0%	3%	3%	3%	3%	3%	3%
Student Senate	16%	16%	15%	15%	15%	15%	10%	10%	10%	10%	10%	10%	15%	17%	17%	17%	17%	12%
Special Projects	8%	8%	7%	7%	7%	7%	0%	0%	0%	0%	0%	0%	16%	16%	16%	16%	16%	16%
Natatorium	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Student Handbook	0%	0%	0%	0%	0%	0%	6%	6%	6%	3%	3%	3%	0%	0%	0%	0%	0%	0%
Model United Nation	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	5%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%	14%	19%	19%	19%	19%	19%	0%	0%	0%	0%	0%	0%
Food Services	5%	5%	10%	12%	12%	12%	12%	17%	17%	17%	17%	17%	0%	0%	0%	10%	10%	14%
Sports Facility	0%	0%	5%	5%	10%	10%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Agenda Item #9B
FY2009 Bid Schedule

MEMORANDUM

TO: Board of Trustees
FROM: Roger Browning
DATE: April 15, 2008
RE: FY2009 Bid Schedule

The Board adopts an annual Bid Schedule which allows the District to plan, consolidate, and effectively manage the purchase of needed items. Rather than purchasing these items intermittently throughout the year, it is more efficient and the District receives better pricing if items are grouped and bid together and purchased at designated times. Attached is the recommended Bid Schedule for FY2009.

Mr. Chairman, I request approval of the FY2009 Bid Schedule.

RB/rs

BID SCHEDULE												
FY2009												
	IECC CATALOGS (AS REQUIRED) COMPUTERS (Small Bid), SOFTWARE PROJECTORS OFFICE SUPPLIES OP. & MAINT. EQUIP & SUPPLIES			INSTRUCTIONAL EQUIPMENT (Technical & Transfer)	COPIERS	VEHICLES		COMPUTERS (Large Bid) PROJECTORS			COMPREHENSIVE INSURANCE PACKAGE (AS REQUIRED)	ATHLETIC INSURANCE (AS REQUIRED)
	July 08	Aug 08	Sept 08	Oct 08	Nov 08	Dec 08	Jan 09	Feb 09	Mar 09	April 09	May 09	June 09
Requisitions/Specifications due in CFO's office no later than:**	JUNE 6	JULY 3	AUG 1	SEPT 5	OCT 3	NOV 3	NOV. 21	JAN 9	FEB 6	MAR 6	APRIL 3	MAY 1
Bids due from vendors: (Bid Opening)	JUNE 26	JULY 31	AUG 28	SEPT 25	OCT 30	NOV 20	DEC 17	JAN 29	FEB 26	MAR 26	APRIL 30	MAY 28
Bid recommendations due into CFO's office no later than:	JULY 3	AUG 7	SEPT 4	OCT 2	NOV 6	DEC 4	JAN 9	FEB 10	MAR 5	APRIL 2	MAY 7	JUNE 4
Board meeting dates:	JULY 15	AUG 19	SEPT 16	OCT 21	NOV 18	DEC 9	JAN 20	FEB 17	MAR 17	APRIL 21	MAY 19	JUNE 16
PO mailed, if approved:	JULY 16	AUG 20	SEPT 17	OCT 22	NOV 19	DEC 10	JAN 21	FEB 18	MAR 18	APRIL 22	MAY 20	JUNE 17

RB/cr
3/26/2008

**Please note the deadline dates for specifications to be in the Chief Finance office for the indicated items. Of course, we encourage you to have these specifications prepared and forwarded to us before this deadline. We will process these specificati

Agenda Item #9C

Radiography Program Revisions

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2008
RE: Radiography Program Revisions

The Allied Health Program has suggested the following changes to our Radiography Program:

1. Prospective students must apply by March 1st for May admission;
2. The math placement test is replaced with a COMPASS/ASSET in English, Reading, and Mathematics;
3. Information on the drug policy is moved from a “note” at the bottom of the page into the actual body of requirements;
4. Transcripts must now be submitted to the Radiography Program Advisor;
5. All Radiography School graduates will be required to have a minimum of 15 hours of general education credits;
6. Transfer program requirements are increased in math;

I ask the Board’s approval of these proposed changes in the Radiography Program.

TLB/rs

Attachment

ALLIED HEALTH

ASSOCIATE IN NURSING DEGREE (NUR)

ASSOCIATE IN APPLIED SCIENCE DEGREE

D350



Persons interested in applying to the nursing program should contact the nursing office at one of the four colleges in the IECC District. The nursing office will provide prospective students with program information, an application, and a partial copy of the Illinois Nurse Practice Act, which stipulates that a nursing license may be refused to persons who have been involved in a criminal offense, such as felony or misdemeanor, or unlawful sale of any drug, or alcohol/substance abuse. One convicted of a criminal offense is not automatically barred from licensure, but the Illinois Department of Financial and Professional Regulation will take such convictions into consideration.

Applicants will be asked to submit pre-admission documentation if concerns exist. Effective Fall 2007, a cumulative GPA of 2.5* is required to make application to the nursing program.

*Grades of "F" in college level courses from institutions outside of Illinois Eastern Community Colleges may be eligible for a grade forgiveness process for ranking purposes for acceptance into the nursing program. This grade forgiveness would be done manually and only one time and would not affect the applicant's official cumulative grade point average. Contact the Program Advisor for the Nursing Program at the college site to determine eligibility.

Conduct and Health

In addition to meeting the nursing program requirements for admission, a student's conduct and health status must also meet the standards of the clinical agencies.

Application Deadline and Requirements

Completed applications for fall semester must be received at the college site by February 15 to be ranked. Late applications will be accepted pending available space.

A completed application consists of: 1) all college and high school transcripts; 2) GED scores, if applicable; 3) a completed IECC application form; 4) COMPASS or ASSET test scores: minimum entry-level scores at or above 34th national percentile. Nursing applicants may take the COMPASS or ASSET twice during an application process; 5) composite score: minimum entry-level composite score of 6, which is derived from the COMPASS or ASSET, GPA, and science courses; 6) a Nursing Program Applicant Information Form; and 7) residency verification.

Requirements after the Student is Accepted into the Program (Effective for Fall 2007 admissions)

Requirements after admission to the program are: 1) return letter accepting position within two (2) weeks of notification of acceptance; 2) a physical examination and immunizations (due by July 1); 3) CPR certification; 4) certification as nurse assistant*; 5) recent photograph; 6) satisfactory criminal check; 7) evidence of completion of a study-skills course; and 8) drug screening if required by affiliating agencies. An unsatisfactory background check and/or positive drug screening test will negate program admission or result in administrative withdrawal.

*Certification as nurse assistant criterion:

1. Completion of training program within 5 years of the date of application; and
2. Verification of 750 hours of work as CNA during the 12 months prior to application**; and
3. Listed on the Illinois Department of Public Health Registry.

* Certification in other states or other health provider qualifications will be reviewed for compliance with Illinois standards. Additional course work or competency testing may be required.

** If the student has completed Illinois state-approved basic nurse assistant training course and certification within the past 18 months prior to application, the work requirement is waived.

Except for those who are IECC nursing students enrolled in consecutive years of the two-year nursing program, applicants to the second year must supply all the information required for the first year. In addition, licensed practical nurses must submit a valid LPN license.

The nursing program must comply with Illinois law and college policy, therefore, requirements are subject to change.

Program at all Four Colleges

The Illinois Eastern Community Colleges/Olney Central College Associate in Applied Science in Nursing degree program is offered at all four colleges in the IECC District.

Articulation and Educational Mobility

The IECC/OCC nursing program supports the concept of articulation and educational mobility.

Practical Nurse Exit Option

Students have the educational mobility option of completing first year summer courses and exiting at the practical nurse (PN) level or continuing into the second year to complete studies to become a registered nurse (RN).

Successful completion of NUR 1201, NUR 1202, NUR 1203, and NUR 1206, along with all required first-year general education courses, is required for students to apply for the practical nurse (PN) licensure examination.

Licensed Practical Nurses

Licensed practical nurses (LPN) who graduated from schools other than Illinois Eastern Community Colleges and IECC LPNs who graduated three or more years prior to application may articulate into the second year for registered nurse (RN) preparation after successful completion of bridge course NUR 1204.

Successful completion of NUR 1201, NUR 1202, or a valid LPN license, and NUR 2201, NUR 2202, and NUR 2205, along with all required general education courses, is required for students to apply for the registered nurse (RN) licensure.

A continuing student must complete the RN program within five (5) years of successful completion of NUR 1201.

A maximum of one-year academic absence is allowed between the last semester successfully completed and any exit course (NUR 1203 and NUR 2202).

Transfer Students

Transfer students who meet curriculum criteria may be granted advanced placement to enter NUR 1202 or NUR 2201. Prior to entering the advanced placement course, the student must successfully complete NUR 1205.

Generic students who have had an academic absence of two or more years, who are readmitted beyond NUR 1201, must complete NUR 1205 prior to re-entering nursing courses. All returning students will be required to demonstrate competencies appropriate to the point of entry prior to re-entry.

Statewide Articulation Initiative

The IECC/Olney Central College Associate in Applied Science in Nursing degree program participates in the statewide articulation initiative. The program is approved by the Illinois Department of Financial and Professional Regulation, website at www.idfpr.com, and accredited by the National League for Nursing Accrediting Commission (NLNAC), which is located at 61 Broadway, 33rd Floor, New York City, NY 10006; 800/669-

1656, ext. 153, website: www.nlnac.org. The PN exit is approved by the Illinois Department of Financial and Professional Regulation.

Fees for Testing

Nursing students will be required to pay fees for testing as mandated by the president of Olney Central College. Current nursing tuition, fees, and program requirements are subject to change.

FIRST YEAR

First Semester			Semester Hours
LSC	2111	Human Anatomy & Physiology I	4**
NUR	1201	Nursing I	10
PSY	1101	General Psychology I	<u>3**</u>
Total Hours			17

Second Semester			Semester Hours
ENG	1111	Composition I	3**
LSC	2112	Human Anatomy & Physiology II	4**
NUR	1202	Nursing II	10
PSY	2109	Human Growth Development	<u>3**</u>
Total Hours			20

(Optional PN Exit)

Summer Semester			Semester Hours
NUR	1203	Clinical Nursing	6
NUR	1206	Practical Nurse Review	<u>1</u>
Total Hours			7

Practical Nursing (PNURS C340) _____ 44

LPN Entry

NUR	1204	Clinical Constructs	3
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Non-IECC LPNs or IECC LPNs who completed first year over three years prior to readmittance into second level.

SECOND YEAR

First Semester			Semester Hours
LSC	2110	General Microbiology	4**
NUR	2201	Nursing III	10
SOC	2101	Principles of Sociology	<u>3**</u>
Total Hours			17

Second Semester			Semester Hours
ENG	1121	Composition & Analysis	3**
NUR	2202	Nursing IV	10
NUR	2205	Registered Nurse Review Course	2
SPE	1101	Fundamentals of	

Effective Speaking	<u>3**</u>
Total Hours	18

Nursing Degree (NUR D350) 72
(Excluding summer semester and Transition to Nursing course.)

**General Education Hours (30)

Other:

NUR 1205 Transition to Nursing V1-4

Transfer students and some returning students take NUR 1205 (Transition to Nursing, 1-4 variable credit hours).

In the nursing program, one (1) credit hour is equivalent to fifty (50) minutes of theory or two (2) hours (100 minutes) of laboratory/clinical. A semester credit hour is equivalent to fifteen (15) hours of theory or thirty (30) hours of laboratory/clinical.

Example: NUR 1202 = 5 hrs. (50 min./hr) theory p/wk.
10 hrs. (50 min./hr.) lab/clinical p/wk.
10 hrs. semester credit

Academic Progress/Nursing

1. All nursing students must achieve a minimum grade of *C* in theory as well as a satisfactory grade for laboratory components of each nursing course. Any grades less than *C* achieved in a nursing or concurrent general education course are unacceptable for progression in the nursing program.
2. General education courses must be completed before or during the semester they are scheduled. Students who do not complete the general education courses early or as scheduled will not be allowed to enroll in the next nursing course.
3. Any student who fails to earn a grade of *C* or above in a nursing course or concurrent general education course cannot continue and will be dropped from the nursing program. Students who do not meet these standards may seek readmission, following procedures outlined in *Readmission of Nursing Students*.
4. Each RN nursing student will be required to achieve a minimum passing score of 800 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. Each LPN nursing student will be required to achieve a minimum passing score of 700 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. The required score and the approved nursing exit exam will be specified in the applicable course syllabus for NUR 1203 or NUR 2202 offered in the last semester of either the LPN or the RN program. If the required score is not achieved in the first or second attempts, remediation will be required before the student will be approved to take the standardized nursing exit exam a third time. If the student fails to achieve the required score on the third attempt of the standardized nursing exit exam, the student will be required to successfully complete an approved review course prior to attempting the standardized nursing exit exam for the fourth time. Failure to pass the standardized nursing exit exam on the fourth attempt will result in the student receiving a grade of "F" for the NUR 1203 or NUR 2202 course. No additional approval to take the standardized nursing exam will be granted. In all instances, the student will be required to pay the cost of additional applications for the standardized nursing exit exam and any cost of remediation.

Readmission of Nursing Students

Nursing students who leave the college or program by reason of academic deficiency or dismissal may petition for readmission to the program no sooner than one (1) semester following official notification of status. Such petition will be reviewed by the Academic Standards Committee. This statement applies as follows:

1. Any student who withdraws from a required nursing or concurrent general education course will be considered for readmission one (1) time without filing a petition. After the second withdrawal, the student must petition for re-entry into the program.
2. Any student who achieves less than C in a nursing course or concurrent general education course must petition for re-entry. The student may not petition for re-entry more than one (1) time.***
3. Any student who receives an unsafe or unsatisfactory laboratory competency evaluation or is dismissed from the college or program, whether culminating in failure or withdrawal, must petition for readmission.
4. Any student who left the college or program by reason of academic deficiency or dismissal prior to spring 1987 will be allowed to petition once, irrespective of the number of past entries.

Readmission will be granted only if it is shown that the student possesses the requisite ability and that the prior performance did not indicate a lack of capacity to complete the course of study in the program and/or college. The burden of making such a showing rests with the petitioning student. In general, a petition for readmission must include a description of circumstances which adversely affected the petitioner's ability to meet the academic standards of the program and/or the college. Petitioners must resubmit all the admission materials required for a first-time admission unless this requirement is waived by the chief student personnel officer.

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.

If a written petition is denied by the Academic Standards Committee, the petitioner shall be granted a personal appearance, upon timely request, before the Academic Standards Committee.

A petitioner for readmission whose petition has been denied by the committee may request a rehearing before the president of the college. A request for a rehearing must affirmatively show:

1. That there are new or extraordinary circumstances, not known by or available to the petitioner at the time of the original petition for readmission, which adversely affected the petitioner's ability to meet the academic standards, or
2. That the procedures employed by the committee failed to give the petitioner a fair hearing.

The decision of the president is final and is not subject to review.

A student in the nursing program who has been denied readmission may re-petition no sooner than three (3) calendar years from the date of his/her original petition. If the student is readmitted and withdraws or fails, he/she will not be allowed to petition again.

***The Academic Standards Committee has the right to review the admission status of any student based on faculty recommendation and documentation of extraordinary circumstances that adversely impacted student performance.

***IECC nursing students may reapply to the second year of the program one time after three years from the last program exit, without regard to prior academic performance, subject to the following criteria:

1. Successful completion of the practical nurse curriculum;
2. Licensure as a practical nurse;
3. Employment as a licensed practical nurse with documentation of at least 2,000 hours of work from the time of the last exit from the nursing program.

If readmitted, the student progression/retention will follow the guidelines of a first-time student.

BASIC NURSE ASSISTANT TRAINING PROGR (BAID)

CERTIFICATE

C335



The Basic Nurse Assistant Training certificate program is a concentrated lecture and laboratory program designed to meet the Illinois Department of Public Health certification requirements. Offered in an 8- to 15-week format, the program provides an introduction to the basic components of health-care skills essential to the support and assistance of individuals and families in meeting basic human needs for people of all ages.

Graduates with this certificate may find employment in long-term care facilities and home health-care situations.

One Semester		Semester Hours
HEA	1203	Basic Nurse Assistant Training Program
		<u>7</u>
		Total Hours
		<u>7</u>
Total Hours		<u>7</u>

RADIOGRAPHY (XRAY)

ASSOCIATE IN APPLIED SCIENCE DEGREE

D327



The mission of the Olney Central College Radiography program is to graduate entry-level competent radiographers and provide quality radiography education for the community.

The mission is accomplished through program goals. The program is designed to maximize a student’s initiative and support his/her development toward becoming a competent entry-level radiographer.

The OCC Associate in Applied Science degree in Radiography is an intensive, two-year (six consecutive semesters) course of study. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, www.jrcert.org. Graduates are eligible to take the American Registry of Radiologic Technologist’s (ARRT) exam. Most states, including Illinois, accept ARRT for state licensure, without additional licensure examination. Employment opportunities for radiographers are available nationwide in all types of medical health facilities and private industry. Further educational opportunities promoting career advancement are readily available.

Support courses may be taken prior to admission to the program. This does not reduce the time required to complete the program or guarantee acceptance into the program.

Applicants not accepted must reapply to be considered the following year. Individuals may reapply to the program as often as desired. Failure to start the program results in a loss of acceptance for admission status.

Transfer students and drop/restart students will receive individual consideration, based on availability of space and continuity of the program.

Requirements related to application deadlines, ranking, admission, attendance, evaluations, and clinical performance are found in the *Radiography Program Handbook* and *Application and Admission Guidelines* available for review at www.iecc.edu/radtech/.

Radiography students must pass all courses in the program curriculum with at least a C and maintain a minimum term GPA of 2.0 to proceed through the program. This includes support courses and clinical components in the program.

All clinical competencies and objectives must be completed prior to graduation.

Application Requirements

This is a rigorous training program with many applicants and a limited number of accepted students. Qualified applicants are ranked for admission based on a composite score derived from the COMPASS/ASSET test, and GPA of specific high school science, social science, and mathematics courses or college level program support courses.

Prospective Students

To qualify for ranking, applicants must meet or exceed the requirements listed below:

- A. Complete an application to Olney Central College by March 1 for admission in May .
- B. Submit official copies of high school transcript, GED scores, and college transcripts.
- C. Minimum cumulative GPA of 2.5* for all college level courses or if no college coursework has been completed, a cumulative high school GPA of 2.5. Students making application for the same year they graduate from high school must have a 2.5 GPA at the end of the first semester of their senior year to be eligible to apply.
- D. COMPASS/ASSET Test scores must be at the 34th national percentile or above in English, Reading and Mathematics in accordance with OCC admission standards.
- E. LSC 1101 (General Biology I) or equivalent (high school Biology I and II) with a grade of C or better.**
- F.
- F. Successfully complete CIS 1101 or higher level computer class or approved documentation of computer proficiency through work experience or approved high school computer coursework.
- G. Register for and successfully complete HEA 2299, which includes a radiography orientation and 8 hours of agency observation.
- H. All prospective students must review the Program Handbook and Clinical Guide, located in all IECC libraries or at www.iecc.edu/radtech/. The form, which must be completed to verify the review process, may be obtained at www.iecc.edu/radtech/Clinical_Guide_Review_Form.pdf. Applicants who do not submit the completed form by March 1 will not qualify for the ranking process.

I. Note: It is the policy of Olney Central College to screen its students applying to the Radiography Program for prior criminal convictions as a condition for admission. Individuals to have been convicted of a felony or misdemeanor (excluding traffic violations) or who have an abuse record may not be permitted to take the national registry examination administered by the American Registry of Radiologic Technologists (ARRT). Students with questions should contact the ARRT (651-687-0048) to inquire about eligibility to take the ARRT examination prior to applying to the Radiography Program.

*Grades of F in college level courses from institutions outside of Illinois Eastern Community Colleges may be eligible for a grade forgiveness process for ranking purposes for acceptance into the radiography program. This grade forgiveness would be done manually and only one time and would not affect the applicant's official cumulative

grade point average. Contact the Program Advisor for the Radiography Program at the college site to determine eligibility.

****Candidates not meeting this requirement may qualify for admission contingent upon successful completion of this program requirement prior to beginning Radiography course work.**

J. Transcripts

Official copies submitted by March 1 to the

- Radiography Program Advisor.
1. Official High School or GED equivalent
 2. Official transcripts from all post-secondary institutions

K. Site Visit

A site visit form must be completed by the clinical observation site and forwarded to Olney Central College to the attention of Radiography Program Advisor by March 1.

L.. COMPASS/ASSET Test Scores

1. Official copies of test results must be submitted by March 1.
2. Test must be taken within two years of application.
3. If COMPASS/ASSET test is taken at another institution, it is the student's responsibility to have test scores submitted to Olney Central College.
4. Applicant may take the COMPASS/ASSET test twice during each year application is made to the program. However, testing dates MUST be 90 days apart.
5. Applicant should contact Radiography Program Advisor in the Student Services Office at OCC to determine if test scores meet application criteria.
6. If remediation is required by test scores, course work must be completed prior to retest.
7. Applicants should consult the college catalog or IECC website (www.iecc.edu) for any applicable fees related to repeating tests.

M.. Other Program Requirements

Technical standards the student must have:

1. Sufficient eyesight to observe patients, manipulate equipment, and evaluate radiographic quality.
2. Sufficient hearing to assess patient needs and communicate verbally with other health care providers.
3. Satisfactory verbal and written skills to communicate promptly and effectively in English.
4. Sufficient gross and fine motor coordination to respond promptly, manipulate equipment, lift a minimum of fifty pounds, and insure patient safety.

5. Satisfactory intellect, emotional, and mental functions to exercise independent judgment and discretion in the safe technical performance of medical imaging procedures.
6. Effective summer semester 2009 - Recent changes in radiography accreditation standards now require all radiography school graduates to have a minimum of 15 hours of college general education credits from the following subject areas
 - Written or oral communication
 - Math or analytical studies

 - Social or behavioral science
 - Natural science
 - Computing, or Humanities, or Fine arts

Accepted Students

Students notified of acceptance must:

1. Secure his/her position in the class by contacting the Program Director in writing stating his/her intention to begin the program. If letter of intent is not received by the date indicated, an alternate student will be admitted to the program.
2. Complete physical exam and required immunizations (fees paid by student). Forms are distributed to students by Program Director.
3. Complete a satisfactory criminal background check by May 1* (fees paid by student).
4. Complete drug screening, if required by affiliating agencies* (fees paid by student).
5. Purchase uniforms, lab jackets, and shoes prior to beginning clinical education in the fall semester (estimate: \$75-\$100).
6. Meet with program staff at scheduled time to review program requirements, receive appropriate forms, and ask questions regarding Radiography Program requirements/policies. You will be contacted by mail at the address of record in reference to scheduling an advisement/registration appointment. Failure to meet with program staff will result in forfeiture of the student's acceptance in the program, and an alternate student will be admitted to the program.

***An unsatisfactory background check and/or positive drug screening test will negate program admission.**

Students Not Accepted

Students who are not accepted are encouraged to reapply to the program. Students are not placed on a waiting list for the next application year. Students who reapply must repeat the complete application process.

Transfer Students

Advanced placement of a Radiography transfer student could be accommodated if space is available and if the student is at an appropriate educational level as determined by:

1. Transcripts
2. Placement tests
3. Discussion with previous Program Director
4. Courses completed in the previous program in correlation with OCC Radiography curriculum.
5. Previous program was accredited by either a programmatic or regional accreditation agency.

PRE-PROGRAM REQUIREMENTS Semester Hours

HEA	2299	Independent Study in Allied Health	<u>.5</u>
		Total Hours	.5

FIRST YEAR

Summer Semester Semester Hours

RAD	1201	Introduction to Radiography	3
RAD	1207	Intro. to Radiographic Processing	2
RAD	1208	Radiology Patient Care	3
MTH		Math for Radiography	2
RAD	1211	Radiography Orientation	<u>.5</u>
		Total Hours	10.5

Fall Semester Semester Hours

BOC	1225	Intro to Medical Terminology	3
LSC	2111	Human Anatomy & Physiology I	4
RAD	1204	Radiographic Procedures I	4
RAD	1206	Applied Clinical Radiology I	2
RAD	1209	Radiologic Science	<u>3</u>
		Total Hours	16

Spring Semester Semester Hours

LSC	2112	Human Anatomy & Physiology II	4
RAD	1222	Principles of Radiographic Exposure	3
RAD	1223	Quality Improvement	2
RAD	1224	Radiographic Procedures II	4
RAD	1226	Applied Clinical Radiology II	<u>2</u>
		Total Hours	15

SECOND YEAR

Summer Semester Semester Hours

RAD	1227	Contrast Procedures	2
RAD	1236	Applied Clinical Radiology III	2

RAD	2203	Radiologic Sectional Anatomy	3
ENG	1111	Composition I	
		OR	
SPE	1101	Fundamentals of Effective Speaking	<u>3</u>
		Total Hours	10

Fall Semester		Semester Hours
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RAD	1221	Clinical Radiographic Pathology	3
RAD	1228	Radiation Biology and Protection	3
RAD	1246	Applied Clinical Radiology IV	3
RAD	2201	Advanced Imaging and Modalities	<u>3</u>
		Total Hours	12

Spring Semester		Semester Hours
------------------------	--	-----------------------

PSY	1101	General Psychology I (recommended)	
		OR	
		Social Science Elective*	3
RAD	1256	Applied Clinical Radiology V	3
RAD	2204	Registry Review	1
RAD	2205	Radiology Supervisor Skills	<u>1</u>
		Total Hours	8

Total Hours			<u>72.0</u>
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***Social Science Elective**

SOC	2101	Principles of Sociology
SOC	2104	Death & Dying
SOC	2108	Sociology of Aging

Agenda Item #9D

Capital Project Application

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2008
SUBJECT: Project Application -District Wide Parking and Road Overlay

The District is requesting approval from the Board of Trustees to submit a Project Application to the Illinois Community College Board (ICCB) for the re-surfacing of selected parking lots and roadways district-wide.

Some existing parking lots at FCC, LTC, and OCC are original pavement and are 25 to 30 years old. The lots are desperately in need of preservation overlay before deterioration eliminates an overlay as an option. The District received Deferred Maintenance funds from the state that would be used for parking lot maintenance. However, the District has not received these funds in over six years and as a result the District's parking lots have deteriorated. There are no Deferred Maintenance funds in the State's projected FY09 budget.

In addition, at WVC the existing road going to the Applied Arts Building from the main campus has seriously deteriorated to a point where repair is necessary. A length of the road requires demolition and new base and asphalt pavement. This work is to be done in conjunction with site drainage and erosion control that has been previously approved as Protection Health and Safety work.

Total cost of this project is estimated to be \$645,500. The project will be funded from reserves in the Operations and Maintenance Fund.

I request the Board's approval of the submission of this Project Application to the ICCB for its consideration and approval.

TLB/rs

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # Illinois Eastern Community Colleges District No. 528
Contact Person Mr. Roger Browning, CFO Phone # 618-393-2982
Project Title Parking and Roadway Overlay – District Wide
Project Budget \$ 645,500 Date April 8, 2008

Application Type (check the appropriate application type and follow instructions):

- Locally Funded New Construction--complete/submit Sections I, II, and III.
 Locally Funded Remodeling--complete/submit Sections I and III.
 Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
 Protection, Health and Safety--complete/submit Section I and Attachment PHS.
 Capital Renewal Project--complete/submit Section I and Attachment CRG.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board=s resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project=s programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes No
If no, please update your District=s Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion
- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes?
Yes No
If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

The existing parking lots at Lincoln Trail College (approximately 197,000 sf), Olney Central College (approximately 161,000 sf), and Frontier Community College (approximately 45,600 sf) are the original asphalt-surfaced pavement and are all approximately 30 years old. Cracking and surface degradation are prevalent throughout, and the lots require preservation asphalt overlay before further deterioration makes overlay impractical as an option. Lincoln Trail College requires manhole repairs to 5 existing manholes.

At Wabash Valley College the existing road going to the Applied Arts Building from the main campus has seriously deteriorated due to water ponding and freeze/thaw action (approximately 4,800 sf). A length of the road requires demolition and new base and asphalt pavement. This work is to be done in conjunction with site drainage and erosion control that has been previously approved as protection health and safety work.

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

At Lincoln Trail College, Olney Central College and Fairfield Community College, cover the existing original asphalt parking lots with 2" of bituminous overlay. Rout and fill cracks prior to overlay. Provide new pavement marking for accessible and general parking stalls.

At Wabash Valley College, remove the existing oil and chip paving and base and provide new compacted base and 4" bituminous paving. Coordinate new surface grades with site grading and erosion control project.

Attachment #1 Project Budget

Check One:

- New Construction**
- Remodeling**

Project Name Parking and Roadway Overlay – District Wide

	Budget Amounts	
	New Construction	Remodeling
Land		N/A
Site Development		\$538,400
Construction (including Fixed Equipment)		
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		53,800
A/E Professional Fees		53,300
Total		\$645,500

Protection, Health, and Safety Project Name

	Budget Amounts
Project Costs	
Contingency	
A/E Professional Fees	
Total	

Attachment #2 Funding Source

District/College Name
Project Name

Check the source(s) of funds:

Available fund balance X Fund name (s):

This project will be funded with District # 529 reserves (available Operating Funds) specifically set aside for this type of contingency.

Bond Proceeds Type of bond issuance (s):
(including protection, health,
and safety bonds)

Protection, Health, and Tax rate/fiscal year:
Safety Tax Levy
(ILCS 805/3-20.3.01)

Contract for Deed Term of Contract for Deed in months:
(ILCS 805/3-36)

Lending Arrangement with a Term of Lending Arrangements in months:
Financial Institution
(ILCS 805/3-37)

Lease Agreement Term of Lease in months:
(ILCS 805/3-38)

Capital Renewal Funding Proposed Fiscal Year Source(s):

Agenda Item #9E

Capital Project Application Resolution

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2008
SUBJECT: Resolution for Capital Project Application - District Wide Parking
and Roadway Overlay

The Board of Trustees must approve a resolution to be attached to the Capital Project Application for the district wide parking and roadway overlay.

I request the Board's approval of the attached Resolution in order that it may be submitted to the Illinois Community College Board along with the Capital Project Application.

TLB/rs

Attachment

**Resolution for Capital Project Application
District Wide Parking Lot and Roadway Overlay**

BE IT RESOLVED, by the Board of Trustees of Illinois Eastern Community Colleges, District No. 529, State of Illinois, that the Board hereby approves a Capital Project Application for the overlay and re-surfacing of selected parking lots and roadways district-wide.

BE IT FURTHER RESOLVED that said Capital Project Application, along with Programmatic Justification and other supporting documentation; be submitted to the Illinois Community College Board.

Resolution adopted by roll call vote at Olney, Illinois, this 15th day of April 2008.

Chairman of the Board of Trustees

Secretary of the Board of Trustees

Agenda Item #9F

Amendment of FY08 DOC Budgets

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2008
RE: Amendment of FY08 Corrections Budgets

The Board enters into a contract and budget with the Illinois Department of Corrections (DOC) wherein the Board operates educational programs at the Robinson Correctional Center and the Lawrence Correctional Center. Historically, the Department of Corrections will amend those budgets near the end of the fiscal year which ends June 30th.

Under the proposed budgetary changes, IECC contractual employees will receive a 4% stipend for FY08. The contract will be available for review at the Board meeting. The actual changes in compensation will appear in the Personnel Report upon which the Board will also take action.

Because some Department of Corrections personnel have unionized, those pay raises will not go into effect until mutually agreed to by the Service Employees International Union, bargaining agent for the employees.

TLB/rs

Agenda Item #9G

Facility Use Agreement with SIU-Carbondale

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2008
RE: Facility Use Agreement with SIU-Carbondale

Southern Illinois University (SIU) has offered Motorcycle Rider Courses at OCC. SIU has asked for renewal for our facility use agreement concerning this course.

The proposed agreement sets forth the requirements of each party, but does not require the payment of funds by either party. The agreement deals extensively with the insurance requirements of OCC and SIU.

The agreement may be terminated by either party with 30 days notice.

I ask the Board's approval of this agreement.

TLB/rs

Attachment

FACILITY USE AGREEMENT

This Agreement entered into this _____ day of _____, 2008, between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Illinois and the Olney Central College (“OCC”) in Olney, Illinois.

WHEREAS, the University wishes to offer Motorcycle Rider Courses (“Courses”) at OCC pursuant to the Motorcycle Rider Training Program;

WHEREAS, OCC owns property in Olney suitable for offering said courses. The parties mutually agree as follows:

1. OCC will make property available to the University during various periods of time commencing after the date of this Agreement which times shall be specifically requested in writing by the University and approved by OCC, for offering the courses;
2. A. For the term of this Agreement, SIUC agrees to maintain the following types of insurance:
 - i. Commercial general liability insurance coverage for bodily injury liability and property damage liability limited to \$1,000,000 per occurrence, with a \$3,000,000 aggregate coverage. OCC shall be named as additional insured to this policy;
 - ii. Automobile liability coverage furnished to the University by the State of Illinois through the State of Illinois Self-Insured Automobile Liability Plan, administered by the State of Illinois Department of Central Management Services, providing coverage of \$1,000,000 for all state-owned and leased vehicles while engaged in state business. This coverage is excess of other available insurance and coverage details can be found at http://www.cms.il.gov/cms/2_servicese_ben/autoplan.htm, or by printed copy upon request;
 - iii. Workers’ compensation and employer liability is provided through the State of Illinois Self-Insured Workers’ Compensation Plan, providing statutory limits of coverage for all State employees;
 - iv. Educator's professional liability coverage limited to \$1,000,000 per occurrence.

Certificates of Insurance (“COI”) providing evidence of these coverages may be provided upon request from OCC. In the event of cancellation or non-renewal of above described insurance, SIUC shall provide thirty (30) days advance written notice of such cancellation or non-renewal.

- B. For the term of this Agreement, OCC shall procure and maintain the following types of insurance:
 - i. Commercial general liability insurance “occurrence” basis coverage for bodily injury liability, including death, property damage liability, in connection with the performance of this Agreement with minimum limits of \$1,000,000 per occurrence.

ii. Workers compensation insurance for all employees of OCC engaged in performing work or services under this agreement, as required by law. Employer liability for damages arising out of bodily injury, by accident or disease, including death at any time resulting there from, sustained by employees of CCAA while engaged in performing work or services under this Agreement in an amount of no less than \$500,000.

The insurance companies providing coverage must have a B+: VI or better rating in the current edition of Best's Key Rating Guide. OCC must agree to maintain such insurance for the duration of the agreement. Certificates of Insurance (“COI”) providing evidence of these coverages may be provided upon request from University. In the event of cancellation or non-renewal of above described insurance, OCC shall provide thirty (30) days advance written notice of such cancellation or non-renewal;

3. In consideration of OCC providing property for the Courses, as set out above the University agrees as follows:

A. To the extent permitted by law, the University shall indemnify and hold harmless OCC, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of the University, its agents or employees, during the term of this Agreement. To the extent permitted by law, OCC shall indemnify and hold harmless the University, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of OCC, its agents or employees, during the term of this Agreement.

B. This Agreement shall apply only to injuries or damage arising out of the Motor Cycle Riders Training Program, for the specific dates on which the Course is held, during the term of this Agreement. If OCC is notified of any such alleged injury, OCC shall notify the University within a reasonably prompt time, but no later than ten (10) days after receipt of actual notice. Notice shall be sent to Michael J. Ashner, Safety Center, 1435 Douglas Drive, Southern Illinois University, Carbondale, Illinois 62901

4. This Agreement may be terminated by either party upon thirty (30) day advance written notice.

5. This Agreement is governed by and construed in accordance with the laws of the State of Illinois.

Agenda Item #9H

Affiliation Agreement with Newton CVS – Pharmacy Technician

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2008
RE: Affiliation Agreement with Newton CVS – Pharmacy Tech

IECC wishes to enter into a new affiliation agreement with the CVS Pharmacy located in Newton, Illinois.

This affiliation agreement is for the Pharmacy Technician Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2008, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and CVS – Newton, Illinois. (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 _____, 2008.

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

Agenda Item #9I

Affiliation Agreement with Olney CVS – Pharmacy Technician

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2008
RE: Affiliation Agreement with Olney CVS – Pharmacy Tech

IECC wishes to enter into a new affiliation agreement with the CVS Pharmacy located in Olney, Illinois.

This affiliation agreement is for the Pharmacy Technician Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2008, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and CVS – Olnay, Illinois. (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 _____, 2008.

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

Agenda Item #9J

Affiliation Agreement with Vincennes CVS – Pharmacy Technician

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2008
RE: Affiliation Agreement with Vincennes CVS – Pharmacy Tech

IECC wishes to enter into a new affiliation agreement with the CVS Pharmacy located in Vincennes, Indiana.

This affiliation agreement is for the Pharmacy Technician Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2008, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and CVS – Vincennes, Indiana. (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 _____, 2008.

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

Agenda Item #9K

Affiliation Agreement with Vincennes Walgreen's – Pharmacy Technician

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2008
RE: Affiliation Agreement with Vincennes Walgreen's – Pharmacy Tech

IECC wishes to enter into a new affiliation agreement with the Walgreen's Pharmacy located in Vincennes, Indiana.

This affiliation agreement is for the Pharmacy Technician Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2008, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Walgreens Pharmacy – Vincennes, Indiana. (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 _____, 2008.

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

Agenda Item #9L

Affiliation Agreement with Newton Rest Haven – Nurse Assistant

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2008
RE: Affiliation Agreement with Newton Rest Haven – Nurse Assistant

IECC wishes to enter into a new affiliation agreement with Rest Haven located in Newton, Illinois.

This affiliation agreement is for the Nurse Assistant Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
LINCOLN TRAIL COLLEGE
BASIC NURSE ASSISTANT PROGRAM #NA-5

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2008, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Basic Nurse Assistant Program #NA-5 (hereinafter referred to as LTC) and Newton Rest Haven Newton, IL (hereinafter referred to as AGENCY).
Agency City State

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the nursing assistant 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 patient care for observation and participation by the students and faculty of LTC'S Basic Nurse Assistant 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 Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. LTC will be responsible for the teaching and guidance of the students in the clinical nursing assistant laboratory practice, and will be available to the nursing assistant students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Assistant Faculty on behalf of LTC, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Assistant Faculty assumes full responsibility and supervision of the nursing assistant 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 Nursing Assistant Faculty on behalf of LTC will be responsible for maintaining proper standards of nursing assistant care and safeguard of

patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing assistant 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 LTC, and will comply with the policies of the health AGENCY.

Nursing assistant students and Nursing Assistant Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY.

Students who have physical or emotional disabilities which may negate success in nursing assistant practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in nursing assistant 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 faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. LTC Nursing Assistant Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Assistant Faculty member of LTC participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Assistant Faculty member to any clinical area.
7. LTC will provide orientation for the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. 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. Nursing Assistant Faculty and nursing assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.

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 _____, 2008.

AGENCY

LINCOLN TRAIL COLLEGE

Director of Nursing Services

Nursing Assistant Faculty
Member

Administrator, Hospital or Agency

Dean of Instruction

College President

Chairman, Board of Trustees
Illinois Eastern Community
Colleges

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Agenda Item #9M

Affiliation Agreement with Crawford Memorial Hospital – Nurse Assistant

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2008
RE: Affiliation Agreement with Crawford Memorial Hospital – Nurse Assistant

IECC wishes to enter into a new affiliation agreement with Crawford Memorial Hospital located in Robinson, Illinois.

This affiliation agreement is for the Nurse Assistant Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
LINCOLN TRAIL COLLEGE
BASIC NURSE ASSISTANT PROGRAM #NA-5

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2008, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Basic Nurse Assistant Program #NA-5 (hereinafter referred to as LTC) and Crawford Memorial Hospital Robinson, IL (hereinafter referred to as AGENCY). Agency City State

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the nursing assistant 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 patient care for observation and participation by the students and faculty of LTC'S Basic Nurse Assistant 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 Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. LTC will be responsible for the teaching and guidance of the students in the clinical nursing assistant laboratory practice, and will be available to the nursing assistant students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Assistant Faculty on behalf of LTC, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Assistant Faculty assumes full responsibility and supervision of the nursing assistant 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 Nursing Assistant Faculty on behalf of LTC will be responsible for maintaining proper standards of nursing assistant care and safeguard of

patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing assistant 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 LTC, and will comply with the policies of the health AGENCY.

Nursing assistant students and Nursing Assistant Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY.

Students who have physical or emotional disabilities which may negate success in nursing assistant practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in nursing assistant 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 faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. LTC Nursing Assistant Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Assistant Faculty member of LTC participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Assistant Faculty member to any clinical area.
7. LTC will provide orientation for the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. 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. Nursing Assistant Faculty and nursing assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.

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 _____, 2008.

AGENCY

LINCOLN TRAIL COLLEGE

Director of Nursing Services

Nursing Assistant Faculty
Member

Administrator, Hospital or Agency

Dean of Instruction

College President

Chairman, Board of Trustees
Illinois Eastern Community
Colleges

Agenda Item #9N

Affiliation Agreement with Springhill Medical Center – Medical Assistant

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2008
RE: Affiliation Agreement with Springhill Medical Center – Medical Assistant

IECC wishes to enter into a new affiliation agreement with Springhill Medical Center located in Terre Haute, Indiana.

This affiliation agreement is for the Medical Assistant Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this ____ day of _____, 2008, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Springhill Medical Center, Terre Haute, IN (hereinafter referred to as AGENCY).
[Insert: Agency, City, and State Above]

WITNESSETH THAT:

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

Medical assistant 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 medical assistant practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in medical assistant 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. Medical Assistant Faculty and medical assistant 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 _____, 2008.

AGENCY

LINCOLN TRAIL COLLEGE

Medical Services Director

Medical Assistant Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community
Colleges

psq:6/26/06

Agenda Item #90

Affiliation Agreement with Sarah Bush Lincoln Medical Center – Med. Assistant

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2008
RE: Affiliation Agreement with Sarah Bush Lincoln Medical Center – Medical Asst.

IECC wishes to enter into a new affiliation agreement with Sarah Bush Lincoln Medical Center located in Mattoon, Illinois.

This affiliation agreement is for the Medical Assistant Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this ____ day of _____, 2008, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Sarah Bush Lincoln Health Center – Mattoon, Illinois (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 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 Medical Assistant 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 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 medical assistant 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 medical assistant 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.

Medical assistant 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 medical assistant practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in medical assistant 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. Medical Assistant Faculty and medical assistant 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 _____, 2008.

AGENCY

LINCOLN TRAIL COLLEGE

Medical Services Director

Medical Assistant Faculty
Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community
Colleges

psq:6/26/06

Agenda Item #9P

Affiliation Agreement with A P & S Clinic – Medical Assistant

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2008
RE: Affiliation Agreement with A P & S Clinic – Medical Assistant

IECC wishes to enter into a new affiliation agreement with A P & S Clinic located in Terre Haute, Indiana.

This affiliation agreement is for the Medical Assistant Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this ____ day of _____, 2008, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and AP&S Clinic, Terre Haute, IN (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

Medical assistant 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 medical assistant practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in medical assistant 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. Medical Assistant Faculty and medical assistant 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 _____, 2008.

AGENCY

LINCOLN TRAIL COLLEGE

Medical Services Director

Medical Assistant Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/26/06

Agenda Item #9Q

Affiliation Agreement with Crossroads Hospital – Associate Degree Nursing

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2008
RE: Affiliation Agreement with Crossroads Hospital – ADN Program

IECC wishes to enter into a new affiliation agreement with Crossroads Hospital located in Mt. Vernon, Illinois.

This affiliation agreement is for the Associate Degree Nursing Program and is similar to standard affiliation agreements utilized by the District for Nursing.

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

TLB/rs

Attachment

STUDENT AFFILIATION AGREEMENT

TERMS AND CONDITIONS

I. JOINT RESPONSIBILITIES:

A. The clinical training shall include the Patient Care Services set forth more fully on Addendum 1 attached hereto and incorporated herein by reference as agreed upon by both parties.

B. Consideration for this Agreement shall consist of the mutual promises contained herein, the parties agreeing that monetary compensation shall neither be expected nor received by either party.

II. SCHOOL'S RESPONSIBILITIES:

A. Be responsible, in coordination with Hospital, for the assignment of Students and the planning of the program. Students assigned shall only be those who meet the criteria for eligibility as established by the School and approved by Hospital, and no student shall be assigned to Hospital without prior consent of School.

B. To inform Students that they will be expected to comply with the rules and regulations of Hospital, including, but not limited to the use of personal protective equipment, the rules of patient confidentiality, and the procedures relating to medical record documentation. Education and training relating to these specific policies and procedures shall be provided to Students prior to their clinical rotation at Hospital, as well as any other Hospital specific policies and procedures deemed appropriate and necessary by School and/or Hospital.

C. To require a dress code of Students which meets the standards of the dress code of Hospital and which clearly identifies the Students as students (not licensed personnel) and as students of School (not as agents nor affiliates of Hospital).

D. Required of Students prior to coming to Hospital, to:

(i) provide written evidence of either a negative TB skin test within the past one year, or a chest x-ray within three years, in the event of a positive TB skin test.

(ii) provide written documentation of a completed series of Hepatitis-B vaccine or provide documentation of having begun the series, or documentation of informed refusal of the vaccine.

(iii) in the event of Student rotation through the maternal and child care departments/services, provide evidence of any other appropriate immunizations or immunities requested by Hospital.

(iv) For other applicable state required testing, see Addendum 3 attached hereto and incorporated herein by this reference.

(v) To require staff from School who visit Hospital that they must also meet the requirements for Students outlined in this Section II.

(vi) To educate and train Students in OSHA bloodborne pathogens standards and tuberculosis prior to their clinical rotation at Hospital.

Form No. 0100 Rev. by Legal Dept as of 3/13/07.

(vii) To schedule Students and appropriate School staff for training at Hospital on Hospital's fire and emergency response plans.

(viii) To require Students and School staff not to submit for publication any material relating to the clinical education experience at Hospital without prior written approval of Hospital.

(ix) To provide contact person and liaison between Hospital and School, who shall be responsible for the oversight of the Students' clinical experiences.

(x) To, upon request by the Hospital, remove immediately from the premises any Student who in the opinion of Hospital poses a threat or danger to the health and well being of any person, or who violates Hospital rules, regulations, policy or procedure.

(xi) To have in place a mechanism to notify the Hospital if a Student (or faculty, if applicable) is unable for any reason to report for training.

(xii) As a condition of referring Students of School to Hospital to provide services to Hospital and immediately prior to Students providing any such services, School agrees to require Students to undergo a substance abuse test at least every 12 months to test Students for the presence of alcohol, drugs, or other controlled substances, except to the extent prohibited by law. In any case, School agrees not to refer any Students to Hospital to provide services to Hospital if Students have not undergone a substance abuse test. If such test (including any re-tests) reveals that Students are currently engaging in the illegal use of drugs, are otherwise impaired and unable to perform one or more essential functions of the job with or without any reasonable accommodation as may be required by law, or pose a direct threat to the health or safety of Students or others, School agrees not to refer such Students to Hospital to provide services to Hospital. School further agrees not to refer to Hospital any Students who School knows or has reason to know have illegally used, manufactured, distributed, dispensed, possessed, purchased, or been under the influence of drugs (excluding Students who are participating in or have successfully completed a supervised drug rehabilitation program or have otherwise been successfully rehabilitated and no longer engaging in such use); have ever been under the influence of inhalants in the workplace; have ever failed to meet the qualification standards for a job because of the illegal use of drugs or the use of alcohol or inhalants; pose a direct threat to the health or safety of Students or others; or have been convicted of a drug-related crime. Furthermore, during the course of the assignment of Students, School agrees to require Students to undergo a substance abuse test to test Students for the presence of alcohol, drugs, or other controlled substances following an injury occurring at the Hospital; when a medication or handling discrepancy occurs or when medication may have been stolen or improperly used at the Hospital involving Students or others working in the area to which Students have been assigned; at random intervals; when Students appear to be unfit for duty as a result of the use of drugs, alcohol, or other controlled substances; when there is reasonable cause or suspicion to believe that Students are under the influence of alcohol, drugs, or other controlled substances; and upon the return of Students following a period of absence from providing services of more than 30 days, and when the Students have illegally or improperly used controlled substances and have successfully completed a rehabilitation program, all except to the extent prohibited by law. If such test (including any re-tests) reveals that Students are currently engaging in the illegal use of drugs, are otherwise impaired and unable to perform one or more essential functions of the job with or without any reasonable accommodation as may be required by law, or pose a direct threat to the health or safety of Students or others, School agrees to withdraw such Students from assignment to the Hospital. School agrees to use the services of a licensed health care professional and laboratory in conducting substance abuse tests and to obtain the consent and waiver of liability of Students to any such testing. The School agrees and represents that such tests will be conducted in accordance with the Americans with Disabilities Act and other

applicable laws and agrees to indemnify and hold harmless the Hospital from and against any damages arising out of or relating to the failure to comply with such laws. The School further agrees to provide Hospital with a copy of the results of any substance abuse test performed on Students immediately prior to and for the duration of their placement at Hospital.

Form No. 0100 Rev. by Legal Dept as of 3/13/07.

(xiii) As a further condition of referring Students of School to Hospital, School agrees to perform the following background checks on Students:

- (a) **THE OFFICE OF INSPECTOR GENERAL’S (“OIG”) LIST OF EXCLUDED INDIVIDUALS/ENTITIES.** Students referred must first be screened by the School against the OIG’s list of excluded individuals. This screen can be conducted through the use of Excluded Party Search System® or other approved software program or through an appropriate internet site (e.g., <http://exclusions.oig.hhs.gov/search2.htm>) to verify that the Students have not been suspended or disbarred from any applicable government payor program. Students whose names appears on an excluded party list shall be considered ineligible for referral.
- (b) **CRIMINAL RECORDS CHECK.** A criminal records check should be conducted by the School on Students to be referred to Hospital. If a criminal records check reveals that Students have been convicted of a crime indicating that the Students would not be suitable for the position for which they are being referred, the Students shall not be referred. Individuals convicted of crimes such as the following generally will not be suitable for referral: (1) crimes against the person (such as battery or assault), (2) crimes based on dishonesty or untruthfulness (such as theft or embezzlement), and (3) drug and other substance abuse-related crimes. Individuals convicted of other crimes may also be ineligible for referral as determined by the CEO of the hospital in his or her discretion. If the School is unsure whether a Student is eligible for referral, the School should contact Hospital’s CEO. The CEO of the Hospital will have discretion and the authority to make the final decision regarding the referral of any individuals with any criminal record.
- ~~(c) **DRIVING HISTORY CHECK.** A driving history check must be conducted by the School before the Students are referred to the hospital. The purpose of the Drive History Check is to verify the status of any prior or current history of DUI, and other current or pending driving violations; and any current or pending penalties. If a driving history check reveals that Students to be referred have a poor driving history or are otherwise not suitable to drive, they shall not be referred to the Hospital.~~

Form No. 0100 Rev. by Legal Dept as of 3/13/07.

(d) **LICENSE CHECKS.** The professional licenses held by Students, if any, must be checked to determine whether the licenses have ever been suspended, revoked, terminated, or otherwise modified as to rights and privileges under such licenses. If the license check reveals that the Students have had licenses suspended, revoked, terminated, or otherwise modified, such Students shall not be assigned to the Hospital. Provided, however, if the license check reveals that the suspension, revocation, termination, or other modification is due to the use of controlled substances and such Students have successfully completed a rehabilitation program, such Students may be assigned to the Hospital subject to the requirement that such Students undergo periodic testing for the use of controlled substances as determined by the Hospital.

(e) **OTHER BACKGROUND CHECKS AS REQUIRED BY LAW.** Notwithstanding the foregoing, the following background checks (including any required fingerprinting, etc.) must also be performed by the School as required by law and subject to any specific facility or unit requirements, including but not limited to:

(f) **CHEMICAL DEPENDENCY AND PSYCHIATRIC UNITS.** Criminal records checks must be performed on all Students who are being referred to work in chemical dependency and psychiatric units.

(g) **HOME HEALTH CARE WORKERS/AIDES.** Criminal records checks must be performed on all Students who are being referred to work as Home Health Care Workers or Aides. Such checks must be conducted at both the state and county level and for all similar prior positions.

(h) **SWING BEDS AND SKILLED UNITS (LONG-TERM CARE UNITS).** Criminal records checks must be performed on all Students who are being referred to work in the Swing Beds and Skilled Units as Nurses or Nurse Aides. Such checks must be conducted at both the state and county level. Additionally, other Students to be referred to work in similar positions may be required to undergo criminal background checks according to applicable state statutes.

(i) In all cases, background checks shall be conducted to comply with any applicable statute or regulation governing such testing and to ensure that such testing is not conducted or enforced in a discriminatory manner.

III. HOSPITAL'S RESPONSIBILITIES:

A. To accept and provide clinical experiences to Students from School. However, Hospital shall be under no obligation to accept any student or students unless mutually agreed upon by School and Hospital.

B. To maintain a sufficient number of staff support to carry out normal service functions, so Students will not be performing in lieu of staff.

C. To provide orientation to Students assigned to Hospital to include, but not limited to, personal protective equipment availability and use, and the fire and emergency response plans.

Form No. 0100 Rev. by Legal Dept as of 3/13/07.

D. To provide first aid for work-related accidents and illnesses, such as blood and body fluid exposures, to Students. The charges for such medical services shall be billed to the Student or their insurance carrier. Hospital assumes no responsibility, financial or otherwise, beyond the initial first aid provided immediately after the injury, and any services or other liability shall not be borne by Hospital, but shall be the responsibility of the individual Student regardless of whether these services are covered by the Student's insurance.

E. To designate a staff member to serve as a contact person for the School staff assigned to oversee and supervise the Students.

F. To provide a reasonable amount of storage space for apparel and personal effects of participating students, and reasonable classroom or conference room space at Hospital for use in the program.

G. Hospital shall have the right to discuss any incident, occurrence, or investigation with Students from School that may arise out of or as a result of the training of said students at Hospital, and the students will cooperate with Hospital and School in said investigation.

IV. TERM AND TERMINATION:

A. This Agreement shall be effective upon execution by Hospital and School and may be renewed on an annual basis upon mutual agreement of the parties.

B. Notwithstanding any other terms and conditions hereunder, this Agreement may be terminated without cause by either party by written notification to the other party at least thirty (30) days prior to the desired effective date of termination. In this case, the terms of the Agreement shall continue to be in full force and effect until Students in a current clinical rotation complete said rotation.

C. In the event that either party shall become insolvent, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or its assets or shall avail itself of, or become subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or the protection of rights of collectors, then, at the option of either party, this Agreement may be terminated immediately by either party and be of no further force and effect.

V. INSURANCE:

A. School shall provide evidence that health insurance is in effect for Students during the term of their clinical rotation at Hospital.

B. School shall provide evidence that Worker's Compensation insurance is in effect for clinical instructors and other staff of School who may be present on Hospital grounds and property.

C. School shall provide evidence that each Student has professional liability coverage in the amounts of \$1 million per occurrence/\$3 million aggregate of the occurrence type of coverage. School shall procure and maintain professional liability coverage of the same amounts for any and all clinical instructors assigned to Hospital for the purposes of the Student's clinical rotation. In the event Student's or School's coverage is of the claims made type, said coverage shall outlive the terms of this Agreement for a minimum of sixty (60) months (which may require tail or prior acts coverage). Coverage shall provide for a retroactive date of placement coinciding with the effective date of this Agreement.

- D. Hospital shall be notified in writing within 15 days of any material alteration, cancellation, or nonrenewal of coverage. Inadequate insurance or proof of insurance shall be grounds for immediate termination of this Agreement. Insurance shall be provided by a carrier who is acceptable to Hospital, which acceptance shall not be unreasonably withheld.

VI. INDEMNIFICATION AND NOTIFICATION OF CLAIMS:

A. It is hereby stipulated and agreed between Hospital and School that with respect to any claim or action arising out of any activities performed under or pursuant to this Agreement, each entity shall be liable for payment of that portion of any and all claims, liability, costs, expenses, demands, settlements, or judgments resulting from the negligence, actions or omissions of itself or its own directors, representatives, and employees.

B. School agrees to indemnify, hold harmless, and defend the Hospital from and against any and all claims, demands, actions, settlements, costs, damages, or judgments, including reasonable attorney's fees and litigation expenses, based upon or arising out of the activities described in this Agreement, where such claims, demands, actions, settlements, costs, damages, or judgments relate to the negligence, actions, omissions of School or its agents, representatives, students or employees. School also agrees that the provisions of this section shall survive the termination of this Agreement.

C. Hospital agrees to indemnify, hold harmless, and defend the School from and against any and all claims, demands, actions, settlements, costs, damages, or judgments, including reasonable attorney's fees and litigation expenses, based upon or arising out of the activities described in this Agreement, where such claims, demands, actions, settlements, costs, damages, or judgments relate to the negligence, actions, omissions of Hospital or its representatives, or employees. Hospital also agrees that the provisions of this section shall survive the termination of this Agreement.

D. The parties agree to notify each other as soon as possible in writing of any incident, occurrence, or claim arising out of or in connection with this Agreement which could result in a liability or claim of liability to the other party. Further, Hospital shall have the right to investigate any incident or occurrence and School shall cooperate fully in this investigation.

VII. CONFIDENTIALITY:

A. The School, its students, employees, agents and representatives agree to keep confidential from third parties all information which relates to or identifies a particular patient, including, but not limited to name, address, medical treatment or condition, financial status, or any other personal information which is deemed to be confidential in accordance with applicable state and federal law and standards of professional ethics.

B. All patient records shall remain the property of the Hospital. Retention and release shall be in accordance with applicable regulations, policies and procedures. Access and use of patient information is restricted to only what is necessary to provide the services so noted herein.

Form No. 0100 Rev. by Legal Dept as of 3/13/07.

VIII. NOTICES. All notices or other communications provided for in this Agreement shall be given to the parties addressed as follows:

If to Hospital: As stated on Term Sheet

With a copy to: Legal Department
4000 Meridian Blvd.
Franklin, TN 37067
Attn: General Counsel

If to School: As stated on Term Sheet

IX. ASSIGNMENT OF CONTRACT AND BINDING EFFECT. A. Neither party shall assign, subcontract, or transfer any of its rights or obligations under this Agreement to a third party without prior written consent of the other party. If there is a valid assignment, subcontract or transfer, this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

X. DISCRIMINATION. In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990, each party hereto will not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its administration of its policies, including admissions policies, employment, programs or activities.

XI. INDEPENDENT CONTRACTOR STATUS. Each party shall be considered to be an independent party and shall not be construed to be an agent or representative of the other party, and therefore, has no liability for the acts or omissions of the other party. In addition, neither party, nor any of its employees, agents, or subcontractors, shall be deemed to be employees or agents of the other party. Therefore, neither party nor any of its employees, agents or subcontractors, shall be entitled to compensation, worker's compensation, or employee benefits of the other party by virtue of this Agreement.

XII. COUNTERPART SIGNATURE. This Agreement may be executed in one or more counterparts (facsimile transmission or otherwise), each counterpart shall be deemed an original and all of which shall constitute but one Agreement.

XIII. WRITTEN AMENDMENTS. This Agreement cannot be amended, modified, supplemented or rescinded except in writing signed by the parties hereto. No waiver of any provision of this Agreement shall be valid unless such waiver is in writing signed by both parties.

XIV. GOVERNING LAW AND JURISDICTION. This Agreement shall be governed in all respects by, and be construed in accordance with, the laws of the State.

XV. HEADINGS NOT BINDING. The headings used in this Agreement have been prepared for the convenience of reference only and shall not control, affect the meaning of, or be taken as an interpretation of any provisions of this Agreement.

Form No. 0100 Rev. by Legal Dept as of 3/13/07.

XVI. NON-EXCLUSIVITY. Each party shall have the right to enter into similar agreements with other parties.

XVII. SEVERABILITY. If any part of this Agreement should be held to be void or unenforceable, such part shall be treated as severable, leaving valid the remainder of this Agreement notwithstanding the part of parts found void or unenforceable.

XVIII. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter herein and supercedes any other agreements, restrictions, representations, or warranties, if any, between the parties hereto with regard to the subject matter herein.

Form No. 0100 Rev. by Legal Dept as of 3/13/07.

ADDENDUM 1

Patient Care Duties To Be Provided By Students

[HOSPITAL TO COMPLETE LIST OF DUTIES AND ATTACH]

TYPE OF PROGRAM:

High School
Vocational / Technical
Junior College
Four Year College
Graduate School

ACADEMIC LEVEL:

Freshman
Sophomore
Junior
Senior

EXPERIENCE LEVEL:

Beginner/Basic
Some Experience
Advanced

Form No. 0100 Rev. by Legal Dept as of 3/13/07.

ADDENDUM 2

The Following Patient Care Duties Cannot Be Provided By Students
[HOSPITAL TO COMPLETE LIST OF DUTIES NOT TO BE PROVIDED AND ATTACH]

Form No. 0100 Rev. by Legal Dept as of 3/13/07.

ADDENDUM 3

Other State Required Testing:

[HOSPITAL TO COMPLETE LIST OF STATE REQUIRED TESTING AND ATTACH]

Form No. 0100 Rev. by Legal Dept as of 3/13/07.

**STUDENT AFFILIATION AGREEMENT
TERM SHEET**

Date of Agreement: May 25, 2007

Hospital's Legal Name: National Healthcare of Mt. Vernon, Inc. School's Legal Name: Illinois Eastern
d/b/a Crossroads Community Hospital Community Colleges, District #529

Address of Hospital:
8 Doctors Park Road
Mt. Vernon, IL 62864

Address at Date of Agreement:
2 Frontier Drive
Fairfield, IL 62837

Term of Agreement: One (1) year
Expiration Date: April 30, 2009
Effective Date: May 1, 2008

Applicable Licenses, Certifications, etc.:

Type of Student (i.e. Clinical, Administrative, etc.): Clinical/Nursing

Number of Students per rotation: Not more than twelve (12)

Term of Training: May 01, 2008 – April 30, 2009
(cite beginning date and ending date including dates of the school's semester)

Clinical rotations shall be provided at Hospital's facilities located at: #8 Doctor's Park Road, Mt. Vernon, IL

Designated Contract Person to act as liaison between Hospital and School: Janet Kinkade Dept Head/Instructor
Nursing at FCC or Nancy Buttry, RN Assoc. Dean of Nursing and Allied Health

The attached Standard Terms and Conditions are incorporated into this Student Affiliation Agreement.

The following Addenda are also attached hereto and incorporated herein as part of this Student Affiliation Agreement ("Agreement") by this reference:

Addenda	TITLE
1	Patient Care duties to be provided by Students
2	Patient Care duties that Students cannot provide
3	Other State Required Testing

Neither this Agreement nor any amendment or modification hereto shall be effective or legally binding upon Hospital, or any officer, director, employee or agent thereof, unless and until it has been reviewed and approved in writing by the President of the Hospital and the Hospital's Legal Counsel.

_____ School's Authorized Representative's Initials

SIGNATURES AND APPROVALS:

School:

Illinois Eastern Community Colleges
Frontier Community College

By: _____
Janet Kinkade, Department Head for Nursing

Date: _____

By: _____
Nancy Buttry, Associate Dean, Nursing and
Allied Health

Date: _____

By: _____
Jackie L. Davis, President, Olney Central College

Date: _____

By: _____
Chairman, IECC Board of Trustees

Date: _____

Hospital:

Crossroads Community Hospital
Mt. Vernon, IL

By: _____
President

Printed Name
Date: _____

Reviewed and Approved:

Hospital Chief Executive Officer
Date: _____

Agenda Item #10

Bid Committee Report

IECC

PHS Compliance Work – Phase 9

Olney Central College

Computer Lab Workstations and Printer Tables

BID COMMITTEE REPORT

APRIL 15, 2008

IECC

1. PHS Compliance Work -Phase 9

Olney Central College

1. Computer Lab Workstations and Printer Tables

TO: Board of Trustees
 FROM: Bid Committee
 SUBJECT: Bid Recommendation – PHS Compliance Work -Phase 9
 DATE: April 15, 2008

Based upon the bid tabulation attached and also the recommendation from Image Architects the Bid Committee recommends acceptance of the low bids received as follows:

<u>Division I</u>	<u>Base Bid</u>	<u>Alt. G-1</u>	<u>Alt. G-2</u>	<u>Total</u>
<u>General/Plumbing Work</u>				
<u>Kieffer Bros Construction,</u>				
<u>Mt. Carmel, IL</u>	\$635,000.00	\$12,000.00		\$7,000.00
<u>\$654,000.00</u>				
<u>Division II</u>	<u>Base Bid</u>			<u>Total</u>
<u>Mechanical Work</u>				
<u>Merz Heating & Air Conditioning</u>				
<u>Effingham, IL</u>	\$398,800.00			<u>\$398,800.00</u>
<u>Division III</u>	<u>Base Bid</u>	<u>Alt. E-2</u>		<u>Total</u>
<u>Electrical Work</u>				
<u>Sandschafer Electric</u>				
<u>Teutopolis, IL</u>	\$160,698.00	\$566.00		<u>\$161,264.00</u>

Respectfully Submitted,

Roger Browning
 Terry L. Bruce
 Harry Hillis, Jr.

Source of Funds: PHS Compliance Work – Phase 9

The "Advertisement for Bids" was placed in the Olney Daily Mail for one (1) day.

IMAGE ARCHITECTS INC.

**PHS COMPLIANCE WORK – PHASE 9
VARIOUS REPAIRS/ACCESSIBILITY COMPLIANCE – DISTRICT WIDE
MECHANICAL/ELECTRICAL WORK – DISTRICT WIDE
ILLINOIS EASTERN COMMUNITY COLLEGES**

Bid Tabulation

**Wednesday, April 9, 2008 at 2:00 p.m.
IECC District Office
IA Project No. 07049.4A**

DIVISION I – GENERAL/PLUMBING WORK

BIDDER	BID SECURITY	ADDENDA NOS. 1,2,3	BASE BID	ALT. BID NO. G-1 (Install portable wall system in Professional Annex Building) ADD	ALT. BID NO. G-2 (Provide circular casework) ADD
Kieffer Bros. Construction Co., Inc. Mt. Carmel, IL	5% Bid Bond	✓	\$635,000.00	\$12,000.00	\$7,000.00
Illini Builders Co. of Olney Olney, IL	Cashier's Check	✓	\$827,995.00	\$18,586.14	\$7,397.29
Commercial Construction Enterprises, LLC Vincennes, IN	NO BID				

**PHS COMPLIANCE WORK – PHASE 9
VARIOUS REPAIRS/ACCESSIBILITY COMPLIANCE – DISTRICT WIDE
MECHANICAL/ELECTRICAL WORK – DISTRICT WIDE
ILLINOIS EASTERN COMMUNITY COLLEGES**

DIVISION II – MECHANICAL WORK

BIDDER	BID SECURITY	ADDENDA NOS. 1,2,3	BASE BID
Merz Heating & Air Conditioning Effingham, IL	5% Bid Bond	✓	\$398,800.00
Sharp & Williams Mt. Carmel, IL	NO BID		
Automation Solutions Group Fenton, MO	NO BID		
Swan Sheet Metal Systems, Ltd. Mt. Vernon, IL	10% Bid Bond	✓	\$415,700.00

**PHS COMPLIANCE WORK – PHASE 9
VARIOUS REPAIRS/ACCESSIBILITY COMPLIANCE – DISTRICT WIDE
MECHANICAL/ELECTRICAL WORK – DISTRICT WIDE
ILLINOIS EASTERN COMMUNITY COLLEGES**

DIVISION III – ELECTRICAL WORK

BIDDER	BID SECURITY	ADDENDA NOS. 1,2,3	BASE BID	ALT. BID NO. E-1 NOT USED	ALT. BID NO. E-2 (Install receptacles at Alt. Bid Counters in Lobby 101 & Marketing & Recruiting 102) ADD
Sandschafer Electric Inc. Teutopolis, IL	5% Bid Bond	✓	\$160,698.00		\$566.00
Clinton Electric, Inc. Ina, IL	NO BID				
Mark's M & M Electric Inc. Teutopolis, IL	NO BID				
Skill Electric, LLC Vincennes, IN	5% Bid Bond	✓	\$234,700.00		None
Illini Builders Co. of Olney Olney, IL	Cashier's Check 5%	✓	\$266,370.86		None



April 10, 2008

Mr. Roger Browning
Illinois Eastern Community Colleges
233 East Chestnut
Olney, Illinois 62450

Re: PHS Compliance Work – Phase B
Various Repairs/Accessibility Compliance – District Wide
Mechanical/Electrical Work – District Wide
Illinois Eastern Community Colleges

Dear Mr. Browning:

We have reviewed the bids submitted for the work on the referenced project. We find no reason to prevent award of the Base Bid work and the alternates to the lowest responsible and responsive bidders as follows:


General/ Plumbing Work	Kieffer Bros. Construction Co. Mt. Carmel, Illinois	BASE BID	\$635,000.00
		ALT. G-1	\$ 12,000.00
		ALT. G-2	\$ 7,000.00
		TOTAL AWARD	\$654,000.00
Mechanical Work	Merz Heating & Air Conditioning Effingham, Illinois	BASE BID	\$398,800.00
Electrical Work	Sandschaler Electric Inc. Teutopolis, Illinois	BASE BID	\$160,898.00
		ALT. E-2	\$ 586.00
		TOTAL AWARD	\$161,264.00

We would also recommend that the Board give authorization to the contractors to order equipment.

If you have any questions, please feel free to contact our office.

Sincerely,

IMAGE ARCHITECTS INC.


Marion J. Pappas,
Chairman of the Board

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Computer Lab Workstations and Printer Tables
DATE: April 15, 2008

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

The Bid Committee recommends acceptance of the low bid received that meets all specifications from **K-Log in Zion, IL** for a total of **\$13,669.00**.

A bid tabulation sheet is attached.

Respectfully submitted,

Lisa Benson
Terry Bruce
Harry Hillis, Jr.

Source of Funds: Educational Fund

Department: Business/Administrative Information Tech

Rationale for Purchase: The current classroom computer lab workstations are very old and do not meet ADA requirements. The new tables will allow students accessibility and help control the cables for security. Students will have enough room to take notes and use the computer at the same time. The tables are height adjustable, so very tall students can sit at a table for their height and shorter students could have a table adjusted to their height. Keyboard trays will be under the table, so will not be taking up table space. This should also help protect the keyboards, so they last longer. Printer stations will allow students easier access to classroom printers.

The “Advertisement for Bids” was placed in the Olney Daily Mail for one (1) day.

Computer Lab Workstations and Printer Tables	
Business Environments Evansville, IN	\$15,509.30
Dallas Midwest Dallas, TX	13,780.61
Illini Supply Forsyth, IL	14,131.00
K-Log Zion, IL	13,669.00
Miller Office Equip. Olney, IL	13,850.00
Office Connection Vincennes, IN	15,363.40
Smith & Butterfield Evansville, IN	15,675.00

Item #1 Bid Specs for 2 Person-Student Computer Lab Workstations:

Quantity: 22

Paragon- Model Number SCD60 or Equivalent

T-leg design

Should include heavy-duty wire management chase with 2 grommet holes for wire control and modesty panel/J channel wire chase

Heavy duty construction for use in schools, libraries, and labs

High pressure laminate work surfaces on 1 ¼" furniture board tops and heavy duty bumper moldings

Color choice for laminate tops—Cloud Nebula or Carbon EV or Graphite Nebula

Heavy 14-gauge tubular steel legs with black powder coat finishes that adjust from 26" to 32"

26"-32" H, 60" W, 24" D

Item #2 Bid Specs for 1 Person-Student Computer Lab Workstations:

Quantity: 4

Paragon- Model Number SCD 30 or Equivalent

T-Leg Design

Should include heavy-duty wire management chase with grommet hole for wire control and modesty panel/J channel wire chase

Heavy duty construction for use in schools, libraries, and labs

High pressure laminate work surfaces on 1 ¼" furniture board tops and heavy duty bumper moldings;

Color choice for laminate tops—Cloud Nebula or Carbon EV or Graphite Nebula

Heavy 14-gauge tubular steel legs with black powder coat finishes that adjust from 26" to 32"

26"-32" H, 30" W, 24" D

Item #3 Bid Specs for Printer tables:

Quantity: 4

Paragon Model Number: PS2 or Equivalent

Rectangular printer table designed to blend with computer stations

Surface: ¾" high-pressure laminate with standard black t-mold bumper edge

Color choice for laminate tops—Cloud Nebula or Carbon EV or Graphite Nebula

Frame: Standard black 16 gauge steel single post t-legs

29/31" H, 24" D, 24" W

NOTE: Item #1, # 2 and #3 must match (same finish, color, etc.)

Accessories:
Quantity: 48 Each

Item #4 Keyboard Trays 21" or 23" W by 10" or 10.5" D

Item #5 CPU holders 8" H, 8 ½"-10 ½" W

NOTE: Item # 4 and #5 must be compatible with Computer Lab Workstations Item # 1 and #2.
--

All freight, shipping, delivery and handling charges are to be included in bid total. The quotation as submitted on this form will remain firm for six weeks from the date quotation is opened by Illinois Eastern Community Colleges.

TOTAL BID _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

Agenda Item #11

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT - March 31, 2008

FUND	BALANCE
Educational	\$1,806,458.26
Operations & Maintenance	\$210,577.61
Operations & Maintenance (Restricted)	\$1,305,408.48
Bond & Interest	\$162,254.89
Auxiliary	\$844,595.62
Restricted Purposes	(\$587,090.72)
Working Cash	\$159,252.55
Trust & Agency	\$402,809.57
Audit	\$28,085.11
Liability, Protection & Settlement	(\$38,312.01)
TOTAL ALL FUNDS	\$4,294,039.36

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
March 31, 2008

	ALL FUNDS
	Fiscal Year 2008
ASSETS:	
CASH	4,294,039
IMPREST FUND	21,500
CHECK CLEARING	12,000
INVESTMENTS	17,141,706
RECEIVABLES	1,970,548
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	481,698
OTHER ASSETS	467,561
TOTAL ASSETS AND OTHER DEBITS:	24,389,052
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	99,860
ACCOUNTS PAYABLE	1,223,600
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	260,070
OTHER LIABILITIES	1,037,089
TOTAL LIABILITIES:	2,620,619
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	1,638,073
PR YR BDGTD CHANGE TO FUND BALANCE	1,247,345
 FUND BALANCES:	
FUND BALANCE	12,648,642
RESERVE FOR ENCUMBRANCES	6,234,373
TOTAL EQUITY AND OTHER CREDITS	21,768,433
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 24,389,052

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 As Of March 31, 2008

ALL FUNDS

FY 2008
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	8,370,989
STATE GOVT SOURCES	11,541,769
STUDENT TUITION & FEES	11,069,900
SALES & SERVICE FEES	3,161,644
FACILITIES REVENUE	24,630
INVESTMENT REVENUE	441,797
OTHER REVENUES	84,953
TOTAL REVENUES:	34,695,682

EXPENDITURES:

INSTRUCTION	8,271,768
ACADEMIC SUPPORT	389,126
STUDENT SERVICES	910,842
PUBLIC SERV/CONT ED	23,297
OPER & MAINT PLANT	2,078,666
INSTITUTIONAL SUPPORT	6,204,758
SCH/STUDENT GRNT/WAIVERS	4,977,171
AUXILIARY SERVICES	3,151,886
TOTAL EXPENDITURES:	26,007,514

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	8,688,168
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ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY06-08

College	Category	FISCAL YEAR 2006			FISCAL YEAR 2007			FISCAL YEAR 2008				
		Annual Budget	Spent Thru March	% of Bdgt	Annual Budget	Spent Thru March	% of Bdgt	Annual Budget	Spent Thru March	% of Bdgt	% of Year	
Frontier	Bills		\$1,517,447			\$1,602,218			\$1,700,670			
	Payroll		1,554,526			1,495,422			1,466,451			
	Totals	\$3,766,654	3,071,973	82%	\$3,835,356	3,097,640	81%	\$4,060,710	3,167,121	78%	75%	
Lincoln Trail	Bills		987,887			1,047,275			1,143,647			
	Payroll		1,784,805			1,784,188			1,844,628			
	Totals	3,515,100	2,772,692	79%	3,619,757	2,831,463	78%	3,806,022	2,988,275	79%	75%	
Olney Central	Bills		1,483,169			1,543,399			1,603,570			
	Payroll		3,275,015			3,335,694			3,256,282			
	Totals	5,824,347	4,758,184	82%	6,089,119	4,879,093	80%	6,261,868	4,859,852	78%	75%	
Wabash Valley	Bills		1,526,655			1,609,797			1,801,403			
	Payroll		2,314,655			2,264,181			2,266,101			
	Totals	4,510,334	3,841,310	85%	4,660,564	3,873,978	83%	4,947,090	4,067,504	82%	75%	
Workforce Educ.	Bills		1,517,509			1,503,094			1,468,638			
	Payroll		779,137			731,544			760,136			
	Totals	2,837,798	2,296,646	81%	2,987,708	2,234,638	75%	3,035,743	2,228,774	73%	75%	
District Office	Bills		172,310			178,585			187,647			
	Payroll		669,202			641,257			662,526			
	Totals	1,233,158	841,512	68%	1,240,904	819,842	66%	1,295,077	850,173	66%	75%	
District Wide	Bills		1,357,117			1,292,839			1,276,130			
	Payroll		522,077			561,558			617,023			
	Totals	3,530,741	1,879,194	53%	3,927,100	1,854,397	47%	5,201,157	1,893,153	36%	75%	
GRAND TOTALS		\$25,218,132	\$19,461,511	77%	\$26,360,508	\$19,591,051	74%	\$28,607,667	\$20,054,852	70%	75%	

Excludes DOC

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
March 31, 2008

	Amount	% of Total
Salaries	10,873,147	54.22%
Employee Benefits	1,203,603	6.00%
Contractual Services	396,276	1.98%
Materials	1,045,339	5.21%
Travel & Staff Development	146,922	0.73%
Fixed Charges	327,620	1.63%
Utilities	887,636	4.43%
Capital Outlay	124,858	0.62%
Other	5,049,451	25.18%
	<u>20,054,852</u>	<u>100.00%</u>

Agenda Item #12

Chief Executive Officer's Report

Agenda Item #13

Executive Session

Agenda Item #14

Approval of Executive's 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 11, 2008

RE: Personnel Report

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

INDEX

400.1. Approval of DOC stipends

400.2. FMLA Leave Request (External Report)

400.3. Leave of Absence Approved by CEO since March 18, 2008

400.4. Resignations

PERSONNEL REPORT

400.1. Approval of DOC Stipends

- A. **Administrative.** As recommended by the Department of Corrections, a one-time stipend payment of 4%. Payment must be made prior to June 30, 2008.
 - 1. Glen Donaldson, Associate Dean, RCC, \$2,128.40
 - 2. Tim Watson, Correctional Site Director, LCC, \$1,585.36

- B. **Classified.** As recommended by the Department of Corrections, a one-time stipend payment of 4%. Payment must be made prior to June 30, 2008.
 - 1. Lori Watts, Records Assistant, RCC/LCC, \$790.40

- C. **Bargaining Unit DOC Staff.** As recommended by the Department of Corrections, a one-time stipend payment of 4%. Payment must be made prior to June 30, 2008. Contingent upon approval by SEIU Local 73, recognized agent of the bargaining unit.
 - 1. Mina Coleman, Youthful Offender Counselor, RCC, \$1300.00
 - 2. Karen Miller, Youthful Offender Counselor, LCC, \$1352.00
 - 3. Beverly Hemrich, Office Assistant, RCC/LCC, \$962.64
 - 4. Alice Holtzhouser, Business Management Instructor, RCC, \$1520.28
 - 5. Pamela Murphy, Horticulture Instructor, RCC, \$1544.28
 - 6. James Patrick, Commercial Custodial Services Instructor, LCC, \$1327.04
 - 7. Harvey Ricker, Commercial Custodial Services Instructor, RCC, \$1382.44
 - 8. Lisa Shook, Food Service Tech Instructor, RCC, \$1264.80

400.2. FMLA Leave Request (External Report)

400.3. Leave of Absence Approved by CEO since March 18, 2008

- A. None

400.4. Resignations

- A. **Classified**
 - 1. Kimberly Billington, Custodian, OCC, effective April 10, 2008.
 - 2. Theodore LaVigne, Custodian, LTC, effective April 4, 2008.

Agenda Item #16
Collective Bargaining

Agenda Item #17

Litigation

Agenda Item #18

Acquisition and Disposition of Property

Agenda Item #19

Other Items

Agenda Item #20

Adjournment

TENTATIVE
Protection, Health, Safety and ADA
Projects Schedule
Phase 9

	Estimated Budget											
Districtwide Plumbing & Electrical Survey	\$38,500											
Install / Expand Energy Mgt System - FCC	\$173,700											
Districtwide ADA Compliance Work	\$467,800											
HVAC Replacements & Upgrades, LTC, OCC	\$1,149,500											
Roof Replacement - LTC, OCC	\$471,800											
Combustible Wall Panel Replacement, LTC	\$150,300											
Toilet Replacement & Upgrade, LTC	\$90,800											
Districtwide Asbestos Abatement	\$515,900											
Site Lighting Upgrade, OCC	\$198,500											
Door & Window Replacement, LTC & OCC	\$219,900											
Carpet Replacement, WVC	\$32,700											
Storm Water Remediation, WVC	\$121,000											
GRAND TOTAL	\$3,630,400		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted	

3/31/2008

