

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

April 17, 2007



Location:

**Lincoln Trail College
11220 State Highway 1
Robinson, IL 62454**

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

**Illinois Eastern Community Colleges
Board Agenda**

**April 17, 2007
7:00 p.m.
Lincoln Trail College**

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes..... CEO Bruce
3. Seating of Student Board Member Randi Scott..... Bruce
4. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
5. Public Comment
6. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
 - Coal Mining Technology/Telecom
7. Policy First Reading (and Possible Approval)..... Bruce
 - A. Technical Degree/Certificate Educational Guarantee 500.19
8. Policy Second Reading Bruce
 - A. None
9. Staff Recommendations for Approval
 - A. Wal-Mart Commercial Invoice Account Agreement..... Bruce
 - B. Department of Corrections Amendment - Robinson..... Bruce
 - C. Department of Corrections Amendment - Lawrence Bruce
 - D. HLC Request for Institutional Change Bruce
 - E. Monterey Coal Agreement Bruce
 - F. Real Estate Tax Evaluation Agreement..... Bruce
 - G. Bid Schedule Browning
 - H. Activity Fee Allocations Browning
 - I. Capital Project Application – Greenhouse for LTC Horticulture Program..... Bruce
 - J. Capital Project Resolution Bruce
 - K. Bio-Medical Applications of Indiana Agreement (Terre Haute South Facility) Bruce
 - L. Bio-Medical Applications of Indiana Agreement (Terre Haute North Facility)..... Bruce
 - M. Bio-Medical Applications of Indiana Agreement (Wabash Valley Facility)..... Bruce
 - N. Christopher Rural Health’s Clay Medical Center Phlebotomy Affiliation Agreement Bruce
 - O. Deaconess Hospital Preceptor Agreement (Evansville, IN) Bruce

P. Crawford Memorial Hospital CNA Affiliation Agreement (Robinson)	Bruce
Q. Springhill Medical Clinic Medical Assistant Affiliation Agreement (Terre Haute, IN)	Bruce
R. Jasper County Health Department Medical Assistant Affiliation Agreement (Newton).....	Bruce
S. Sikorski Chiropractic Medical Assistant Affiliation Agreement (Robinson)	Bruce
T. Sarah Bush Lincoln Health System Medical Assistant Affiliation Agreement (Mattoon)...	Bruce
U. Brush Creek Medical Center Medical Assistant Affiliation Agreement (Newton).....	Bruce
V. CVS Pharmacy Technician Affiliation Agreement (Charleston).....	Bruce
W. CVS Pharmacy Technician Affiliation Agreement (Lawrenceville)	Bruce
X. CVS Pharmacy Technician Affiliation Agreement (Vincennes, IN)	Bruce
10. Bid Committee Report	Bruce
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 Foundation Hall, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, March 20, 2007.

AGENDA #1 – “Call to Order & Roll Call” – Mr. James W. Lane, Jr., Chairman, who chaired the meeting, called the meeting to order at 7:00 p.m. and directed the Board Secretary, Mr. 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:

Mrs. Brenda K. Culver, Dr. George Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Dr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Ms. Jessica Lowe, 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:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Dr. Jack Davis, President of Olney Central College.
Dr. Michael Dreith, President of Frontier Community College.
Mr. Matt Fowler, Dean of Instruction of Wabash Valley College.
Ms. Beverly Turkal, Interim President of Lincoln Trail College.
Mr. Roger Browning, Chief Finance Officer & Treasurer.
Mrs. Tara Buerster, Director of Human Resources.
Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.
Ms. Pamela Schwartz, Associate Dean of Institutional Development.
Mr. George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

BITS – Business Industry Training Services
DO – District Office
DOC – Department of Corrections
DRS – Division of Rehabilitation Services
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
LWIB – Local Workforce Investment Board
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 regular meeting, Tuesday, February 20, 2007, were presented for disposition.

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

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

#3-A. Visitors & Guests: Visitors and guests present were recognized.

#3-B. IECCEA Representative: None.

AGENDA #4 – “Public Comment” – Ken Hohlbaugh of Robinson outlined a project to build housing next to the LTC campus for students attending the college. The housing will be built by the LTC Booster Club with money loaned to the boosters by the LTC Foundation. The Board of Trustees was informed of the project for informational purposes, but the Board and the IECC District will not be involved in the project.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Presidents: Reports from the colleges were noted.

#5-C. Report from Cabinet: None.

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

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

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

#8-A. Phase VIII Carryover Funds, Project Application: Under the Protection, Health, and Safety bonding authority afforded the Board of Trustees, the Board issued \$3.5 million worth of PHS bonds in November of 2005. Because of the nature of the bids on the previous projects funded with this bond issue and because the projects were completed efficiently with minimal change orders, the IECC District has excess PHS funds available to be carried over and an additional project completed. Chief Finance Officer Roger Browning, the Presidents, and the college O & M Team Leaders, have determined that the Roof Replacement project for the Lincoln Trail College Gymnasium and Locker Rooms should have priority for these remaining PHS funds. Total budget for this project is \$267,900, including project costs \$221,400, Contingency \$22,100, A/E Professional Fees and Reimbursement \$24,400. The CEO recommended approval of the Capital Project Application Form, including all documents and attachments relative thereto, as presented, for submission to the Illinois Community College Board.

Board Action: Mr. Williams made a motion to approve the Capital Project Application Form for the foregoing project as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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. Phase VIII Carryover Funds, Resolution: The following resolution is a required attachment for the Capital Project Application. The CEO recommended approval of the Resolution to Approve PHS Construction Projects, in order that it may be submitted to the Illinois Community College Board along with the Capital Project Application Form.

Resolution to Approve PHS Construction Projects

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

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

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

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

WHEREAS, the projects recommended for repair and alterations are:

Roof Replacement, Lincoln Trail College Gymnasium and Locker Rooms, \$267,900.

Total estimated cost including fees and contingency: \$267,900.

WHEREAS, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are necessary projects for the protection, health, and safety of students, employees, and visitors and not routine maintenance projects.

NOW, be it resolved by the Board of Trustees of Community College District No. 529 as follows:

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

Board Action: Mr. Koertge made a motion to approve the foregoing Resolution to Approve a PHS Construction Project as recommended. Ms. Lowe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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-C. Tuition Rates Revised: The CEO recommended the following tuition rates for Indiana students in Designated Counties and Internet tuition rates effective for the 2007 Summer Semester:

Indiana Students in Designated Counties, \$114/credit hour.

Internet Tuition Rates:

In-District, \$57/credit hour.

Out-of-District, \$85/credit hour.

Out-of State, \$95/credit hour.

International, \$108/credit hour.

Board Action: Dr. Rost made a motion to approve the forgoing tuition rate revisions as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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-D. 2+2 Agreement with Indiana State University: Illinois Eastern Community Colleges/Wabash Valley College has developed a program articulation agreement with Indiana State University (ISU) concerning the Social Services Specialist Degree currently offered by Wabash Valley College (WVC). Under the agreement, graduates of Illinois Eastern Community Colleges/Wabash Valley College's AAS Degree in Social Services Specialist will be allowed to transfer all WVC courses and to graduate in two additional years from Indiana State University with a B.S.W. in Social Work. The District and the University agree to coordinate course changes, develop course syllabi cooperatively, and provide qualified faculty at both institutions. The program will be reviewed by both institutions after the second full year of implementation and every three years thereafter. In addition, ISU will provide an annual report concerning the success rate of District graduates. The CEO recommended approval.

Board Action: Mr. Williams made a motion to approve the 2+2 Agreement with Indiana State University as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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. Affiliation Agreement with Vannara Sakbun, Terre Haute, Indiana: The CEO recommended approval of an Affiliation Agreement for the District's Associate Degree Nursing Program with Vannara Sakbun, Terre Haute, Indiana. This is the standard affiliation agreement utilized by the district.

#8-F. Observation Agreement with Vannara Sakbun, Terre Haute, Indiana: The CEO recommended approval of an Observation Agreement for the District's Associate Degree Nursing

Program with Vannara Sakbun, Terre Haute, Indiana. This is the standard observation agreement utilized by the district.

Board Action: Dr. Fischer made a motion to approve under one motion, second, and roll call vote the two foregoing agenda items, #8-E & #8-F, being an Affiliation Agreement with Vannara Sakbun, Terre Haute, Indiana, and an Observation Agreement with Vannara Sakbun, Terre Haute, Indiana, for the Associate Degree Nursing Program as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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-G. Pacific Cycle Agreement: Pacific Cycle, Inc. has requested that the District, through the Olney Central College Allied Health Program, assist the company's Olney facility in complying with certain employee health tests that are required annually. President Jack Davis and Dean of Allied Health Donna Henry have worked closely with Tammy Quillen of Pacific Cycle to develop a program of testing for blood pressure, blood, and other required tests to be performed by students of the Allied Health Program. The agreement states that the District will comply with all privacy provisions and protect all health information that they may receive during the conduct of these tests. The results of any tests will be disclosed only as permitted by law and any federal rules or regulations. The agreement will be effective March 23, 2007 and will terminate when all the protected health information is provided to Pacific Cycle. The CEO recommended approval of this agreement as outlined.

Board Action: Mr. Williams made a motion to approve the foregoing agreement with Pacific Cycle, Inc. as recommended. Ms. Lowe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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” – The Bid Committee presented the following report, followed by Board action as recorded.

#9-A. LTC – Theater Seat Upholstery: The CFO presented the recommendation of the Bid Committee to accept the bid of Newton Upholstery Company, Newton, IL, for theater seat upholstery at Lincoln Trail College for a total of \$31,500.00, as specified and outlined in the recommendation. Source of Funds: Trust & Agency and Restricted Purposes. Department: Theater. The CEO recommended approval.

Board Action: Mrs. Culver made a motion to approve the foregoing recommendation of the Bid Committee for theater seat upholstery at Lincoln Trail College as outlined. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #10 – “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 \$1,181,921.80, as of February 28, 2007.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for March 2007, totaling \$736,440.34, were presented for approval.

Board Approval for Payment of Financial Obligations: Miss Wolfe made a motion to approve payment of district financial obligations for March 2007, in the amounts listed, and payments from the revolving fund for February 2007. Ms. Lowe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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” – Mr. Bruce presented informational reports relative to the following topics:

1. City of Flora Application for Tax Exemption.
2. ICCB Visit (Certification visit this week).
3. Connect SI (Effort to bring Broadband to 20 southern Illinois counties south of U.S. Route 50).
4. On-Line Nursing (\$538,000 grant to enable offering first and second years of nursing courses on-line).
5. State Funding (Increase of approximately 1.7% expected).
6. Interest Based Bargaining (Training session held with faculty union).
7. Wabash Valley College (Operation is going well with Mr. Bruce serving as Interim President).
8. Enrollment Report – District down 1%.

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 Tuesday, February 20, 2007 meeting.

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

400.1. Change in Status

A. Faculty

1. James Beers, from Director of Human Services and Job Development/Retention, FCC, to Workforce Education Instructor, WED, effective March 22, 2007.

400.2. Leave of Absence approved by CEO since February 20, 2007

A. None.

400.3. Special Assignments

Extra-Curricular

1. Judy Neikirk, Diversity Project Leader – WVC, \$1,500.
2. LeAnn Hartleroad, Diversity Project Leader – OCC, \$2,000.
3. Kathy Overstreet, Diversity Website Developer, \$2,000.

Personnel Report Addendum

400.4. Employment of Personnel

A. Faculty

1. Barbara Shimer, Drama/Theater Instructor, effective August 15, 2007.

400.5. Resignation

A. Administrative

1. Kristine Ginley, Dean of the College, FCC, effective immediately.

#14-A. Board Action to Amend Personnel Report: Mr. Williams made a motion to amend the Personnel Report, to add an addendum containing Sections 400.4 and 400.5 as recommended. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

#14-B. Board Action to Approve Amended Personnel Report: Ms. Lowe made a motion to approve the foregoing amended Personnel Report as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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 & Disposition of Property” – None.

AGENDA #18 – “Other Items” – The CEO presented the following additional non-action items.

#18-A. Lobby Day: Lobby Day for Illinois community colleges will be in Springfield, Wednesday, April 25, 2007.

#18-B. Special Meeting: The Chairman will call a special meeting of the Board of Trustees to interview candidates for the President vacancies at Lincoln Trail College and Wabash Valley College. A tentative date, subject to change, was set for Wednesday, April 11, 2007, at 6:00 p.m., at the District Office Conference room in Olney.

#18-C. Plaque Presented to Kevin Williams: The CEO presented a plaque to Kevin C. Williams expressing appreciation for his eight years of service as a member of the Board of Trustees. Mr. Williams was elected in 1995 to fill an unexpired two year term and did not run for re-election in 1997. In April, 2001 he was elected to a full six-year term.

#18-D. Plaque Presented to Jessica Lowe: The CEO presented a plaque to Jessica Lowe, in recognition of and appreciation for her year of service as the student member of the Board of Trustees. Ms. Lowe is a student at Frontier Community College. A new student trustee for the coming year will be seated at the April regular meeting.

AGENDA #19 – “Adjournment” – Ms. Lowe made a motion to adjourn. Mr. Williams 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 carried, and the meeting adjourned at 8:30 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 Randi Scott

Agenda Item #4

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

Agenda Item #5

Public Comment

Agenda Item #6

Reports

A. Trustees

B. Presidents

C. Cabinet

Coal Mining Technology/Telecom

Agenda Item #7

Policy First Reading (and Possible Approval)

Technical Degree/Certificate Education Guarantee 500.19

Agenda Item #7

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: Technical Degree/Certificate Educational Guarantee (500.19)

Since 1994, the Illinois Eastern Community College District has guaranteed our students in occupational programs that the education received at our colleges is appropriate for the career that they have chosen. Should the student be unable to demonstrate the basic skills expected by an employer, the student will be offered up to an additional 15 hours of IECC training, without cost, subject to several conditions set forth in the policy.

In the event that the student must pass a licensing exam, the student currently must attempt to pass the licensure exam at least three times within two years of graduation. Because of the rapidly changing requirements of occupations requiring licensure, the District proposes to change the guarantee to require that a student attempt to pass a licensure exam at least two times within fourteen months of graduation. The proposed change is set forth in the policy statement which follows.

I ask the Board's approval of this policy change.

TLB/rs

Attachment

STUDENT PERSONNEL - 500

Technical Degree/Certificate Educational Guarantee (500.19)

Date Adopted: April 19, 1994

Revised: April 17, 2007

Illinois Eastern Community Colleges, hereinafter referred to as "IECC," as an expression of confidence in the faculty and staff and as a commitment to its students, shall guarantee to the public the educational effectiveness of its technical programs of instruction.

IECC shall guarantee that students graduating with an Associate of Applied Science Degree or Certificate, or upon completion of all program requirements of an occupational program, be guaranteed competency in the technical skills represented in the degree program. Should the student be unable to demonstrate the basic skills expected to his/her employer, the student will be offered additional IECC training, not to exceed fifteen (15) credit hours, subject to the following criteria:

1. the application for additional training at no cost to the student must be submitted within one (1) calendar year of graduation or completion of program requirements for an Associate in Applied Science Degree or Certificate from IECC;
2. the course must have been completed with a grade of "C" or better and the student must have graduated or completed all program requirements within three (3) years of initial program enrollment at IECC;
3. the student must be employed full-time in a job directly related to his/her program of study within one (1) year of graduation or completion of all program requirements from the approved program at IECC;
4. the employer must verify in writing within ninety (90) days of the graduate's initial employment that the graduate lacks competency in specific technical skills, as represented in the degree program;
5. specific competencies must be identified and verified by the employer in written documentation submitted to IECC;
6. the retraining shall be limited to courses regularly offered by IECC and completed within one (1) calendar year;
7. a written retraining plan must be developed by the employer, the graduate and the appropriate IECC Dean specifying the courses needed and all other costs that might be associated with taking the course;
8. the Board of Trustees will waive tuition and lab fees for those courses identified in the retraining plan, but the student shall be responsible for all other costs that might be associated with taking the course(s); and,
9. in the case of licensure, the student must attempt to pass the licensure exam at least ~~three (3)~~ **two (2)** times within ~~two (2) years~~ **fourteen (14) months** of graduation and submit documentation from the licensing entity of the unsuccessful attempts at passing the licensure exam. This guarantee entitles the student to a maximum of fifteen (15) semester hours of IECC instruction regardless of the number of times the test is taken or failed. However, no guarantee is made that the student will meet other educational licensure requirements.

Furthermore, the sole recourse available to participants enrolled pursuant to this guarantee shall be limited to fifteen (15) credit hours of additional IECC training, with no recourse for damages, court costs, or any

associated costs of any kind or right to appeal beyond those specified by Illinois Eastern Community Colleges. This guarantee is given in lieu of any other guarantee expressed or implied.

Agenda Item #8

Policy Second Reading

None

Agenda Item #9

Staff Recommendations for Approval

Agenda Item #9A

Wal-Mart Commercial Invoice Account Agreement

Agenda Item #9A

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: Wal-Mart Commercial Invoice Account Agreement

Certain students enrolled at an IECC college qualify for benefits including eye exams, frames, and lenses. Under the terms of the grants received, it is expected that an invoice will be presented to a governmental agency for payment and reimbursement.

Wal-Mart Vision Centers require a commercial invoice account to be established before they will invoice vision services or eyeglasses. Wal-Mart has an authorization form that has to be approved by the Board of Trustees for Wal-Mart to issue such an invoice.

I ask the Board's approval of the Wal-Mart Commercial Invoice Account Agreement.

TLB/rs

Attachment



Wal-Mart Stores, Inc.
702 SW 8th Street
Bentonville, AR 72716-0235

Commercial Invoice Account Agreement

The following terms and conditions shall apply to all purchases made on your Invoice Account as of __March 23_____, 2007__. Use of your account shall be deemed as acceptance of the terms and conditions of this Invoice Account Agreement between __Illinois Eastern Community Colleges and Wal-Mart Stores, Inc., Vision Center and/or Sam's Club Optical (Wal-Mart).

1. **AGREEMENT TERMS.** The word "Account" means your In Store Commercial Invoice Account. The words "Company", "you," "your," "yours" mean you, the account holder, and any person or persons who are contractually liable under this Account Agreement. The words "Wal-Mart," "we," "us," and "our" mean Wal-Mart Stores, Inc.
2. **ACCOUNT.** Upon approval, a Commercial Invoice Account in your business name will be established with your acknowledgement that each use of the account constitutes a loan for business purposes only by you and us.
3. **PROMISE TO PAY.** Company agrees to pay for all purchases authorized by Company or any authorized employees of Company including sales tax, applicable late fees and charges from services or product received, if any.
4. **MONTHLY INVOICES.** Monthly Invoices will be sent to the Company listing all transactions for the current billing cycle only and do not show past due balances. Company will not be automatically re-billed for a past due invoice nor will another Monthly Invoice be generated if there are no transactions or activity on the Company account. Payment of Monthly Invoice is due in full not more than 30 days following the date of the statement. All Monthly Invoices will show all purchases posted to your account during the billing cycle.
5. **PAYMENTS.**
 - Please submit payment with the invoice number written on the check and/or a copy of the invoice attached.
 - Please make checks payable to: **Wal-Mart Stores, Inc.**
 - Please send payment to the following address no later than 30 days from the invoice date.

Bank of America
PO Box 60982
St. Louis, MO 63160-0982

Wal-Mart will accept payment via Visa, Mastercard, American Express, Discover, Wal-Mart Business or Wal-Mart Community credit cards. Please call 479-442-7775, option #2 to make arrangements to pay your Monthly Invoice by credit card if this was not accomplished during the set-up process.

CREDIT CARD PAYMENT PROCESS: The invoice is received by the Company. Company signs the invoice giving their approval for Wal-Mart to charge their credit card for the balance due. When the credit card is charged, a receipt is sent to Company as decided on during the set-up process. Each month Company has charges, Company will be able

to pay the invoice by faxing the Invoice, with the authorized signature and amount being paid, to 479-277-8176, Attn: Safety.

IMPORTANT NOTES

If a duplicate or unauthorized charge appears on your Monthly Invoice, circle the order or item in dispute on the copy of the invoice and indicate the reason for contesting the Monthly Invoice. Subtract the contested charge from the total, and return the copy of the Monthly Invoice with full payment of the undisputed balance. The contested charge will be investigated and if the Company has been billed in error it will be removed from the account. Company will only be notified of charges found to be valid and will remain on the account.

- 6. CREDIT LIMIT.** A credit limit will be set up for the company using the following formula: Number of employees times the amount of authorization [Example: \$100 per authorization] equals credit limit (150 employees X \$100 = \$15,000 limit). Company shall assume complete responsibility for and shall use ordinary care in protecting the safety of the authorization procedure.
- 7. NON-PAYMENT.** Company understands that all purchases made on Company's account will require an authorization form or verbal approval (if authorized during account activation). If Company's account balance is delinquent or in default, Wal-Mart may not authorize purchases and at Wal-Mart's discretion, may cancel Company's account. With the respect to Monthly Invoice Accounts to the extent not prohibited by law, Wal-Mart may assess or accrue a late fee of 1.5% of the portion of the amount unpaid by the 31st day shown on your Monthly Invoice. If Company defaults on payment, Wal-Mart may charge Company reasonable attorney's fees and court or other collection costs as permitted by law and as actually incurred by Wal-Mart.
- 8. RETURNED CHECK CHARGE.** To the extent not prohibited by law, Company will pay a \$15.00 return check charge for each check that is returned unpaid.
- 9. CANCELLATION.** Company may cancel the Account upon 30 days written notice to Wal-Mart. Company will be responsible for all outstanding balances and for all purchases and other applicable charges made up to and including the date of cancellation. Wal-Mart may cancel or suspend the Invoice Account at any time without notice.
- 10. CHANGE OF TERMS.** Wal-Mart may change any term or part of this Agreement, by sending Company a written notice at least 30 days before the change is to become effective. If Company does not agree to the changes, notification must be sent to Wal-Mart within 25 days after notification. Otherwise, Company will have agreed to the changes in the notice.
- 11. CHANGE OF ADDRESS.** If Company changes address, Wal-Mart must be notified within 15 days of change. Send to: Wal-Mart Corporate Office, 702 SW 8th St., Bentonville, AR 72716-0235, ATTN: Invoice Account Supervisor-Mail Stop 0235.
- 12. GOVERNING LAW.** This agreement will be governed by the laws of the State of Arkansas. Company agrees to submit to the personal jurisdiction of and venue in the federal and state courts of Benton County and Washington County Arkansas for all disputes arising from or relating to this account.

13. NOTICE. Company agrees to be bound by the terms and conditions of this agreement for an Invoice account. Company agrees that any person signing the authorization form on Company's behalf is authorized to enter into this agreement.

14. QUESTIONS, CONCERNS OR CHANGES. Contact Wal-Mart's Corporate Offices at (479) 442-7775, Option 2 regarding Company's account with Wal-Mart Vision Centers/SAM'S CLUB Optical.

Signature

James Lane, Chairman of the Board
Printed Name & Title

Illinois Eastern Community Colleges
Company or Institution Name



AUTHORIZATION FORM
ILL EASTERN COMMUNITY COLLEGES
305 N. WEST
OLNEY, IL 62450
618-395-7777, EXT. 2264

VISION CENTER USE:
PLAN NAME: OLNEY CENTRAL COLLEGE
KEEP AUTHORIZATION FORM ON FILE FOR
1 YEAR.

Student Name (Please Print)

Date

I understand that I must meet the requirements of the **OLNEY CENTRAL COLLEGE** policy and procedures in order to receive coverage for prescription eyewear. I have kept copies of this form and any receipts for my personal files.

Covered Items

- Basic Examination \$41.00
- Frames up to \$ 18.00
- Single vision lenses up to \$ 30.00
- Bifocal lenses up to \$ 45.00

Student's Responsibility

- Students are responsible for all costs not covered by **Olney Central College** and must pay Wal-Mart the balance in full at the time of purchase.
- Student must present a valid prescription.

Student Signature _____ **Date** _____

Authorized Representative _____ **Date** _____

Authorized Representative _____ **Date** _____

*Authorization valid 3 months from
this date.*

WAL-MART VISION CENTER PROVIDER: 1001 NORTH WEST, OLNEY

618-395-7317

Procedures:

1. Olney completes authorization form, including obtaining necessary signatures.
2. Olney keeps copies of form for company records.
3. Student presents form to Wal-Mart Vision Center.
4. Wal-Mart should keep the original authorization on file for 1 year.

(nbs) 3/23/07

Agenda Item #9B

Department of Corrections Amendment – Robinson

Agenda Item #9B

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: Department of Corrections Budget Amendment – Robinson

The Department of Corrections wishes to start a new program dealing with job preparedness for inmates scheduled to leave the correctional facility within a short time. The Department has found that a program of inmate counseling and instruction in job interview techniques has dramatically reduced the rate of recidivism.

The Department proposes to hire two job preparedness program instructors for the Robinson Correctional Facility and has submitted an amendment that increases our current contract with the Department with sufficient funds to cover the employment of these two employees for two months. The written contract amendment will be available for review at the Board meeting.

I ask the Board's approval of this budget amendment.

TLB/rs

Agenda Item #9C

Department of Corrections Amendment – Lawrence

Agenda Item #9C

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: Department of Corrections Budget Amendment – Lawrence

The Department of Corrections wishes to start a new program dealing with job preparedness for inmates scheduled to leave the correctional facility within a short time. The Department has found that a program of inmate counseling and instruction in job interview techniques has dramatically reduced the rate of recidivism.

The Department proposes to hire one job preparedness program instructor for the Lawrence Correctional Facility and has submitted an amendment that increases our current contract with the Department with sufficient funds to cover the employment of this employee for two months. The written contract amendment will be available for review at the Board meeting.

I ask the Board's approval of this budget amendment.

TLB/rs

Agenda Item #9D

HLC Request for Institutional Change

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: HLC Request for Institutional Change

Chris Cantwell and Jervaise McGlone have been preparing information that would allow the District to seek and receive approval from the Higher Learning Commission to offer online degrees and programs.

By this application, Illinois Eastern Community Colleges (IECC) is requesting approval from the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools to offer, through distance delivery, selected degree and certificate programs in areas relevant to our mission.

In 2001-02, IECC served 341 students in online courses; by 2006-07 the enrollment has grown to 3,423 and the trend upward is continuing. IECC's ability to offer online courses that will lead to a degree or certificate will allow the District to better serve our area.

IECC has requested approval to offer the following degree and certificate programs in a complete online format:

- Associate in Science and Arts Degree
- Associate in General Studies Degree
- Associate in Applied Science in Accounting
- Certificate in Computer Applications
- Certificate in medical Transcription
- Certificate in Sales

I recommend the Board's approval of the HLC Request for Institutional Change.

TLB/rs

Attachment



REQUEST FOR INSTITUTIONAL

CHANGE



FRONTIER COMMUNITY COLLEGE



LINCOLN TRAIL COLLEGE



OLNEY CENTRAL COLLEGE



WABASH VALLEY COLLEGE

Illinois Eastern Community Colleges

Degree Programs Offered Through Distance Delivery Methods

Illinois Eastern Community Colleges
233 E. Chestnut St.
Olney, IL 62450
618-393-2982
www.iecc.edu

March 2007

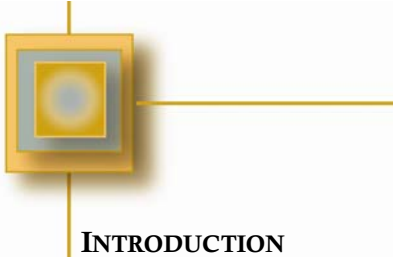


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REQUEST FOR INSTITUTIONAL CHANGE

ILLINOIS EASTERN COMMUNITY COLLEGES

INTRODUCTION

Illinois Eastern Community Colleges (IECC) is requesting approval from the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools to offer through distance delivery selected degree and certificate programs in areas relevant to our mission.

Illinois Eastern Community College District #529 is located in a 3,000 square-mile area of rural southeastern Illinois on the Illinois-Indiana border. The District includes Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. A District Office in Olney supports all four colleges.

The mission of Illinois Eastern Community Colleges District 529 is to provide excellence in teaching, learning, public service, and economic development. Through its four colleges, the District offers a comprehensive curriculum of transfer, occupational, adult continuing education, and general education development programs. Students may enroll in a two-year degree program, certificate programs of one year or less, or in selected courses that fulfill their personal or career needs. The two-year programs prepare students to transfer to four-year university or for immediate entry into an occupational field.

Illinois Eastern Community Colleges plays an important leadership role in the educational and cultural life of the region. It is the only post-secondary institution in the district. As a result, the four colleges serve as vital community centers for education and cultural activities, attracting not only recent high school graduates but also many nontraditional students who are returning to resume interrupted educational careers, to upgrade their skills, or to seek personal enrichment experiences.

The colleges in the Illinois Community College District were accredited separately until 1984, when the North Central Association recognized Illinois Eastern Community Colleges District 529 as a single multi-college District with accreditation visit scheduled for 1988. In 1988 the accreditation was awarded to Illinois Eastern

Community Colleges as a multi-college District with a comprehensive visit in seven years. In 1995 the accreditation was extended to IECC with a focus visit scheduled for Olney Central College in 1999. The most recent HLC visit occurred in April, 2005 and accreditation was approved for a period of ten years.

WHAT CHANGE IS BEING PROPOSED?

State the Specific Change that is proposed.

Illinois Eastern Community Colleges (IECC) proposes to offer selected existing degree and certificate programs through distance delivery methods. IECC respectfully request approval of this change under Commission policy 1.C.2.b., Changes in Educational Offering, which indicates that approval is required to extend accreditation to include:

4. Degree programs offered through distance delivery methods.

This request has been prepared by the IECC Academic and Student Support Services Department collaboratively with and on behalf of the four colleges under the authority of the Chief Executive Officer and the Cabinet. IECC wishes to offer the following degree and certificate programs in a complete online format:

Associate in Science and Arts Degree
Associate in General Studies Degree
Associate in Applied Science in Accounting
Certificate in Computer Applications
Certificate in Medical Transcription
Certificate in Sales

IECC may request approval of additional online programs in the future based on the success of the initial programs in this proposal.

State the Expected Outcomes of this Proposed Change.

The expected outcomes of the proposed change would include the following:

- a fully functional website with clear and easy access to all institutional courses;

- high quality, online degree and certificate programs to expand learning opportunities that respond to the global education marketplace;
- services and access to support the lifelong learning needs of diverse populations;
- a complete program of study online available to students who are unavailable for face-to-face coursework;
- increased revenue to reinvest in pedagogy of distance delivery to provide high quality online instruction and support for both students and faculty;
- mutually beneficial partnerships with businesses and industries to maximize the use of technology to expand, retrain, and strengthen the industrial base of southeastern Illinois;
- increased program and course enrollments;
- and broadened and enhanced educational opportunities and services for both internal and external stakeholders.

Project the impact of the proposed change on the organization's current mission, the numbers and types of students to be served, and the breadth of educational offerings.

The proposed change will allow IECC to further its mission by providing additional educational delivery options to diverse student populations in an effective, efficient, and expedient manner. The ability to broaden and expand delivery formats only strengthens IECC's mission and purposes.

While there are many area residents that would benefit from online degrees and certificates, it would also allow IECC to offer online degrees and certificates to students throughout the state, region, nation, and world. The needs of underserved populations and working professionals would be better served by greater accessibility. Business and industry would benefit because their employees would have increased access to training and education which would accommodate the time restrictions imposed by their employment status.

Online degrees and certificates would also increase the opportunity of making a career change for many students. Students who are afforded the option of completing a degree or certificate online would lead to better retention and completion rates by allowing flexibility in scheduling and providing students with an alternative to face-to-face courses.

Because the District serves a population in a 3,000 square mile area of rural Illinois, access is an issue and sometimes a barrier to obtaining a degree or certificate. Outreach to District residents has been the underlying mission of IECC since it was formed. The founding of Frontier Community College was purposely to serve the residents of towns in the District that had no community college and that mission was reflected in its original name, *The College of Continuing Education*. However, even Frontier's outreach activities are not an option for many residents because of time constraints. The boundaries for access and outreach are not formed by IECC District lines. IECC offers quality online courses at a very reasonable cost that would appeal to potential students outside the District, outside the state, and even outside of the country.

Identify from the list the Commission's policy/policies relevant to this change.

The Commission policy relevant to the proposed change is Policy 1.C.2.b: *"Commission approval is required to extend accreditation to include . . . 4. Degree programs offered through distance delivery methods"* (HLC Handbook, 2003, sec.7.2).

WHAT FACTORS LED THE ORGANIZATION TO UNDERTAKE THE PROPOSED CHANGE?

Describe the relationship between the proposed change and ongoing planning.

Currently, the majority of the online students are from within the local area. IECC will continue to develop and provide additional online courses to accommodate scheduling and transportation needs of students within the IECC service area. However, declining populations, social and economic changes and student demand for online courses are requiring IECC to re-shape the delivery of education in ways that reflect the needs of the community, the broader education marketplace, and the working environment.

In August of 2006, the IECC District Cabinet and Board of Trustees approved an Online Education Plan. The Online Education Plan will complement the District's Strategic Plan and will provide a detailed document for faculty, staff and administration to consult. Prior to this plan, the district had established an Online Learning Guideline in 2002 to govern development of online courses. These guidelines and new goals were used to develop the Online Education Plan. Because

the District has been offering online courses for 6 years, many of the procedures outlined in this plan were already being followed, but those procedures had not been coalesced into a reference guide.

Promotion of the online degrees and certificates will be included in the IECC District Marketing Plan. The Associate Dean for Institutional Development, the Coordinator of Web and Online Learning Services, and the Director of Special Projects are developing a marketing plan for the online degrees and certificates with alignment to the master marketing plan for IECC. IECC currently markets online course offerings on the website, in schedules mailed throughout the District, and in local radio advertisements.

The Information Technology Department at IECC also develops a technology plan each year. The technology plan folds into the strategic plan and outlines the replacement of old equipment, purchase of new equipment/software, server replacements and additions, and the support of our online instructional platform, WebCT. An IT Committee with representation from each college in the District has input into the plan and approves it prior to submission to Cabinet. The current budget includes financial support for software and equipment to support online education. As online offerings have grown, so too has the financial and technical support.

As technology advances, the demands on a course management system for online learning increase. When the district began to offer online courses, the IT Department chose to use the WebCT system. Several upgrades have been implemented and now the district finds itself at another crossroads in course management selection. Based on the online enrollment increase, and a new version of WebCT, the district will have to make a major transition. The IT Department has evaluated version 6 of WebCT and looked at alternative methods of delivery. They have recommended that the district switch to Angel which is a new course management system. Their recommendation of Angel is based on the number of seats available as compared to cost, the enhanced options, and the customer service provided by tech support. Since the district will have to make a migration regardless of which course management system they use, the determination was made to switch systems. Implementation will begin in the summer of 2007 with small pilots conducted in the Fall of 2007. The full transition will be made in the spring of 2008.

The course management system is an integral component of online delivery and the district monitors the appropriateness and usability of the system. The IT

Department will continue to monitor all systems that support online learning and make recommendations accordingly.

Describe the needs analysis related to this proposed change.

Illinois Eastern Community Colleges has been offering courses online since 2001. In the spring of 2007, there were over 75 courses available online. As full-time and adjunct faculty have become interested in teaching and relating to students in an online environment, there has been noticeable growth of online offerings and student enrollment. Tracking online course enrollments since 2001, the following chart demonstrates a strong growth in online education at IECC.

IECC Online Enrollments by Academic Year

	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07
Summer	61	278	614	594	824	848
Fall	108	306	767	861	1026	1313
Spring	172	632	792	1114	1506	1262
Total	341	1216	2173	2569	3356	3423

The National Center for Education Statistics reported that more than 2.3 million students enrolled in online distance education courses in 2004. As indicated above, IECC has experienced this growth in online course offerings and enrollment and the purposes of the District's mission will be greatly enhanced by providing complete programs of study via distance delivery.

While IECC has made great progress in online instruction, it continues to monitor and analyze how to respond effectively to the changing needs of today's learners. IECC strives to provide flexible, accessible, and quality programs, courses, and services to students who desire an alternative delivery method for learning. Effective and reliable student and faculty support services for online education are a priority for IECC as an accompaniment of online certificate and degree development.

The IECC District has aligned the expected outcomes with the needs of the constituents. The upward spiral of online enrollment indicates that there is a need and interest in high quality, online degree and certificate programs delivered in a format that is user friendly and accessible. An analysis of IECC online students who have accumulated more than 20 semester hours reveals that there is room for growth. IECC currently has 74 students who have attained 20 or more hours online. Age

ranges indicate that 29 of the 74 are between the ages of 30 and 59. Certainly the district can target this population for increased enrollment and provide them with lifelong learning needs.

The broadened educational opportunities will benefit degree seeking students as well as providing training to business and industry. Increasing labor force skills with 24/7 access to training supplies employers with an array of options for educating their workforce.

According to the 2000 U. S. Census Bureau, the average number of people, 25 or older, holding a bachelor's degree in the state of Illinois was 26.1 percent. The Illinois state average is above the national average of 24.4. The IECC District serves eight full counties and as the chart below demonstrates, this rural area falls far below the state and national average:

**Percentage of Adults in the IECC District
With a Bachelor's Degree**

Clay	9.7%
Crawford	10.3%
Edwards	9.8%
Jasper	11.2%
Lawrence	9.7%
Richland	15.2%
Wabash	12.5%
Wayne	10.0%
IECC Average	11.05%
Illinois Average	24.1%
U S Average	26.1%

Source: 2000 U.S. Census

The ability to offer degrees online would increase the opportunities for residents of this District to obtain an Associate's Degree that could ultimately lead to a Bachelor's Degree. Completing a degree online through IECC demonstrates to students the possibility of obtaining a Bachelor's Degree online. The skills have been acquired and the student has developed a level of comfort in the online environment. Not only would District residents benefit from an IECC online degree program, but also residents of the state. In addition, the ability to complete a degree or certificate online would provide students who had to drop out due to access issues an opportunity to complete their educational goals.

In an Environmental Scan that was just approved by the IECC Board of Trustees in October of 2006, data was reported that shows the population in the IECC District is declining. If the District is to remain financially sound, it must seek alternate sources of revenue and the ability to deliver online certificates and degrees would be a viable alternative. The Environmental Scan indicates that the colleges must continue to offer educational programs and services that prepare students to meet the demands of an ever-changing market place. By doing so, the District will benefit the local economy, which in turn, will better serve the residents of the District.

Student Surveys

In the fall of 2005, the District began to survey students who had completed an online course. The survey was developed by the Online Instruction Committee and is made available for the last two weeks of the semester to all students in an online course for the last two weeks of the semester. The results below were gathered from the Spring semester of 2006 and demonstrate that existing online courses are well developed. The total number that answered the survey was 280; of that number 176, had taken an online course previously and 104 were new to online learning. There is a margin of error for the percentages because in some cases, survey participants did not answer all the questions. Sixty-eight percent of participants “Agreed” or “Strongly Agreed” that they would take another online course.

**IECC Online Course Survey
Spring 2006**

	Strongly Agree/Agree	Neutral	Disagree	Strongly Disagree
Course was well-organized and sequenced.	80%	7%	2%	2.5%
Discussion questions were relevant and engaging.	76%	11%	2%	1%
Learning objectives for each unit were relevant and appropriate.	82%	6%	1%	.7%
I achieved the intended learning outcomes for this course.	79%	6%	2.5%	.7%

The incorporation of this survey instrument into the online courses will be a measurement of areas for improvement as well as strength and will provide feedback on a continuing basis. This is just a snapshot of data gathered from the survey and suggests that online courses in the IECC District are well received.

Describe the involvement of various constituencies in developing this proposed change.

The IECC Cabinet approves all documents before these are sent to the IECC Board of Trustees for final approval. Membership of the Cabinet is comprised of the CEO, Presidents, Deans, and Associate and Assistant Deans. The Online Education Plan along with this Request for Institutional Change was presented to the Cabinet for review and approval. The input and comments from Cabinet were instrumental in a final Online Education Plan and Request for Institutional Change. The process ensured that each of the colleges within the District has the opportunity to contribute.

Involved in this proposed change were various internal and external constituencies. Their identification and involvement are described in the following paragraphs.

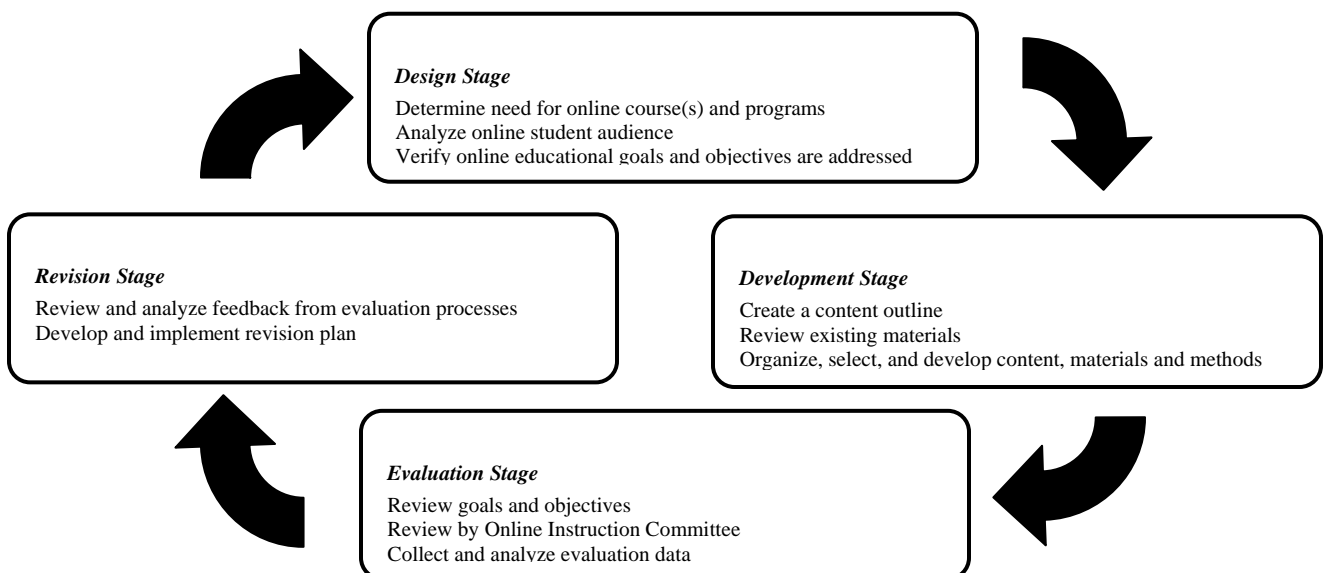
- The IECC Online Instruction Committee (OIC) has members from each college in the District. There is representation of faculty, college Deans, District level administration, IT and the two faculty support positions originated by Title III. This committee is instrumental in the approval process of online courses and recognizes the need for online certificates and degrees.
- Faculty have supported the effort by developing courses necessary for the online degree. All courses for an Associate's Degree are now available online with the exception of speech which is available in a hybridized version.
- The IECC Title III Grant, which ended September 2006, had a focus on technology and was instrumental in providing support to faculty who incorporated technology into the classroom. WebCT and online course design were a major focus of this grant initiative.
- The Title III established Faculty and Staff Resource Centers that continue to support faculty who are currently teaching online and those who want to learn how to design and teach online. The Centers not only provide technical support with software and WebCT, but also provide best practice examples and online pedagogy theories.
- The District institutionalized two positions from the Title III Grant, an Instructional Support Specialist and an Educational Technology Specialist, to continue support to faculty who are utilizing technology.

- The libraries at each of the four colleges have a presence online and provide information about electronic databases, how to conduct searches, search engines, and library contact listings.
- The Associate Deans work with the College Deans to coordinate face-to-face and online courses.
- IECC has a Coordinator of Web and Online Learning Services who has extensive experience with Web CT and the development of online courses.
- External Constituencies – numerous partnerships have been established with the “industrial base” of southeastern Illinois in the area of workforce education, and many adult and continuing education opportunities are offered by the District. Community services and community education activities are provided to meet the cultural needs of the citizens of the community.

WHAT NECESSARY APPROVALS HAVE BEEN OBTAINED TO IMPLEMENT THE PROPOSED CHANGE?

Identify the internal approvals required, and provide documentation confirming these actions.

IECC has an Online Course Development Process that provides a framework for systematically planning, developing, and adapting courses, instruction, and programs based on student learning needs and requirements. The Online Course Development Process has four basic stages:



Instructors interested in teaching online courses are encouraged to consult the recently approved IECC Online Education Plan. A section is provided to assist faculty in evaluating their ability to instruct online. Instructors are guided to evaluate their decision to instruct online by considering their own technical abilities and their ability to transmit knowledge to learner-controlled systems. If instructors feel they meet the quality directives the next step is to complete the Online Course Approval Form and submit it to their college dean. Advanced approval by the CEO is required because the faculty contract provides compensation for the initial development and instruction of an online course. The approval form is easily accessible on the IECC Intranet.

To ensure that an online course meets IECC's definition, content, and quality requirements, a review process is followed. Online courses are reviewed at least one month prior to the course start date. The review is conducted by College Deans, peers and selected people from the Online Instruction Committee who assess content and usability. Courses not containing the required elements or requiring modification of some type are provided specific recommendations for improvement by the OIC committee. The respective Dean then notifies their faculty members of recommendations or course approval. Courses not meeting the criteria can be resubmitted for subsequent review and evaluation. Courses are evaluated at various stages of development.

Identify the external approvals required, and provide documentation confirming these actions.

The Illinois Eastern Community College District is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, and approved by the Illinois State Board of Higher Education, Illinois Community College Board, State Board of Teacher Certification, United States Department of Justice for Training Foreign Students, State Approving Agency for Veterans' Education, Illinois Department of Professional Regulation, National League for Nursing, National Radiologic Technology Board, and State Cosmetology Board.

WHAT IMPACT MIGHT THE PROPOSED CHANGE HAVE ON CHALLENGES IDENTIFIED BY THE COMMISSION AS PART OF OR SUBSEQUENT TO THE LAST COMPREHENSIVE VISIT?

Identify challenges directly related to the proposed change.

Online distance degree programs will strengthen the distance education programmatic presence of Illinois Eastern Community Colleges throughout the state, a presence that will offer numerous educational opportunities to all Illinoisans. The distance education challenges for Illinois Eastern Community Colleges are as follows:

- Appoint an individual that will focus on the development of a strong online learning outreach program and that will move within faculty and administrative circles to ensure that online outreach activities are well communicated and coordinated.
- Develop a vision and mission for online programming which meets the needs of Illinois citizens and which is consistent with the academic and community college mission of the institution.
- Foster programmatic collaboration with other outreach arms of Illinois Eastern Community Colleges such as Adult and Continuing Education and Business and Industry to create a comprehensive educational program available to a growing diverse population.
- Ensure that district wide assessment includes online learning. Develop online faculty understanding of assessment in general and student learning outcome assessment in particular in the online genre.

Describe how the organization has addressed the challenge(s).

Illinois Eastern Community Colleges has appointed a Director of Special Projects whose job duties will have a major focus on the promotion and alignment of online learning. This position will work with faculty and administration to continue the quality in existing online courses and to move the expansion of the online program forward to address the needs of Illinois Eastern Community Colleges constituents and to a broader state constituency.

The District has heightened efforts to move forward with the Assessment of Student Learning and Effective Teaching in the Higher Learning Commission Criterion Three. The Assessment of Student Learning Initiative is faculty driven and progress is being made across the spectrum of assessment institutionalization. Faculty involved in the assessment process for face-to-face classes are also teaching online. They are transferring practices of assessment into the online environment in existing courses and assessment is becoming an integral step of the development of new courses. For example, an instructor in psychology has developed several ways to assess student learning in a beginning psychology course and has carried this practice over to his online course. He worked with his campus Faculty & Staff Resource Center personnel to embed the technology into the online course for pre- and post-assessment. Faculty members are also employing WebCT as a tool for pre- and post-assessment in their face-to-face courses for evaluation of student learning.

Under the direction of the newly appointed Faculty Director of Student Learning Assessment, disciplines and programs have been organized to identify the process for measuring student learning. Additionally, courses offered online will assess student learning in the same manner as instruction delivered face-to-face.

Additionally, IECC applied and was accepted into the HLC Academy for the Assessment of Student Learning which includes a 4-year sequence of events and interactions that are focused on student learning and designed to build institution-wide commitment to the assessment of student learning. IECC participated in their first Academy Roundtable in March of 2007 at Lisle, IL. IECC's Student Learning Project and participating in the academy will ensure that assessment is multi-level, multi-dimensional, and will directly apply to all face-to-face and online instruction.

The District has demonstrated financial support of the Assessment of Student Academic Achievement by appointing and compensating a Faculty Director and a faculty coordinator for each of the four colleges. In addition, the District has budgeted money for:

- travel within and outside the District,

- professional development regarding assessment,
- sponsored assessment workshops and training opportunities,
- participation in the HLC Assessment Academy by IECC faculty and key administrators.

WHAT ARE THE ORGANIZATION'S PLANS TO IMPLEMENT AND SUSTAIN THE PROPOSED CHANGE?

Describe the involvement of appropriately credentialed faculty and experienced staff necessary to accomplish the proposed change (curriculum development and oversight, evaluation of instruction, and assessment of student learning).

The IECC District recently completed a Title III Grant, which had a component of Faculty and Staff Development. Each of the four colleges was equipped with a Faculty and Staff Resource Center strategically located in or near the Learning Resource Centers in order to provide faculty with a highly visible and inviting environment. The Title III Grant provided two support positions for the Faculty and Staff Resource Centers, an Educational Technology Specialist and an Instructional Support Specialist. When the grant ended, District administration made a commitment to faculty and technology by assuming financial responsibility for the two positions. As a result, the two specialists are each responsible for two campuses and spend two days a week at those sites working primarily with faculty to provide technology training, online course development, and online instructional technique's training.

In addition, the District employs a Coordinator of Web and Online Learning Services to assist faculty with WebCT issues. This position is responsible for the technical side of online learning and addresses software upgrades from WebCT as well as server support. Faculty also have access to an IT Help Desk for server and other support-related issues.

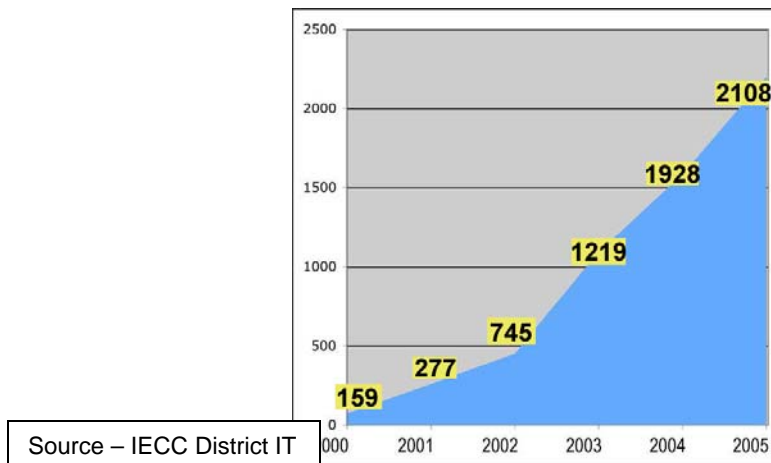
Another way in which the District supports faculty in online course development is to provide a monetary incentive. The current Memorandum of Agreement between the Board of Trustees of Illinois Eastern Community Colleges, District 529 ("Board") and the Illinois Eastern Colleges Education Association, IEC-NEA ("Association"). The Board and the Association hereby agree to the following Internet Course Compensation on 8/31/01:

To the extent the Board elects to assign a faculty member to develop and teach an Internet Course, then a one-time stipend of Three Hundred Fifty Dollars (\$350.00) per load hour, in addition to the faculty member's regular salary, will be paid to such faculty member the first time he or she teaches the course. When the same faculty member teaches the course on subsequent occasions, then no stipend or additional compensation shall be paid.

Describe the administrative structure (accountability processes, leadership roles) necessary to support this proposed change.

The Online Instruction Committee was established in 2003 as a result of the increase in online course enrollment. The chart below, compiled from data obtained from the IECC IT Department demonstrates the rise in online enrollment from 2000 to 2005.

IECC Increase in Online Enrollment



The purpose of the committee is to assist, monitor, and evaluate the District online courses. The committee meets regularly and has representation of faculty from each college, a dean from each college, the Instructional Support Specialist, the Educational Technology Specialist, and an Information Technology representative. Since the inception of the Online Instruction Committee, a review process has been developed and an Online Education Plan has been drafted and approved by Cabinet.

Describe how the organization will make learning resources and support services available to students (students support services, library resources, academic advising, and financial aid counseling).

Students new to online courses are required to complete an introductory course, CIS 1104, Introduction to Online Learning, which prepares them for online course delivery. Once enrolled in an online course, students have access to a wide range of support services including IECC's portal system Entrata. These services provide links to class listings, helpdesk, email, registration, transcripts, WebCT, grades, online documentation, and other online student support services.

The following elements and information are included on the IECC website, www.iecc.edu/online , including the portal, for online students.

- Online course schedules
- Course material requirements and acquisition options with contact information
- Student Services contact information for each college campus
- Learning Resources Center(s) online resources
- CIS 1104 Introduction to Online Learning information
- Definition of online courses and how to be successful
- Online instructors and technical support contacts
- Computer system requirements
- Frequently asked questions
- Course management system detail on WebCT
- Directions to obtain support:
 - Course content questions are directed to the instructor
 - Login and technical problems are directed to the IT Department

Brief descriptions of key services developed to address the needs of online learners are listed below.

CIS 1104 Introduction to Online Learning

CIS 1104 Introduction to Online learning is a course specially designed for students to determine if online learning is for them. CIS1104 is instructed online via WebCT informing the students of the skills and abilities necessary to effectively navigate and learn in an online course. Topics include evaluating a student's learning style, basic computer and web browsing skills, and web-based learning tools. Emphasis is placed on using computer hardware and software to access online resources and programs. In addition, various learning methods will be presented to assist the student in evaluating if online learning is right for them.

Library Services

The IECC District has online library services that offer a wide variety of resources that are available virtually anywhere to students, faculty, and staff. The four IECC libraries maintain primary websites, participate in the “AskAway” Illinois Online system, and provide online access to subscription services. The “AskAway” service is available 24/7 and is a virtual library online, including co-browsing abilities to assist patrons.

Using popular web search sites such as Yahoo! And Google, web searchers can find and access information in Olney Central College’s Anderson Library. Because the library’s collection is a part of WorldCat, the world’s largest database of items held in libraries, people can link to the Anderson Library’s content through the web sites they use every day. IECC is delivering services right where patrons live and work. When they look for information on web search engines this capability allows users to link to collections right from the search engine, giving them access to authoritative information not readily available on the Internet.

Bookstores

A consistent approach for the delivery of course material is imperative for students to ensure that regardless of location, courses, etc., the same method is available for obtaining books and/or related material required for a course(s). An online book ordering system has been established for each bookstore to provide convenient and affordable access to textbooks and other materials.

Student Services

Student Services information regarding all courses including those online is accessible via the IECC website and Entrata portal. Information available includes course schedules, registration procedures, admission policies, tuition and fees, and semester calendars. Student Services contact information is included on all Web pages and support is offered by phone, online request, email, online chat, and face-to-face.

Financial Aid

Financial Aid information regarding all courses, including those online, is accessible via the IECC website and Entrata portal. The information includes such

items as a FAFSA online application link, frequently asked questions, policies and standards, loans, grants and scholarship details and applications, college contacts, and student rights. The financial aid link also includes contact information for each of the four colleges.

Advising

Advising information for all courses including those online are accessible via the IECC website and Entrata portal. The IECC catalog, transfer options, advisor contacts, and placement testing are just a few of the support tools available. IECC has also developed a course audit system (CAPP) in tandem with BANNER (the administrative software system) that will evaluate current student's courses for both transfer and career and technical programs. The results inform students of requirements met and list those still necessary for graduation. This capability is especially valuable to the online student who can apply the evaluation at any point during their pursuit of a degree and access it 24/7.

Provide financial data that document the organization's capacity to implement and sustain the proposed change (project budgets, recent audit reports, revenue streams, cost of facilities, and project facility and equipment costs).

Funding strategies and policies will be developed to assist IECC's Online Education Plan to provide high quality online instruction and support for both students and faculty. The District regularly monitors and adjusts online course tuition and fees to assist with the cost and effectiveness of online delivery. Staffing and resource requirements for online education are incorporated into the District's Strategic Plan.

As enrollment for online courses has increased, so has the revenue. Total hours and revenue for 2004-05, 2005-06 and 2006-07 are listed below:

Online Revenue Generation

	2004-05	2005-06	2006-07
In-District Semester hours generated	4,755.50	6,608.50	4,503 (thru Fall of '06)
Revenue Generated*	\$268,013	\$387,557	\$269,448**

*Totals include the revenue generated from out of state and foreign hours.

**If the number of hours generated remains flat as compared to Spring of 2006, the revenue generated from 2925.5 semester hours would add \$155,051.50 to the 2006/07 total.

The progression from 2004 to 2007 indicates that the online course offerings will generate enough profit to be self sustaining. In the span of 3 years, the revenue has increased approximately 60 percent. The growth of online education more than supports its existence from the dollars generated.

Specify the timeline used to implement the proposed change.

The IECC District has made a commitment to online instruction fiscally and academically. A core group of faculty has taught online for several years and other faculty has indicated an interest in hybridizing their courses with the intent of moving gradually to an online delivery. Marketing is in the planning stages and the District is ready to move forward pending the HLC approval.

WHAT ARE THE ORGANIZATION'S STRATEGIES TO EVALUATE THE PROPOSED CHANGE?

Describe the measures the organization will use to document the achievement of its expected outcomes.

The Online Instruction Committee monitors new course development as well as enrollment trends and faculty involvement and development. Reports reflecting online course statistics has been maintained by the Academic Dean's Office since IECC began offering online courses. IECC has just begun to survey students who are enrolled in online courses to gather information about their perception of the online experience. Both the course statistics and student feedback will be used to evaluate quality and delivery of online courses and to make necessary changes to maintain online course integrity.

Describe how the assessment of student learning is integrated into the assessment program.

IECC is committed to high academic standards and to the assessment of student learning outcomes and academic achievement. Assessment of student learning in online courses will not differ substantially from traditionally taught courses and will be integrated into IECC's overall assessment of student learning.

Conclusion

The IECC District has worked diligently toward a solid foundation for online degrees and certificates. Core courses have been developed, faculty has been trained, and money has been budgeted to support the initiative. An online education plan is in place and student achievement is a core component of development. The next step is to provide an alternative delivery method to people who want to obtain an education.

ILLINOIS EASTERN COMMUNITY COLLEGES
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					HLC
				Students	Combined Effort
			Goals	Plan	Administration
		Guidelines	Marketing	Customer Service	Services
	Student Records	CIS 1104	Libraries	Faculty	Advising
Courses	Finacial Aid	OIC	Web Site	Bookstores	Online

Based on the information addressing Illinois Eastern Community College’s online education plan and practices, IECC is in a position to offer degree and certificate programs through distance delivery methods. Therefore, IECC requests an institutional change and seeks approval from the Higher Learning Commission to award selected degrees and certificates via distance education.

Agenda Item #9E

Monterey Coal Agreement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: Monterey Coal Agreement

Each year the Board of Trustees is asked to renew our agreement with the Monterey Coal Company, Carlinville, Illinois, for our “faculty-in-residence” program. Monterey Coal has agreed to continue its contract with IECC for training.

The contract submitted is unchanged from last year’s agreement and continues our excellent working relationship with the company for an additional year.

I ask the Board’s approval of this contract. The written contract will be available for Board review at the meeting.

TLB/rs

Agenda Item #9F

Real Estate Tax Evaluation Agreement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: Real Estate Tax Evaluation Agreement

The various governmental bodies that levy taxes in Crawford County have historically entered into an inter-governmental cooperation funding agreement dealing with the assessment of property in Crawford County owned by the Marathon Petroleum Company, commonly known as the Robinson Refinery. These taxing bodies include Crawford County, Crawford Memorial Hospital, Robinson Community Unit School District #2, Robinson Fire Protection District, Robinson Public Library District, Robinson Township, the Robinson Township Road District, and Illinois Eastern Community College District #529.

By this agreement, the taxing bodies agree to retain the Whitt Law Firm to provide legal services regarding the assessment of taxes for the Robinson Refinery and to pay the cost of such representation in an amount equal to each taxing body's respective percentage of taxes collected. Currently, IECC receives 6.6% of the taxes collected and therefore would be responsible for 6.6% of the legal fees incurred.

This agreement has worked very well for the taxing bodies involved and the total liability for the District will be approximately \$5,000.00. This would compare favorably with our past legal expenses in this matter.

I ask the Board's approval of this inter-governmental cooperation funding agreement. The agreement will be available for Board review at the meeting.

TLB/rs

Agenda Item #9G

Bid Schedule

Agenda Item #9G

MEMORANDUM

TO: Board of Trustees
FROM: Roger Browning
DATE: April 17, 2007
RE: FY2008 Bid Schedule

Annually, the Cabinet recommends a Bid Schedule in order for the district to plan, consolidate, and effectively manage the purchase of large dollar items. Rather than purchasing these items intermittently throughout the year, it is more efficient and we tend to receive better pricing if we “group” these items together and purchase them at designated times. Attached is the recommended Bid Schedule for FY2008.

Mr. Chairman, I request approval of the FY2008 Bid Schedule.

RB/cr

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT WIDE
BID SCHEDULE
FY2008**

	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 07	Aug 07	Sept 07	Oct 07	Nov 07	Dec 07	Jan 08	Feb 08	Mar 08	April 08	May 08	June 08
Requisitions/Specifications due in CFO's office no later than:**	JUNE 1	JULY 6	AUG 3	SEPT 7	OCT 5	NOV 2	NOV. 19	JAN 4	FEB 1	MAR 7	APRIL 4	MAY 2
Bids due from vendors: (Bid Opening)	JUNE 28	JULY 26	AUG 30	SEPT 27	OCT 25	NOV 29	DEC 14	JAN 24	FEB 28	MAR 27	APRIL 24	MAY 29
Bid recommendations due into CFO's office no later than:	JULY 5	AUG 2	SEPT 6	OCT 4	NOV 1	DEC 6	JAN 7	FEB 11	MAR 6	APRIL 3	MAY 1	JUNE 5
Board meeting dates:	JULY 17	AUG 21	SEPT 18	OCT 16	NOV 20	DEC 11	JAN 15	FEB 19	MAR 18	APRIL 15	MAY 20	JUNE 17
PO mailed, if approved:	JULY 18	AUG 22	SEPT 19	OCT 17	NOV 21	DEC 12	JAN 16	FEB 20	MAR 19	APRIL 16	MAY 21	JUNE 18

RB/cr
3/26/2007

**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 specifications according to the scheduled date.

Agenda Item #9H

Activity Fee Allocations

MEMORANDUM

TO: Board of Trustees
FROM: Roger Browning
DATE: April 17, 2007
RE: FY08 Activity Allocations

Annually, the Board adopts the allocation of student activity fees at three of the colleges. Attached is an analysis of these allocations and the recommendation for FY08. The allocation notes what percentage of each dollar will be turned over to an appropriate self-balancing account in the auxiliary fund.

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

RB/cr

Attachment

Agenda Item #9I

Capital Project Application – Greenhouse for LTC Horticulture Program

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
SUBJECT: New Greenhouse – Lincoln Trail College, Project Application

The District is requesting approval from the Board of Trustees to submit an application for the construction of a greenhouse at Lincoln Trail College for support of the current Horticulture Program.

The construction of this new facility is essential to support the educational delivery of the new horticulture program recently approved by the Illinois Community College Board (ICCB) for Lincoln Trail College. The certificates and the degree programs are designed to prepare individuals for employment and will provide continuing education training and will facilitate small business ownership.

Construction cost of the greenhouse is estimated to be \$156,700. The Lincoln Trail College Foundation has agreed to provide \$ 36,000 in support of this project. The remainder of the project would be funded through the District's previously approved Career and Technical Education Enhancement Plan.

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

TLB/rs

Attachment

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # Illinois Eastern Community College District No. 529

Contact Person Mr. Roger Browning Phone # 618-393-2982

Project Title New Greenhouse – Lincoln Trail College

Project Budget \$ 156,700

Date April 12, 2007

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 X No

The District Site and Construction Master Plan was updated and resubmitted to the ICCB on April 12, 2007 to include this proposed project in Exhibit 2 (planned additions)

- 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 X

No soil borings or inspections for hazardous materials have been performed. However, the proposed structure is being attached to an existing building, wood-frame construction with concrete spread footings. Loading from the proposed structure will be minimal. No previous construction was done on the site prior to the construction of the existing building, and the District has not placed any hazardous materials on the site. Complete asbestos abatement in the existing building was done in the summer of 2006.

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 and Scope of Work

Programmatic Justification

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

Lincoln Trail College recently received approval from ICCB to offer both certificate and degree programs in Horticulture on the college's main campus (approval already existed for delivery of Horticulture at the Robinson, IL DOC facility).

Approval for the construction of a greenhouse is now sought to support the educational delivery of the Horticulture program. The certificate and degree programs are designed to prepare individuals for employment within the Horticulture field generally and within the various specializations of Horticulture. These jobs and specialties include Ornamental Horticulture, Greenhouse Operations and Management, Landscaping Operations and Management, Nursery Operations and Management, and Turf, Parks, and Grounds Management. Additionally, the program will provide training for those interested in Horticulture from a continuing education perspective or small business ownership. The Horticulture program will become an intricate part of a three-tiered process through which students enter the field of Horticulture in high school, continue at Lincoln Trail College and then complete a baccalaureate degree.

The program is designed to meet the identified needs of business and industry professionals, and has the support of the Crawford County Industry Advisory Committee. Additional support is provided from members of the surrounding community, school board, and several local and regional businesses, including landscape businesses. Local and area professionals from the field of Horticulture have consented to serve as program advisory committee members and have indicated their willingness to accept Horticulture students for internship experiences.

CIS identifies significant increases in landscapers and groundkeeper positions both nationally (22%) and within the state of Illinois (19%). Approximately 1,580 job openings in this area are expected each year for Illinois alone. The US Department of Labor projects employment of grounds workers to increase faster than average through 2014. The recent Survey of the Illinois Green Industry: Its Economic Impact, Structure, and Characteristics identifies Illinois' green industry as a significant and important part of the state's economy with a workforce over 166 thousand and an annual payroll of about \$2 billion. Additionally, The Landscape Contractor (official publication of the Illinois Landscape Contractors Association) noted that greenhouse and nursery crops are one of the top four crop groups in the US. Additionally, it was noted that between 12-25% of green industry firms (based upon type of service provider) were unable to fill their open positions which numbered over 8,000. *[There are no SOC codes and Titles for Horticulture, Turf Management, Greenhouse Operations, or Nursery Operations.]*

Scope of Work

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

The project will consist of a new greenhouse structure, attached to an existing wood-frame Art Building located on the North Campus of Lincoln Trail College. The greenhouse will be thirty six feet wide by twenty four feet long, with provisions made for future expansion in length. The greenhouse will serve as a teaching laboratory for the Horticulture program.

The site is moderately flat and undisturbed with a drainage ditch running immediately to the north, along existing County Road 1150 North. Drainage around the greenhouse will be handled with proper surface grading, with yard drains and underground piping if necessary. Utilities for plumbing, gas heating, and electrical power and lighting will be extended as required. A new circular drive from County Road 1150 North will be constructed for deliveries and access to the greenhouse.

The greenhouse will be a prefabricated structure, aluminum frame with twin-wall polycarbonate glazing. The greenhouse will set on a full perimeter concrete foundation wall extending below the frost line. It will attach to the existing building at the northeast corner, and a new door will be installed to access the greenhouse from the Horticulture classroom. The floor of the greenhouse will consist of granular fill, with provisions made for a future concrete slab. Heating will be gas-fired unit heaters. Hose bibs will be provided along both sides of the greenhouse, and a work sink will be provided at the south end. Overhead lighting and perimeter power receptacles will be provided.

Attachment #1 Project Budget

Check One:

New Construction

Remodeling

Project Name New Greenhouse – Lincoln Trail College

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land		<u>N/A</u>
Site Development	<u>28,900</u>	<u>N/A</u>
Construction (including Fixed Equipment)	<u>65,200</u>	
Mechanical	<u>10,000</u>	
Electrical	<u>23,600</u>	
General Conditions		
Contingency (10%)	<u>12,800</u>	
A/E Professional Fees and Reimbursables	<u>16,200</u>	
Total	<u>156,700</u>	

Attachment #2 Funding Source

District/College Name
Project Name

Check the source(s) of funds:

Available fund balance and Local Funds X Fund name (s):

Approximately \$36,000 of the project will be funded with a donation from the Lincoln Trail College Foundation and the remainder will be funded with District # 529 reserves (available Operating Funds) specifically set aside for enhancement of Career and Technical Education programs.

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):

**Square Footage
Summary Attachment**

Square Footage Summary

District/College Name Illinois Eastern Community College District No. 529

Project Name New Greenhouse – Lincoln Trail College

Identify the increased square footage associated with a new construction project or provide a detailed summary of the space affected by this project. If additional explanation is necessary, please include in the scope of work narrative.

Net Assignable Square Feet

	New Square Footage	Existing Square Footage	Remodeled Square Footage
Classrooms	_____	_____	
Laboratories	817	_____	
Offices	_____	_____	
Study	_____	_____	
Special Use	_____	_____	
Support	_____	_____	
Other	_____	_____	
Total NASF	_____	_____	
Total Gross Square Feet (GSF)	912	_____	
Efficiency (NASF / GSF)*	89.6 %	_____ %	_____ %

*Minimum acceptable efficiency is 70 percent.

Agenda Item #9J

Capital Project Resolution

Agenda Item #9J

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
SUBJECT: Resolution on Capital Project Application – Greenhouse LTC

The Board of Trustees must approval a resolution to be attached to the Capital Project Application for the new greenhouse at Lincoln Trail College.

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 on Capital Project Application
Greenhouse -- Lincoln Trail College
Illinois Eastern Community College District #529**

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 construction of a new greenhouse at Lincoln Trail College, Robinson, IL.

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 Robinson, Illinois, this 17th day of April 2007.

Chairman of the Board of Trustees

Secretary of the Board of Trustees

Agenda Item #9K

**Bio-Medical Applications of Indiana Agreement
Terre Haute South Facility**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: Bio-Medical Applications of Indiana Agreement
Terre Haute South Facility

IECC wishes to enter into a new affiliation agreement with Bio-Medical Applications of Indiana, South Facility located in Terre Haute, Indiana.

This new affiliation agreement is for the Associate Degree Nursing Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

STUDENT NURSING AGREEMENT

THIS AGREEMENT is made this **28th** day of **February, 2007** by and between Illinois Eastern Community Colleges, District 529, Olney Central College, Associate Degree Nursing Program (hereinafter referred to as the "COLLEGE") and RCG Terre Haute, LLC., d/b/a **Terre Haute South** (hereinafter referred to as "FACILITY").

WITNESSETH

WHEREAS, the COLLEGE acknowledges a public obligation to contribute to the education of students of Nursing for community needs, and has established a Program in Nursing leading to an associate, baccalaureate, and/or masters degree (the "Nursing Program"); and

WHEREAS, the contracting parties are desirous of cooperating to provide clinical education through observation and supervised training of students enrolled in the Nursing Program; and

NOW, THEREFORE, it is mutually agreed by said parties, to wit:

1. USE OF TERRE HAUTE SOUTH FACILITY

FACILITY hereby agrees to provide its facility located at 315 East Springhill Drive, Terre Haute, Indiana 47802 (the "Center") to the COLLEGE and the COLLEGE agrees to the usage of such facility according to the terms and conditions described herein. The faculty and students in the Nursing Program at the COLLEGE may utilize FACILITY for an educational internship associated with the Nursing Program through observation and supervised training (the "Internship"). Under no circumstances will COLLEGE faculty or nursing students perform any clinical/medical procedures on patients of FACILITY other than as set forth on Exhibit A hereto. The days and hours for such Internship will be mutually agreed upon by COLLEGE and FACILITY.

2. SPECIFIC RESPONSIBILITIES OF THE FACILITY

- a. FACILITY will use reasonable efforts to provide within the Center adequate conference space and the use of any instructional materials not for sale by FACILITY.
- b. Student participation under this AGREEMENT shall be limited to observation of FACILITY's provision of dialysis and supervised training activities as determined by FACILITY staff upon consultation with faculty of the Nursing Program. A description of the types of activities permitted to be undertaken by the Program's students is set forth on Exhibit A hereto. Students will be supervised at all times by

FACILITY nurses or other FACILITY employees while performing any Internship activities at the Center with oversight by the coordinator of the Internship.

- c. FACILITY has the ultimate overall authority over the Center and its grounds.
- d. FACILITY, in other reasonable ways, will assist the COLLEGE in supplying an instructional learning experience for the students of the Nursing Program.
- e. FACILITY will obtain written patient consent prior to allowing student access to medical record information or student participation in patient care.
- f. FACILITY will not be required to render any health services to the Internship students or COLLEGE faculty members.
- g. FACILITY shall owe no compensation to any students or faculty members of the COLLEGE participating in the Internship pursuant to this Agreement. FACILITY shall not charge the COLLEGE or its students any fee for the use of the FACILITY facilities, equipment or supplies.

3. SPECIFIC RESPONSIBILITIES OF THE COLLEGE

- a. The COLLEGE shall have full responsibility for the planning, development, implementation, and final evaluation of the Nursing Program, and for providing the overall supervision and instruction required pursuant to the Nursing Program.
- b. The COLLEGE shall provide qualified faculty members to coordinate through appropriate FACILITY channels the planning for the student's educational experience through observation and supervised activities for students of the Nursing Program.
- c. The COLLEGE shall comply with all existing policies of FACILITY. COLLEGE further agrees to ensure that each student participant is aware of his/her responsibility to follow, and does follow, all applicable policies, standards and practices of FACILITY, including the policies of FACILITY regarding the safeguarding of the confidentiality of health care and other proprietary and confidential information.
- d. A Program instructor/faculty of COLLEGE will participate in FACILITY orientation as required by FACILITY.
- e. Participating students shall carry mandatory health insurance coverage under the COLLEGE's health insurance program or show proof of enrollment in a comparable accident and sickness health insurance plan.
- f. The COLLEGE shall provide its own professional malpractice liability insurance coverage and general liability coverage with basic limits of \$1,000,000 combined single limit per occurrence for bodily injury and property damage and \$3,000,000 in aggregate to cover the COLLEGE and the Internship students against any loss,

damage, claims, or expense arising from activity under this Agreement. Such insurance shall be primary to any other applicable insurance and shall name RCG Terre Haute, LLC d/b/a Terre Haute South as an additional insured. All costs of such insurance shall be borne by the COLLEGE and a certificate of insurance shall be provided to FACILITY prior to execution of this Agreement.

- g. The COLLEGE shall maintain all records of the students relevant to the Nursing Program and the Internship.
- h. All records, case histories, files and other documentation concerning patients and/or business operations of FACILITY shall be kept confidential and remain the sole property of FACILITY.

4. SPECIFIC RESPONSIBILITIES OF STUDENTS

- a. COLLEGE will ensure that students conform to all applicable FACILITY policies, programs and procedures appropriate to being in attendance at FACILITY's facility. All students must be inserviced by FACILITY in Infection Control/Bloodborne Pathogens, hazardous material communications, confidentiality of medical records, policies and procedures. Students shall conform with FACILITY's policies and procedures on safety, dress, conduct and health. Student participation under this AGREEMENT shall be permitted only when an instructor from the COLLEGE is present or under the supervision of a FACILITY nurse.
- b. Any students participating under this AGREEMENT shall at all times be agents of the COLLEGE and not employees of or agents of FACILITY. The students have no claims against FACILITY for vacation pay, sick leave, retirement benefits, or other employee benefits of any sort.
- c. Any students participating under this Agreement shall submit written objectives for their Internship experience to COLLEGE and FACILITY upon request prior to the commencement of the student's Internship hereunder.
- d. The COLLEGE shall require students to undergo appropriate health examinations prior to the commencement of the student's Internship hereunder and show proof thereof to FACILITY upon request. Evidence of Hepatitis B vaccination shall be provided to FACILITY.
- e. COLLEGE agrees, and shall cause students participating under this Agreement to agree, that such students shall be governed by the same general disciplinary regulations enforced by the COLLEGE for its on-campus students.

5. LENGTH OF AGREEMENT

- a. The term of this AGREEMENT shall be for one (1) year beginning on _____, 200_ and ending _____, 200_. Thereafter, this AGREEMENT shall renew automatically for one (1) year periods unless sooner terminated as provided herein.
- b. Either party may terminate this AGREEMENT, absent specific cause, at any time by giving thirty (30) days written notice stating the effective date of termination. Either party may terminate this AGREEMENT if the other party is in default of any of the terms of this AGREEMENT, and such default is not cured within ten (10) days after receipt of such termination notice by the defaulting party.

6. MUTUAL RESPONSIBILITIES

- a. The parties agree not to discriminate on the basis of race, creed, religion, gender, disability, national origin, ancestry, age, or sexual orientation or on any other basis prohibited by law.
- b. The parties agree to indemnify each other against and hold each other harmless from, any claim, expenses or loss based upon or arising from anything done or omitted, or allegedly done or omitted, by the COLLEGE or FACILITY, and their respective faculty, students, agents or employees in acting under this Agreement.

7. ULTIMATE AUTHORITY

Notwithstanding anything else contained in this Agreement, COLLEGE agrees that FACILITY shall have the ultimate authority to approve all facets of FACILITY's involvement in the program described in this Agreement.

8. NOTICE

Whenever, under the terms of this Agreement, written notice is required to be given by one party to the other, such notice shall be deemed to have been sufficiently given three days after mailing if mailed by certified or registered mail, return receipt requested, to such party at the following address:

To College: Illinois Eastern Community Colleges
District 529
Olney Central College
Associate Degree Nursing Program
Lincoln Trail college
11220 State Highway 1
Robinson, IL 62454

Attn: Tammy Fralicker
RCG Terre Haute, LLC
d/b/a Terre Haute South
315 East Springhill Drive
Terre Haute, IN 47802

To FACILITY:

With a copy to: RCG Terre Haute, LLC
c/o Fresenius Medical Care North America
920 Winter Street
Reservoir Woods
Waltham, MA 02451-1457
Attn: Law Department

The undersigned, representing the institutions aforementioned, subscribe to the terms of this AGREEMENT and hereby affix their signatures.

Illinois Eastern Community Colleges
District 529, Olney Central College,
Associate Degree Nursing Program

RCG Terre Haute, LLC
d/b/a Terre Haute South

By: _____
Its:

By: _____
Its: President, Olney Central College

By:
Its: Chairman, IECC Board of Trustees

EXHIBIT A

Description of Permitted Activities

Observation only

Bio-Medical Applications of Indiana, Inc.

INFORMED CONSENT REGARDING STUDENT PARTICIPATION

Date of Request: _____

I, _____, hereby give Bio-Medical Applications of Indiana, Inc., d/b/a Fresenius Medical Care Terre Haute North (hereinafter "FACILITY") permission to disclose my medical records or to share confidential medical information with or about my condition with the below named student nurse:

_____. This student nurse is not an employee or contractor of FACILITY and will be observing dialysis care in the facility under the supervision of FACILITY staff. Such information disclosed or shared may include the complete case history, copy of medical records and other information related to my treatment at FACILITY. This release is valid for _____ months from the date requested.

Specific information to be disclosed or shared:

Purpose of release (student internship participant).

Signature of Patient or Legal Guardian

(if legal guardian, state relationship –
e.g. parent, power of attorney, etc.)

Witness

Agenda Item #9L

**Bio-Medical Applications of Indiana Agreement
Terre Haute North Facility**

Agenda Item #9L

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: Bio-Medical Applications of Indiana Agreement
Terre Haute North Facility

IECC wishes to enter into a new affiliation agreement with Bio-Medical Application of Indiana, North Facility located in Terre Haute, Indiana.

This new affiliation agreement is for the Associate Degree Nursing Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

STUDENT NURSING AGREEMENT

THIS AGREEMENT is made this **28th** day of **February, 2007** by and between Illinois Eastern Community Colleges, District 529, Olney Central College, Associate Degree Nursing Program (hereinafter referred to as the "COLLEGE") and Bio-Medical Applications of Indiana, Inc., d/b/a **Fresenius Medical Care Terre Haute North** (hereinafter referred to as "FACILITY").

WITNESSETH

WHEREAS, the COLLEGE acknowledges a public obligation to contribute to the education of students of Nursing for community needs, and has established a Program in Nursing leading to an associate, baccalaureate, and/or masters degree (the "Nursing Program"); and

WHEREAS, the contracting parties are desirous of cooperating to provide clinical education through observation and supervised training of students enrolled in the Nursing Program; and

NOW, THEREFORE, it is mutually agreed by said parties, to wit:

1. USE OF TERRE HAUTE NORTH FACILITY

FACILITY hereby agrees to provide its facility located at 615 8th Ave, Terre Haute, Indiana 47804 (the "Center") to the COLLEGE and the COLLEGE agrees to the usage of such facility according to the terms and conditions described herein. The faculty and students in the Nursing Program at the COLLEGE may utilize FACILITY for an educational internship associated with the Nursing Program through observation and supervised training (the "Internship"). Under no circumstances will COLLEGE faculty or nursing students perform any clinical/medical procedures on patients of FACILITY other than as set forth on Exhibit A hereto. The days and hours for such Internship will be mutually agreed upon by COLLEGE and FACILITY.

2. SPECIFIC RESPONSIBILITIES OF THE FACILITY

- a. FACILITY will use reasonable efforts to provide within the Center adequate conference space and the use of any instructional materials not for sale by FACILITY.
- b. Student participation under this AGREEMENT shall be limited to observation of FACILITY's provision of dialysis and supervised training activities as determined by FACILITY staff upon consultation with faculty of the Nursing Program. A description of the types of activities permitted to be undertaken by the Program's

students is set forth on Exhibit A hereto. Students will be supervised at all times by FACILITY nurses or other FACILITY employees while performing any Internship activities at the Center with oversight by the coordinator of the Internship.

- c. FACILITY has the ultimate overall authority over the Center and its grounds.
- d. FACILITY, in other reasonable ways, will assist the COLLEGE in supplying an instructional learning experience for the students of the Nursing Program.
- e. FACILITY will obtain written patient consent prior to allowing student access to medical record information or student participation in patient care.
- f. FACILITY will not be required to render any health services to the Internship students or COLLEGE faculty members.
- g. FACILITY shall owe no compensation to any students or faculty members of the COLLEGE participating in the Internship pursuant to this Agreement. FACILITY shall not charge the COLLEGE or its students any fee for the use of the FACILITY facilities, equipment or supplies.

3. SPECIFIC RESPONSIBILITIES OF THE COLLEGE

- a. The COLLEGE shall have full responsibility for the planning, development, implementation, and final evaluation of the Nursing Program, and for providing the overall supervision and instruction required pursuant to the Nursing Program.
- b. The COLLEGE shall provide qualified faculty members to coordinate through appropriate FACILITY channels the planning for the student's educational experience through observation and supervised activities for students of the Nursing Program.
- c. The COLLEGE shall comply with all existing policies of FACILITY. COLLEGE further agrees to ensure that each student participant is aware of his/her responsibility to follow, and does follow, all applicable policies, standards and practices of FACILITY, including the policies of FACILITY regarding the safeguarding of the confidentiality of health care and other proprietary and confidential information.
- d. A Program instructor/faculty of COLLEGE will participate in FACILITY orientation as required by FACILITY.
- e. Participating students shall carry mandatory health insurance coverage under the COLLEGE's health insurance program or show proof of enrollment in a comparable accident and sickness health insurance plan.
- f. The COLLEGE shall provide its own professional malpractice liability insurance coverage and general liability coverage with basic limits of \$1,000,000 combined single limit per occurrence for bodily injury and property damage and \$3,000,000 in

aggregate to cover the COLLEGE and the Internship students against any loss, damage, claims, or expense arising from activity under this Agreement. Such insurance shall be primary to any other applicable insurance and shall name Bio-Medical Applications of Indiana, Inc. d/b/a Fresenius Medical Care Terre Haute North as an additional insured. All costs of such insurance shall be borne by the COLLEGE and a certificate of insurance shall be provided to FACILITY prior to execution of this Agreement.

- g. The COLLEGE shall maintain all records of the students relevant to the Nursing Program and the Internship.
- h. All records, case histories, files and other documentation concerning patients and/or business operations of FACILITY shall be kept confidential and remain the sole property of FACILITY.

4. SPECIFIC RESPONSIBILITIES OF STUDENTS

- a. COLLEGE will ensure that students conform to all applicable FACILITY policies, programs and procedures appropriate to being in attendance at FACILITY's facility. All students must be inserviced by FACILITY in Infection Control/Bloodborne Pathogens, hazardous material communications, confidentiality of medical records, policies and procedures. Students shall conform with FACILITY's policies and procedures on safety, dress, conduct and health. Student participation under this AGREEMENT shall be permitted only when an instructor from the COLLEGE is present or under the supervision of a FACILITY nurse.
- b. Any students participating under this AGREEMENT shall at all times be agents of the COLLEGE and not employees of or agents of FACILITY. The students have no claims against FACILITY for vacation pay, sick leave, retirement benefits, or other employee benefits of any sort.
- c. Any students participating under this Agreement shall submit written objectives for their Internship experience to COLLEGE and FACILITY upon request prior to the commencement of the student's Internship hereunder.
- d. The COLLEGE shall require students to undergo appropriate health examinations prior to the commencement of the student's Internship hereunder and show proof thereof to FACILITY upon request. Evidence of Hepatitis B vaccination shall be provided to FACILITY.
- e. COLLEGE agrees, and shall cause students participating under this Agreement to agree, that such students shall be governed by the same general disciplinary regulations enforced by the COLLEGE for its on-campus students.

5. LENGTH OF AGREEMENT

- a. The term of this AGREEMENT shall be for one (1) year beginning on _____, 200_ and ending _____, 200_. Thereafter, this AGREEMENT shall renew automatically for one (1) year periods unless sooner terminated as provided herein.
- b. Either party may terminate this AGREEMENT, absent specific cause, at any time by giving thirty (30) days written notice stating the effective date of termination. Either party may terminate this AGREEMENT if the other party is in default of any of the terms of this AGREEMENT, and such default is not cured within ten (10) days after receipt of such termination notice by the defaulting party.

6. MUTUAL RESPONSIBILITIES

- b. The parties agree not to discriminate on the basis of race, creed, religion, gender, disability, national origin, ancestry, age, or sexual orientation or on any other basis prohibited by law.
- b. The parties agree to indemnify each other against and hold each other harmless from, any claim, expenses or loss based upon or arising from anything done or omitted, or allegedly done or omitted, by the COLLEGE or FACILITY, and their respective faculty, students, agents or employees in acting under this Agreement.

7. ULTIMATE AUTHORITY

Notwithstanding anything else contained in this Agreement, COLLEGE agrees that FACILITY shall have the ultimate authority to approve all facets of FACILITY's involvement in the program described in this Agreement.

8. NOTICE

Whenever, under the terms of this Agreement, written notice is required to be given by one party to the other, such notice shall be deemed to have been sufficiently given three days after mailing if mailed by certified or registered mail, return receipt requested, to such party at the following address:

To College: Illinois Eastern Community Colleges
District 529
Olney Central College
Associate Degree Nursing Program
Lincoln Trail college
11220 State Highway 1
Robinson, IL 62454
Attn: Tammy Fralicker

Bio-Medical Applications of Indiana,
Inc.
d/b/a Fresenius Medical Care Terre
Haute North
615 8th Ave
To FACILITY: Terre Haute, IN 47804

With a copy to: Bio-Medical Applications of Indiana, Inc
c/o Fresenius Medical Care North America
920 Winter Street
Reservoir Woods
Waltham, MA 02451-1457
Attn: Law Department

The undersigned, representing the institutions aforementioned, subscribe to the terms of this AGREEMENT and hereby affix their signatures.

Illinois Eastern Community Colleges
District 529, Olney Central College,
Associate Degree Nursing Program

Bio-Medical Applications of Indiana, Inc.
d/b/a Fresenius Medical Care Terre Haute
North

By: _____
Its:

By: _____
Its: President, Olney Central College

By:
Its: Chairman, IECC Board of Trustees

EXHIBIT A

Description of Permitted Activities

Observation only

Bio-Medical Applications of Indiana, Inc.

INFORMED CONSENT REGARDING STUDENT PARTICIPATION

Date of Request: _____

I, _____, hereby give Bio-Medical Applications of Indiana, Inc., d/b/a Fresenius Medical Care Terre Haute North (hereinafter "FACILITY") permission to disclose my medical records or to share confidential medical information with or about my condition with the below named student nurse:

_____. This student nurse is not an employee or contractor of FACILITY and will be observing dialysis care in the facility under the supervision of FACILITY staff. Such information disclosed or shared may include the complete case history, copy of medical records and other information related to my treatment at FACILITY. This release is valid for _____ months from the date requested.

Specific information to be disclosed or shared:

Purpose of release (student internship participant).

Signature of Patient or Legal Guardian

(if legal guardian, state relationship –
e.g. parent, power of attorney, etc.)

Witness

Agenda Item #9M

**Bio-Medical Applications of Indiana Agreement
Wabash Valley Facility**

Agenda Item #9M

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: Bio-Medical Applications of Indiana Agreement
Wabash Valley Facility

IECC wishes to enter into a new affiliation agreement with Bio-Medical Application of Indiana, Wabash Valley Facility located in Terre Haute, Indiana.

This new affiliation agreement is for the Associate Degree Nursing Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

STUDENT NURSING AGREEMENT

THIS AGREEMENT is made this **28** day of **February, 2007** by and between Illinois Eastern Community Colleges, District 529, Olney Central College Associate Degree Nursing Program (hereinafter referred to as the "COLLEGE") and Bio-Medical Applications of Indiana, Inc., d/b/a **Fresenius Medical Care Wabash Valley** (hereinafter referred to as "FACILITY").

WITNESSETH

WHEREAS, the COLLEGE acknowledges a public obligation to contribute to the education of students of Nursing for community needs, and has established a Program in Nursing leading to an associate, baccalaureate, and/or masters degree (the "Nursing Program"); and

WHEREAS, the contracting parties are desirous of cooperating to provide clinical education through observation and supervised training of students enrolled in the Nursing Program; and

NOW, THEREFORE, it is mutually agreed by said parties, to wit:

1. USE OF WABASH VALLEY FACILITY

FACILITY hereby agrees to provide its facility located at 615 8th Ave, Terre Haute, Indiana 47804 (the "Center") to the COLLEGE and the COLLEGE agrees to the usage of such facility according to the terms and conditions described herein. The faculty and students in the Nursing Program at the COLLEGE may utilize FACILITY for an educational internship associated with the Nursing Program through observation and supervised training (the "Internship"). Under no circumstances will COLLEGE faculty or nursing students perform any clinical/medical procedures on patients of FACILITY other than as set forth on Exhibit A hereto. The days and hours for such Internship will be mutually agreed upon by COLLEGE and FACILITY.

2. SPECIFIC RESPONSIBILITIES OF THE FACILITY

- a. FACILITY will use reasonable efforts to provide within the Center adequate conference space and the use of any instructional materials not for sale by FACILITY.
- b. Student participation under this AGREEMENT shall be limited to observation of FACILITY's provision of dialysis and supervised training activities as determined by FACILITY staff upon consultation with faculty of the Nursing Program. A description of the types of activities permitted to be undertaken by the Program's students is set forth on Exhibit A hereto. Students will be supervised at all times by

FACILITY nurses or other FACILITY employees while performing any Internship activities at the Center with oversight by the coordinator of the Internship.

- c. FACILITY has the ultimate overall authority over the Center and its grounds.
- d. FACILITY, in other reasonable ways, will assist the COLLEGE in supplying an instructional learning experience for the students of the Nursing Program.
- e. FACILITY will obtain written patient consent prior to allowing student access to medical record information or student participation in patient care.
- f. FACILITY will not be required to render any health services to the Internship students or COLLEGE faculty members.
- g. FACILITY shall owe no compensation to any students or faculty members of the COLLEGE participating in the Internship pursuant to this Agreement. FACILITY shall not charge the COLLEGE or its students any fee for the use of the FACILITY facilities, equipment or supplies.

3. SPECIFIC RESPONSIBILITIES OF THE COLLEGE

- a. The COLLEGE shall have full responsibility for the planning, development, implementation, and final evaluation of the Nursing Program, and for providing the overall supervision and instruction required pursuant to the Nursing Program.
- b. The COLLEGE shall provide qualified faculty members to coordinate through appropriate FACILITY channels the planning for the student's educational experience through observation and supervised activities for students of the Nursing Program.
- c. The COLLEGE shall comply with all existing policies of FACILITY. COLLEGE further agrees to ensure that each student participant is aware of his/her responsibility to follow, and does follow, all applicable policies, standards and practices of FACILITY, including the policies of FACILITY regarding the safeguarding of the confidentiality of health care and other proprietary and confidential information.
- d. A Program instructor/faculty of COLLEGE will participate in FACILITY orientation as required by FACILITY.
- e. Participating students shall carry mandatory health insurance coverage under the COLLEGE's health insurance program or show proof of enrollment in a comparable accident and sickness health insurance plan.
- f. The COLLEGE shall provide its own professional malpractice liability insurance coverage and general liability coverage with basic limits of \$1,000,000 combined single limit per occurrence for bodily injury and property damage and \$3,000,000 in aggregate to cover the COLLEGE and the Internship students against any loss,

damage, claims, or expense arising from activity under this Agreement. Such insurance shall be primary to any other applicable insurance and shall name Bio-Medical Applications of Indiana, Inc. d/b/a Fresenius Medical Care Wabash Valley as an additional insured. All costs of such insurance shall be borne by the COLLEGE and a certificate of insurance shall be provided to FACILITY prior to execution of this Agreement.

- g. The COLLEGE shall maintain all records of the students relevant to the Nursing Program and the Internship.
- h. All records, case histories, files and other documentation concerning patients and/or business operations of FACILITY shall be kept confidential and remain the sole property of FACILITY.

4. SPECIFIC RESPONSIBILITIES OF STUDENTS

- a. COLLEGE will ensure that students conform to all applicable FACILITY policies, programs and procedures appropriate to being in attendance at FACILITY's facility. All students must be inserviced by FACILITY in Infection Control/Bloodborne Pathogens, hazardous material communications, confidentiality of medical records, policies and procedures. Students shall conform with FACILITY's policies and procedures on safety, dress, conduct and health. Student participation under this AGREEMENT shall be permitted only when an instructor from the COLLEGE is present or under the supervision of a FACILITY nurse.
- b. Any students participating under this AGREEMENT shall at all times be agents of the COLLEGE and not employees of or agents of FACILITY. The students have no claims against FACILITY for vacation pay, sick leave, retirement benefits, or other employee benefits of any sort.
- c. Any students participating under this Agreement shall submit written objectives for their Internship experience to COLLEGE and FACILITY upon request prior to the commencement of the student's Internship hereunder.
- d. The COLLEGE shall require students to undergo appropriate health examinations prior to the commencement of the student's Internship hereunder and show proof thereof to FACILITY upon request. Evidence of Hepatitis B vaccination shall be provided to FACILITY.
- e. COLLEGE agrees, and shall cause students participating under this Agreement to agree, that such students shall be governed by the same general disciplinary regulations enforced by the COLLEGE for its on-campus students.

5. LENGTH OF AGREEMENT

- a. The term of this AGREEMENT shall be for one (1) year beginning on _____, 200_ and ending _____, 200_. Thereafter, this AGREEMENT shall renew automatically for one (1) year periods unless sooner terminated as provided herein.
- b. Either party may terminate this AGREEMENT, absent specific cause, at any time by giving thirty (30) days written notice stating the effective date of termination. Either party may terminate this AGREEMENT if the other party is in default of any of the terms of this AGREEMENT, and such default is not cured within ten (10) days after receipt of such termination notice by the defaulting party.

6. MUTUAL RESPONSIBILITIES

- c. The parties agree not to discriminate on the basis of race, creed, religion, gender, disability, national origin, ancestry, age, or sexual orientation or on any other basis prohibited by law.
- b. The parties agree to indemnify each other against and hold each other harmless from, any claim, expenses or loss based upon or arising from anything done or omitted, or allegedly done or omitted, by the COLLEGE or FACILITY, and their respective faculty, students, agents or employees in acting under this Agreement.

7. ULTIMATE AUTHORITY

Notwithstanding anything else contained in this Agreement, COLLEGE agrees that FACILITY shall have the ultimate authority to approve all facets of FACILITY's involvement in the program described in this Agreement.

8. NOTICE

Whenever, under the terms of this Agreement, written notice is required to be given by one party to the other, such notice shall be deemed to have been sufficiently given three days after mailing if mailed by certified or registered mail, return receipt requested, to such party at the following address:

To College: Illinois Eastern Community Colleges
District 529
Olney Central College
Associate Degree Nursing Program
Lincoln Trail college
11220 State Highway 1
Robinson, IL 62454
Attn: Tammy Fralicker

Bio-Medical Applications of Indiana,
Inc.
d/b/a Fresenius Medical Care Wabash
Valley
615 8th Ave
To FACILITY: Terre Haute, IN 47804

With a copy to: Bio-Medical Applications of Indiana, Inc
c/o Fresenius Medical Care North America
920 Winter Street
Reservoir Woods
Waltham, MA 02451-1457
Attn: Law Department

The undersigned, representing the institutions aforementioned, subscribe to the terms of this AGREEMENT and hereby affix their signatures.

Illinois Eastern Community Colleges
District 529, Olney Central College,
Associate Degree Nursing Program

Bio-Medical Applications of Indiana, Inc.
d/b/a Fresenius Medical Care Wabash Valley

By: _____
Its:

By: _____
Its: President, Olney Central College

By:
Its: Chairman, IECC Board of Trustees

EXHIBIT A

Description of Permitted Activities

Observation only

Bio-Medical Applications of Indiana, Inc.

INFORMED CONSENT REGARDING STUDENT PARTICIPATION

Date of Request: _____

I, _____, hereby give Bio-Medical Applications of Indiana, Inc., d/b/a Fresenius Medical Care Wabash Valley (hereinafter "FACILITY") permission to disclose my medical records or to share confidential medical information with or about my condition with the below named student nurse:

_____. This student nurse is not an employee or contractor of FACILITY and will be observing dialysis care in the facility under the supervision of FACILITY staff. Such information disclosed or shared may include the complete case history, copy of medical records and other information related to my treatment at FACILITY. This release is valid for _____ months from the date requested.

Specific information to be disclosed or shared:

Purpose of release (student internship participant).

Signature of Patient or Legal Guardian
(if legal guardian, state relationship –
e.g. parent, power of attorney, etc.)

Witness

Agenda Item #9N

Christopher Rural Health's Clay Medical Center Phlebotomy Affiliation Agreement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: Christopher Rural Health's Clay Medical Center Phlebotomy
Affiliation Agreement

IECC wishes to enter into a new affiliation agreement with Christopher Rural Health's Clay Medical Center located in Flora, Illinois.

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

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

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
OLNEY CENTRAL COLLEGE PHLEBOTOMY PROGRAM**

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 15th day of March,

by and between ILLINOIS EASTERN COMMUNITY COLLEGES,
DISTRICT #529,

Olney Central College, for its Phlebotomy Program (hereinafter referred to as
DISTRICT #529)

and Christopher Rural Health's Clay Medical Center (hereinafter referred
to as AGENCY):

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the
phlebotomy students and faculty of DISTRICT #529 for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas
related to the medical laboratory for observation and participation by the
students and faculty of the DISTRICT #529, Phlebotomy Program subject to
the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 faculty will:

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

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

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

This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job.

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.

8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of

clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

10. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.

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

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

13. An annual review of the agreement will be made each spring. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Phlebotomy Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their phlebotomy laboratory experience needed for graduation at the AGENCY.

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

AGENCY

ILLINOIS EASTERN
COMMUNITY COLLEGES
DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing &
Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of
Trustees

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

Adopted 6-2005

Agenda Item #90

Deaconess Hospital Preceptor Agreement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: Deaconess Hospital Preceptor Agreement
Evansville, Indiana

IECC wishes to enter into a preceptor agreement with Deaconess Hospital located in Evansville, Indiana.

This preceptor agreement is for the Associate Degree Nursing Program.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING PROGRAM
FCC - LTC - OCC - WVC
PRECEPTOR AGREEMENT

AMENDMENT TO AGENCY AFFILIATION AGREEMENT

This Amendment to Agency Affiliation Agreement is entered into this 11 day of January, 2007, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE, and WABASH VALLEY COLLEGE, for its Associate Degree Nursing Program, (hereinafter sometimes referred to as “District #529) and Deaconess Hospital, of Evansville, IN, (hereinafter sometimes referred to as “Agency”)

Whereas, the parties have previously entered into an Agency Affiliation Agreement,

NOW, THEREFORE, in consideration for the mutual covenants and agreements contained herein, the parties agree to the following terms and conditions for a Preceptorship Program.

1. DEFINITION OF TERMS FOR:

A. Preceptorship: A teaching/learning method in which a student is assigned to a preceptor for the purpose of experiencing individualized clinical supervision.

B. Preceptor: A registered nurse with greater than or equal to two years clinical experience with demonstrated competency who has been recommended by the supervisor nurse manager. A preceptor uses the title “Voluntary Clinical Teaching Associate for Olney Central College Associate Degree Nursing Program.” The preceptor retains ultimate responsibility for the comprehensive care of assigned clients and functions as a role model for professional practice.

C. Preceptee: A student responsible for providing nursing care to assigned clients under the supervision of an approved preceptor.

D. Faculty Liaison: A nursing instructor who collaborates with a preceptor to facilitate and evaluate student learning in clinical experiences. The nursing instructor assumes ultimate accountability for application of theory, evaluates overall student learning experience, and assigns the student’s final grade.

E. Preceptor Setting: The environment in which nursing care is delivered during preceptorship experiences.

F. Preceptorship Clinical Objectives: Desired student outcomes for a clinical experience. Clinical objectives are specified in each student's course module.

G. Educational Outcomes: The knowledge, skill, and attitudes demonstrated by the associate degree nurse as the result of associate degree nursing education. Educational outcomes encompass those competencies expected at the time of graduation as well as those anticipated after six months of practice as a registered nurse.

2. PRECEPTOR SELECTION: The nurse preceptor should be:

A. Licensed as a RN with greater than or equal to two years clinical experience with demonstrated competency.

B. Recommended by supervisor/nurse manager.

C. Willing to serve as a preceptor to students.

D. Supportive of the philosophy of the OCC-ADN Program.

3. PRECEPTOR RESPONSIBILITIES: Each preceptor shall have the following responsibilities:

A. Complete orientation as provided by District #529.

B. Supervise patient care according to clinical objectives.

C. Choose the preceptee's patient assignment based on clinical objectives.

D. Review his or her daily assignments and confer periodically with the faculty liaison regarding the complexity of nursing tasks assigned.

E. Review preceptee's daily objectives and facilitate his/her learning through selection of increasingly complex duties in order to meet clinical objectives.

F. Supervise and guide the student in the clinical area.

G. Teach patient-centered care to the preceptee.

H. Act as a role model for the preceptee by adhering to nursing policies and procedures when giving patient care.

I. Assist the preceptee in organizing and prioritizing daily patient care routines.

J. Provide feedback to the preceptee and evaluate the preceptee's progress toward fulfilling designated clinical objectives on a weekly basis.

K. Collaborate with the faculty liaison as necessary to evaluate progress and address any additional educational issues.

L. Provide written evaluation to the preceptee at mid-rotation and the end of the experience.

4. PRECEPTOR TITLE:

Voluntary Clinical Teaching Associate for

Olney Central College
Associate Degree Nursing Program

5. PRECEPTORSHIP: District #529 will ensure that its faculty will serve as liaison to Agency nurse preceptors and will:

A. Provide guidance and support to the preceptor.

B. Be responsible for student learning experiences.

6. PRECEPTOR ASSISTANCE: District #529 Nursing Faculty will:

A. Help to identify learning experiences needed for the individual student.

B. Meet with the preceptor on a regularly scheduled basis to discuss the student's progress.

C. Be available by telephone for consultation during times agreed to by the instructor and the preceptor.

D. Help with student evaluation process.

- E. Be a resource and support person in guiding the preceptor in his/her role.
- F. Assign on a weekly clinical rotation, no more than TWO STUDENTS in a clinical group to preceptors. Preceptors and students will be assigned on a 1:1 ratio.
- G. Assign the same clinical objectives as for other students.
- H. Recruit preceptors for this experience.
- I. Orient preceptors to the OCC-ADN philosophy; objectives, roles, and responsibilities.
- J. Be available to the preceptor when preceptor is working directly with the student.
- K. Be responsible for the final determination of the student's successful completion of the objectives.
- L. Collaborate with the preceptor in evaluation of the student's clinical experience.
- M. Faculty is responsible for providing the preceptor with his/her telephone number and information about where to be contacted.
- N. Student hours with preceptorship shall be no more than ten (10) hours per week.
- O. Ask students to apply for clinical areas of interest.

7. PRECEPTEE (STUDENT) RESPONSIBILITIES: Each student who enters the preceptorship program shall have the following responsibilities:

- A. Confer daily with preceptor for mutual evaluation of daily patient care activities.
- B. Accept accountability for nursing judgment and care of patient.
- C. Achieve clinical objectives at a predetermined satisfactory level.
- D. Work under the supervision of an approved preceptor with faculty functioning in a liaison role.

E. Share clinical objectives with preceptor. Failure to present and share clinical objectives indicates that the student is not prepared for clinical.

F. Ask for feedback regarding clinical performance.

G. Self-evaluate clinical experiences.

H. Present to the preceptor skills performance check-off list from OCC-ADN program at each clinical. Failure to present this list indicates that student is not prepared for clinical.

I. Students will be allowed to implement with a preceptor only nursing skills that have been satisfactorily checked off on in the campus lab. These skills will be noted on a check-off sheet that was previously signed by the nursing instructor. Students will be responsible for taking this check-off sheet with them when working with the preceptor.

J. Student must have the clinical instructor's telephone number and be able to contact them should the need arise

K. Notify instructor if assigned to a preceptor where student is also employed.

8. INSURANCE: Nursing students assigned to a preceptor will be covered by the insurance applicable to the current Agency Affiliation Agreement.

9. LIABILITY: Liability will be the same as written in the current Agency Affiliation Agreement.

In Witness Whereof, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the day and year first above written.

AGENCY:

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529, OLNEY CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

Vice President or

Director of Nursing Services

Department Head of Nursing, ADN

Associate Dean of Nursing and Allied
Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

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

Agenda Item #9P

**Crawford Memorial Hospital CNA Affiliation Agreement
Robinson**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: Crawford Memorial Hospital CNA Affiliation Agreement
Robinson

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

This new affiliation agreement is for the Certified 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 _____, 2007, 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 _____, 2007.

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 #9Q

**Springhill Medical Clinic Medical Assistant Affiliation Agreement
Terre Haute, Indiana**

Agenda Item #9Q

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: Springhill Medical Clinic Medical Assistant Affiliation Agreement
Terre Haute, Indiana

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

This new 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 _____, 2007, 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 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 _____, 2007.

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 #9R

**Jasper County Health Department Medical Assistant Affiliation Agreement
Newton**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: Jasper County Health Department Medical Assistant
Affiliation Agreement – Newton

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

This new 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 _____, 2007, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Jasper County Health Department Newton, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical medical assistant laboratory practice by students of the 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 _____, 2007.

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 #9S

**Sikorski Chiropractic Medical Assistant Affiliation Agreement
Robinson**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: Sikorski Chiropractic Medical Assistant
Affiliation Agreement – Robinson

IECC wishes to enter into a new affiliation agreement with Sikorski Chiropractic located in Robinson, Illinois.

This new 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 _____, 2007, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Sikorski Chiropractic Robinson, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical medical assistant laboratory practice by students of the 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 _____, 2007.

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 #9T

**Sarah Bush Lincoln Health System Medical Assistant Affiliation Agreement
Mattoon**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: Sarah Bush Lincoln Health System Medical Assistant
Affiliation Agreement – Mattoon

IECC wishes to enter into a new affiliation agreement with the Sarah Bush Lincoln Health System located in Mattoon, Illinois.

This new 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 _____, 2007, 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 System Mattoon, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical medical assistant laboratory practice by students of the 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 _____, 2007.

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 #9U

**Brush Creek Medical Center Medical Assistant Affiliation Agreement
Newton**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: Brush Creek Medical Center Medical Assistant
Affiliation Agreement – Newton

IECC wishes to enter into a new affiliation agreement with the Brush Creek Medical Center located in Newton, Illinois.

This new 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 _____, 2007, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Brush Creek Medical Center - Newton, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical medical assistant laboratory practice by students of the 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 _____, 2007.

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 #9V

**CVS Pharmacy Technician Affiliation Agreement
Charleston**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: CVS Pharmacy Technician
Affiliation Agreement – Charleston

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

This new 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 _____, 2007, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and _____ CVS – Charleston, IL _____ (hereinafter referred to as AGENCY).
[Identify Above: Agency, City, and State]

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

malpractice insurance prior to any assignment for practice at the AGENCY.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2007.

AGENCY

LINCOLN TRAIL COLLEGE

Pharmacy Director
Member

Pharmacy Technician Faculty

Pharmacy Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/13/06

Agenda Item #9W

**CVS Pharmacy Technician Affiliation Agreement
Lawrenceville**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: CVS Pharmacy Technician
Affiliation Agreement – Lawrenceville

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

This new 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 _____, 2007, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and CVS – Lawrenceville, IL (hereinafter referred to as AGENCY). [*Identify Above: Agency, City, and State*]

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

malpractice insurance prior to any assignment for practice at the AGENCY.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2007.

AGENCY

LINCOLN TRAIL COLLEGE

Pharmacy Director
Member

Pharmacy Technician Faculty

Pharmacy Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/13/06

Agenda Item #9X

**CVS Pharmacy Technician Affiliation Agreement
Vincennes, Indiana**

Agenda Item #9X

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2007
RE: CVS Pharmacy Technician
Affiliation Agreement – Vincennes, IN

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

This new 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 _____, 2007, 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,
IN (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 _____, 2007.

AGENCY

LINCOLN TRAIL COLLEGE

Pharmacy Director
Member

Pharmacy Technician Faculty

Pharmacy Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/13/06

Agenda Item #10

Bid Committee Report

None

Agenda Item #11

District Finance

A. Financial Report

B. Approval of Financial Obligations

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529

TREASURER'S REPORT March 31, 2007

<u>FUND</u>	<u>BALANCE</u>
Educational	\$3,293,165.14
Operations & Maintenance	\$625,219.70
Operations & Maintenance (Restricted)	\$82,901.06
Bond & Interest	\$113,984.03
Auxiliary	\$325,094.49
Restricted Purposes	(\$134,610.03)
Working Cash	\$107,166.55
Trust & Agency	\$82,074.17
Audit	\$48,600.18
Liability, Protection & Settlement	\$322,195.43
TOTAL ALL FUNDS	\$4,865,790.72

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
March 31, 2007

	ALL FUNDS
	Fiscal Year 2007
ASSETS:	
CASH	4,865,791
IMPREST FUND	21,500
CHECK CLEARING	12,000
INVESTMENTS	11,490,000
RECEIVABLES	2,298,726
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	481,046
OTHER ASSETS	446,276
TOTAL ASSETS AND OTHER DEBITS:	19,615,339
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	2,978
ACCOUNTS PAYABLE	9,929
ACCRUED EXPENSES	-
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	0
OTHER LIABILITIES	848,217
TOTAL LIABILITIES:	1,001,074
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	1,646,662
PR YR BDGTD CHANGE TO FUND BALANCE	355,134
 FUND BALANCES:	
FUND BALANCE	12,884,705
RESERVE FOR ENCUMBRANCES	3,727,764
TOTAL EQUITY AND OTHER CREDITS	18,614,265
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 19,615,339

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF March 31, 2007

ALL FUNDS

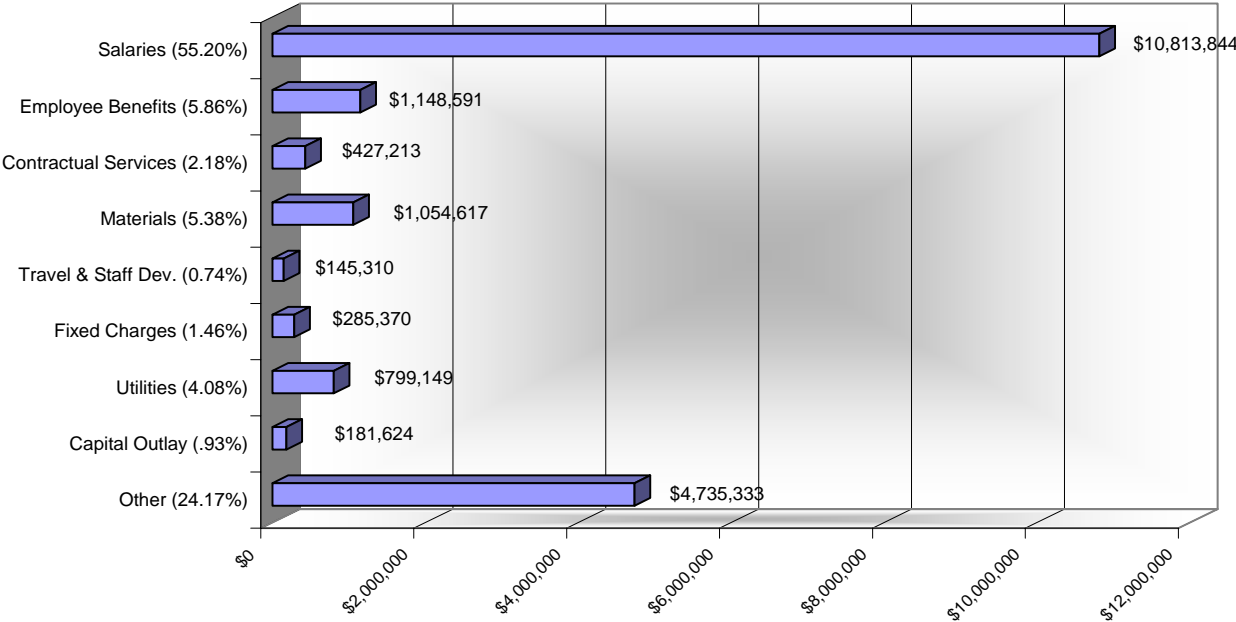
	YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	4,859,106
STATE GOVT SOURCES	10,539,277
STUDENT TUITION & FEES	11,176,176
SALES & SERVICE FEES	2,398,237
FACILITIES REVENUE	39,341
INVESTMENT REVENUE	356,071
OTHER REVENUES	53,645
TOTAL REVENUES:	29,421,853
EXPENDITURES:	
INSTRUCTION	8,275,376
ACADEMIC SUPPORT	348,986
STUDENT SERVICES	921,278
PUBLIC SERV/CONT ED	41,621
OPER & MAINT PLANT	1,907,933
INSTITUTIONAL SUPPORT	6,348,925
SCH/STUDENT GRNT/WAIVERS	4,691,379
AUXILIARY SERVICES	3,243,662
TOTAL EXPENDITURES:	25,779,160
TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0
NET INCREASE/DECREASE IN NET ASSETS	3,642,693

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Comparison Report
FY 2005 - 2007

College	Category	FISCAL YEAR 2005			FISCAL YEAR 2006			FISCAL YEAR 2007			
		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		\$1,382,220			\$1,517,447			\$1,602,218		
	Payroll		1,522,768			1,554,526			1,495,422		
	Totals	\$3,557,452	2,904,988	82%	\$3,766,654	3,071,973	82%	\$3,835,356	3,097,640	81%	75%
Lincoln Trail	Bills		1,055,396			987,887			1,047,275		
	Payroll		1,788,248			1,784,805			1,784,188		
	Totals	3,598,766	2,843,644	79%	3,515,100	2,772,692	79%	3,619,757	2,831,463	78%	75%
Olney Central	Bills		1,469,249			1,483,169			1,543,399		
	Payroll		2,998,162			3,275,015			3,335,694		
	Totals	5,502,798	4,467,411	81%	5,824,347	4,758,184	82%	6,089,119	4,879,093	80%	75%
Wabash Valley	Bills		1,421,848			1,526,655			1,609,797		
	Payroll		2,305,017			2,314,655			2,264,181		
	Totals	4,368,012	3,726,865	85%	4,510,334	3,841,310	85%	4,660,564	3,873,978	83%	75%
Workforce Educ.	Bills		1,156,554			1,517,509			1,503,094		
	Payroll		762,015			779,137			731,544		
	Totals	2,627,804	1,918,569	73%	2,837,798	2,296,646	81%	2,987,708	2,234,638	75%	75%
District Office	Bills		181,888			172,310			178,585		
	Payroll		654,401			669,202			641,257		
	Totals	1,217,781	836,289	69%	1,233,158	841,512	68%	1,240,904	819,842	66%	75%
District Wide	Bills		1,220,676			1,357,117			1,292,839		
	Payroll		466,871			522,077			561,558		
	Totals	3,551,200	1,687,547	48%	3,530,741	1,879,194	53%	3,927,100	1,854,397	47%	75%
O & M	Bills										
	Payroll										
	Totals										
GRAND TOTALS		\$24,423,813	\$18,385,313	75%	\$25,218,132	\$19,461,511	77%	\$26,360,508	\$19,591,051	74%	75%

Excludes DOC

**Illinois Eastern Community Colleges
FY2007
Operating Funds**



Illinois Eastern Community Colleges Dist. #529
 As of March 31, 2007 - \$19,591,051

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 12, 2007

RE: Personnel Report

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

INDEX

400.1. Intent to Hire Presidents

400.2. Change in Status

400.3. Leave of Absence Approved by CEO since March 20, 2007

400.4. Retirement

PERSONNEL REPORT

400.1. Intent to Hire Presidents

- A. Lincoln Trail College**
- B. Wabash Valley College**

400.2. Change in Status

A. Professional / Non-Faculty

1. Karen Bryant, Administrative Assistant, FCC, to Coordinator of Public Information and Marketing, FCC, effective June 1, 2007

400.3. Leave of Absence Approved by CEO since March 20, 2007

- A. None**

400.4. Retirement

A. Classified

1. Lyndal Hefley, Literacy Development Center Technician (GR), FCC, effective June 1, 2007

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 VIII

	Estimated Budget										
Districtwide Upgrade of Plumbing	\$67,200										
GRAND TOTAL	\$67,200		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

3/31/2007