

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**April 17, 2012**



**Location:**

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

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

*The mission of Illinois Eastern Community College District 529 is to provide excellence in teaching, learning, public service, and economic development.*

**Illinois Eastern Community Colleges  
Board Agenda**

**April 17, 2012**

**7:00 p.m.**

**Olney Central College**

1. Call to Order & Roll Call ..... Chairman Fischer
2. Disposition of Minutes ..... CEO Bruce
3. Seating of Student Board Member – Term April 2012-March 2013 ..... Bruce  
I, Logan Carlson, do solemnly swear and affirm that I will support the Constitution and Laws of the United States and the Constitution and Laws of the State of Illinois, and that I will faithfully discharge the duties of the office of Student Member of the Board of Trustees of Illinois Eastern Community College District #529 according to the best of my ability.
4. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
5. Public Comment
6. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
7. Policy First Reading (and Possible Approval) ..... Bruce
  - A. Tuition Waiver Policy 500.14
8. Policy Second Reading ..... Bruce
  - A. None
9. Staff Recommendations for Approval
  - A. Activity Fee Allocations ..... Browning
  - B. Bid Schedule ..... Browning
  - C. Energy Grant Subcontractor Agreement ..... Bruce
  - D. Revised Radiography Program Student Handbook ..... Bruce
  - E. Final April Report to NJCAA ..... Bruce
  - F. NJCAA Lincoln Trail College Decision ..... Bruce
  - G. Update of Affiliation Agreements for JRCERT Accreditation ..... Bruce
  - H. Affiliation Agreement with Richland Memorial Hospital (Medical Assistant) ..... Bruce
  - I. Affiliation Agreement with Putnam County Hospital (Medical Assistant Program) ..... Bruce
  - J. Affiliation Agreement with Good Samaritan Hospital (Health Careers Program) ..... Bruce

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

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, March 20, 2012.

(Chairman Fischer noted the absence of Secretary Harry Hillis due to illness, and sought and received unanimous consent of the Board to appoint Tara Buerster as Secretary to the Board for this meeting.)

**AGENDA #1 – “Call to Order & Roll Call”** – Chairman G. Andrew Fischer called the meeting to order at 7:00 p.m. and directed the Board Secretary to call the roll.

**Roll Call:** The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present:

John D. Brooks, Gary Carter, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson “Jr.,” Marilyn J. Wolfe. Also present was Miranda Steinman, student trustee. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

(Note: In accordance with Board of Trustees Policy No. 100.4, the student trustee shall have an advisory vote, to be recorded in the Board Minutes. The advisory vote may not be counted in declaring a motion to have passed or failed.)

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.

Matt Fowler, President of Wabash Valley College.

Mitch Hannahs, President of Lincoln Trail College.

Rodney Ranes, President of Olney Central College.

Timothy Taylor, President of Frontier Community College.

Roger Browning, Chief Finance Officer/Treasurer.

Tara Buerster, Director of Human Resources.

Chris Cantwell, Dean, Academic & Student Support Services/Chief Academic Officer.

Pamela Schwartz, Associate Dean of Institutional Development.

Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office

DOC – Department of Corrections

FCC – Frontier Community College

HLC – Higher Learning Commission

HRSA – Health Resources & Services Administration

ICCB – Illinois Community College Board

ICCTA – Illinois Community College Trustees Association

IECC – Illinois Eastern Community Colleges  
IECEA – Illinois Eastern Colleges Education Association  
IGEN – Illinois Green Economy Network  
LTC – Lincoln Trail College  
LWIB – Local Workforce Investment Board  
MSHA – Mine Safety & Health Administration  
OCC – Olney Central College  
PHS – Protection, Health & Safety  
SAN – Student Advantage Network  
SBDC – Small Business Development Center  
SURS – State Universities Retirement System  
WED – Workforce Education  
WVC – Wabash Valley College

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held Tuesday, February 21, 2012 were presented for disposition.

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

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

**#3-A. Visitors & Guests:** Visitors and guests present were recognized by President Hannahs, including Kathy Harris, Dean of Instruction; Kevin Emerick and Ilyas Salsanov.

**#3-B. IECEA Representative:** Rob Mason, President of the Illinois Eastern Colleges Education Association, was recognized.

**AGENDA #4 – “Public Comment”** – Kevin Emerick read a statement he had prepared for the Board.

**AGENDA #5 – “Reports”** –

**#5-A. Report from Trustees:** None.

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

**#5-C. Report from Cabinet:** None.

**#5-D. Special Reports:** Cora Weger and three of her students from Student Advantage Network gave the Board an update on their TRiO program.

**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. Recognition of Student Board Member Miranda Steinman:** The trustees gave special recognition to Student Trustee Miranda Steinman. Each year the students of a college within the IECC system select a member of the student body to serve as Student Trustee to the Board of Trustees. The colleges make the selection on a rotating basis. Since April 2011, Miranda Steinman from Lincoln Trail College has served as Student Trustee to the IECC Board. She has served with distinction and provided useful insights to the Board of Trustees during her tenure on the Board. Her advice and counsel is appreciated by the Board and the Administration. The Board and the administration wish Miranda Steinman success in her future endeavors and hope that she will continue to provide her insights to the Board. She will be presented with a plaque in recognition of her service to the Board of Trustees and the IECC district.

**#8-B. Identity Theft Prevention Program Status Report for 2011:** Chris Cantwell reviewed IECC’s Identity Theft Prevention Program and Status Report for 2011. Federal regulations require the district to develop and implement a written identity theft prevention program, since the district participates in and offers institutional loans to students and administers a tuition payment plan that allows qualified students to pay their tuition and fees throughout the semester. Therefore, IECC is a “creditor” and student accounts are “covered accounts” subject to the federal regulations on identity theft prevention. A district-wide Identity Theft Prevention Team was formed and includes members representing various departments and areas that work closely with all types of student accounts. The Identity Theft Prevention Team reviewed and updated the program. No major updates were made. The Team will continue to annually review the program and provide identity theft and red flag training annually with their assigned departments and areas. There were no reports regarding the detection of any red flags in 2011. The CEO recommended approval.

**Board Action:** Trustee Michael Correll made a motion to approve the Identity Theft Prevention Program Status Report for 2011 as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Campus Emergency Plans Status Report for 2011:** Chris Cantwell reviewed the revised Campus Emergency Plans. Each of the four IECC colleges have reviewed and revised their plans to provide an organized plan to facilitate the safety of their students, faculty and staff. The plans outline each of the college’s procedures for managing major emergencies and incidents that may threaten the health, safety and welfare of the campus community or

disrupt its programs and activities. Each plan contains the following information: Plan Approval, Record of Change and Distribution List, Emergency Contact List, College Map and Building Directory, Emergency Response Situations and Program Requirements, and First Aid Kits and AED Locations.

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

**#8-D. IECC Strategic Plan for 2012-2016:** Pam Schwartz reviewed the IECC Strategic Plan for 2012-2016, which was developed through a district-wide process which identified critical focus areas, established strategic goals and objectives, and developed actions and activities to achieve these objectives. The plan established targets and indicators to measure success and ensure the Plan's ongoing review and renewal. The purpose of IECC's Strategic Plan is to prepare for the future, prioritize issues, and create strategies that will allow the District to successfully meet its mission to provide excellence in teaching, learning, public service, and economic development. The plan will be continually reviewed and a Strategic Plan Status Report will be created which will report on progress, accomplishments, and challenges as IECC makes progress toward the District's strategic goals and sets new goals for the future. The CEO recommended approval.

**Board Action:** Trustee Gary Carter made a motion to approve the IECC Strategic Plan for 2012-2016 as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. 403(b) Plan Review:** Roger Browning presented the annual report of the IECC 403(b) plan. Three years ago, the District chose "The Standard" as custodian of an approved 403(b) program for the employees of the District. The 403(b) program has just completed its third calendar year and The Standard provided a Plan Review covering the period January 1, 2010, through December 31, 2011. At the end of the third year, the plan had assets of \$911,802. Calendar year 2011 was a volatile year for stock market pricing. Because IECC's plan stresses diversification and automatic rebalancing, market impact was minimized. The average return on investment within the plan was -2.7%. The plan currently has 96 active participants. The CEO recommended acceptance of the annual report of the IECC 403(b) Plan as presented.

**Board Action:** Trustee Brenda Culver made a motion to accept the annual report of the IECC 403(b) Plan as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe.

Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. NJCAA Report:** The March Report to the National Junior College Athletic Association was reviewed. On January 31, 2012, the National Junior College Athletic Association (NJCAA), in a Letter of Findings, asked that Lincoln Trail College submit progress reports in February and March about changes to the basketball program at Lincoln Trail College. A final report is due April 1st. The March report to the NJCAA indicated that the District has completed the audit of the Lincoln Trail College athletic programs, developed financial tracking of dorm receipts, drafted a procedure for educating college staff and booster members on NJCAA rules, and made progress on the development of a handbook for college coaches and staff relative to NJCAA rules. The Board also hired Zack Loll as the District's Compliance Coordinator. The March report indicates the District's on-going progress on the NJCAA findings and the program improvements for oversight of the basketball program at Lincoln Trail College. The March report was submitted to the NJCAA on March 15th. The CEO recommended approval of the report as submitted.

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

**#8-G. Report on LTC Athletic Programs:** Pursuant to a January 31, 2012 request by the National Junior College Athletic Association (NJCAA), Kevin Williams, CPA, was engaged to conduct a review of athletic programs at Lincoln Trail College. Mr. Williams completed his work and submitted his report on March 14, 2012. The report was presented and discussed by the Administration and Board. The CEO recommended approval.

**Board Action:** Trustee Gary Carter made a motion to approve Kevin Williams' report on his review of athletic programs at LTC as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-H. Affiliation Agreement with Crawford Memorial Hospital – Basic Nurse Assistant:** IECC wishes to enter into a new affiliation agreement with Crawford Memorial Hospital, located in Robinson, Illinois. This affiliation agreement is for the LTC Basic Nurse Assistant Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee John Brooks made a motion to approve the affiliation agreement for the Basic Nurse Assistant Program with Crawford Memorial Hospital, Robinson, Illinois, as

recommended. Student Trustee Miranda Steinman seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-I. Affiliation Agreement with Seagoville Hospital – Medical Office Assistant:** IECC wishes to enter into a new affiliation agreement with Seagoville Hospital, located in Seagoville, Texas. This affiliation agreement is for the OCC Medical Office Assistant Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee John Brooks made a motion to approve the affiliation agreement for the Medical Office Assistant Program with Seagoville Hospital, Seagoville, Texas, as recommended. Student Trustee Miranda Steinman seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-J. Affiliation Agreement with Jasper County Health Department – Certified Medical Assistant:** IECC wishes to enter into a new affiliation agreement with the Jasper County Health Department, located in Newton, Illinois. This affiliation agreement is for the LTC Certified Medical Assistant Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee John Brooks made a motion to approve the affiliation agreement for the Certified Medical Assistant Program with the Jasper County Health Department, Newton, Illinois, as recommended. Student Trustee Miranda Steinman seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-K. Affiliation Agreement with Lawrence County Hospital – Certified Medical Assistant:** IECC wishes to enter into a new affiliation agreement with the Lawrence County Hospital, located in Lawrenceville, Illinois. This affiliation agreement is for the LTC Certified Medical Assistant Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee John Brooks made a motion to approve the affiliation agreement for the Certified Medical Assistant Program with the Lawrence County Hospital, Lawrenceville, Illinois, as recommended. Student Trustee Miranda Steinman seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe.

Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #9 – “Bid Committee Report”** – The Bid Committee presented the following recommendations and the CEO recommended approval:

**A. Lincoln Trail College**

1. 2011 or Newer 12-Passenger Van

The Bid Committee recommended acceptance of the low bid that meets all specifications from Morrow Brothers Ford, Greenfield, Illinois, for a new 2012 Ford E350 12-Passenger Van for a total bid of \$23,980.00.

Source of Funds: Carryover (Education Fund).

Department: College-Wide.

**Board Action:** Trustee Gary Carter made a motion to accept the foregoing recommendation of the Bid Committee for purchase of a 12-Passenger Van as outlined. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #10 – “District Finance”** – The following district financial matters were presented:

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of February 29, 2012.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for March 2012, totaling \$840,889.78, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for March 2012, in the amounts listed, and payments from the revolving fund for February 2012. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “Chief Executive Officer's Report”** – CEO Terry L. Bruce Presented an informational report on the following topics:

1. Graduation Assignments: Board of Trustees will participate in college commencement exercises as follows: Marilyn Wolfe at FCC, Michael Correll and John Brooks at LTC, Gary Carter at OCC, Andrew Fischer and William Hudson at WVC. (Brenda Culver

will be unable to serve at graduation this year because of a conflict with graduation of a grandson.)

2. Update on Pension System.

3. Update on Insurance Program for retirees in the College Insurance Plan and Teachers Insurance Plan.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, February 21, 2012.

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

#### **400.1. Retirements**

##### A. Faculty

1. Linda Kolb, Early Childhood Education, effective May 12, 2012.

##### B. Administrative

1. Cindy Walls, Director of Business, WVC, effective July 1, 2012.

##### C. Classified

1. Betty Hocking, Office Assistant, WVC, effective June 30, 2012.

2. Cindy Kruse, Administrative Assistant to the Dean, WVC, effective June 1, 2012.

3. Barbara Minniear, Office Assistant, WVC, effective July 1, 2012.

#### **Personnel Report Addendum**

#### **400.2. Employment of Personnel**

##### A. Administrative

1. Reilly (Ackerman) Baumgart, Director of Business WVC, effective April 2, 2012.

**#14-A. Board Action to Amend Personnel Report:** Student Trustee Miranda Steinman made a motion to amend the Personnel Report, to add an addendum containing Section 400.2, as recommended. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

**#14-B. Board Action to Approve Amended Personnel Report:** Student Trustee Miranda Steinman made a motion to approve the amended Personnel Report as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #15 – “Litigation”** – None.

**AGENDA #16– “Other Items”** – None.

**AGENDA #17 – “Adjournment”** – Trustee Marilyn Wolfe made a motion to adjourn. Student Trustee Miranda Steinman seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned.

Approved:     Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Seating of Student Board Member**

**Agenda Item #4**

**Recognition of Visitors and Guests**

**A. Visitors and Guests**

**B. IECEA Representatives**

**Agenda Item #5**

**Public Comment**

**Agenda Item #6**

**Reports**

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

***Agenda Item #7***

**Policy First Reading (and Possible Approval)**

**Tuition Waiver Policy 500.14**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 17, 2012  
RE: Unemployed Tuition Waiver – Policy 500.14

Beginning with the 2009-2010 Academic Year, IECC admitted unemployed individuals' tuition free to classes at the colleges. Several restrictions applied to this tuition waiver. The tuition waiver was extended to include the 2010-2011 academic year and was not further extended.

During the 2009-2010 academic year, there were several individuals who took advantage of this tuition waiver. However, during the 2010-2011 there were no applicants for this tuition waiver. I request the removal of this tuition waiver from Student Personnel Policy 500.14.

TLB/rs

Attachment

## STUDENT PERSONNEL - 500

### **Tuition Waiver (500.14)**

Date Adopted: November 17, 1998

Revised: July 19, 2005

Revised: May 15, 2007

Revised: April 21, 2009

Revised November 17, 2009

Revised November 16, 2010

Revised April 4, 2012

A. Senior Citizens: Tuition is waived for residents of the District who are 60 years or older. Non-credit course fees are not waived.

B. Full-Time Employees: It shall be the policy of the Board of Trustees that tuition shall be waived for all full-time employees (current or SURS qualified retirees) of the District and members of their immediate family. Members of the immediate family shall be defined as the spouse and dependents of full-time employees who are under 24 years of age, not married, and currently reside in-district with either one or both parents, one of which is a full time employee. However, a spouse or dependent who has been convicted of criminal conduct that would threaten staff or student health, welfare, or safety; or who was discharged for cause from district employment, shall not be entitled to a tuition waiver.

In the event of a full-time employee's death during their active employment with IECC, their dependents will be given a waiver of in-district tuition to be used during their college career if they are under 24 years of age, not married and currently reside in district. A spouse of a deceased full-time employee must use their tuition waiver within 6 years of the date of the death of the full-time employee.

C. Part-time Non-Faculty Employees: Part-time non-faculty employees working 10 hours or more per week may be given an in-District tuition waiver for one class per semester, up to a maximum of 3 credit hours per semester. This tuition waiver does not apply to work-study students.

D. Part-time Faculty: Part-time faculty employed to teach at least 3 load hours for the semester in which the waiver is granted may be given an in-District tuition waiver for one class per semester, up to a maximum of 3 credit hours per semester.

E. Tuition Cap – Tuition will be waived for credit hours taken over 19 per semester. This policy does not apply to International Students.

F. After 6 p.m.; before 6 p.m. Waiver: Effective Summer Semester 2010, tuition of \$20.00 per semester hour will be charged for students enrolled in four semester hours or less per semester if the course(s) begins after 6 p.m. Tuition of \$20.00 per semester hour will be charged for students enrolled in four semester hours or less before 6 p.m. if the student works a night shift on a full-time basis.

G. Discretionary Tuition Waivers: Other types of tuition waivers may be granted at the recommendation of the President of the college with approval of the Chief Executive Officer or his designee.

~~H. Unemployed Tuition Waiver: Tuition will be waived for unemployed residents of District 529 during the 2010-2011 academic year on a space-available basis subject to the following conditions and appropriate documentation:~~

~~\* be considered a resident of District 529;~~

~~\* meet all college requirements for admission and enrollment;~~

~~\* have been in the labor market (full-time employment) for at least two of the last three years;~~

~~\* be receiving unemployment benefits, in receipt of a layoff notice, or have exhausted their unemployment benefits during the last 12 months;~~

- \* ~~be enrolled in a minimum of six semester hours;~~
- \* ~~complete an Unemployed Tuition Waiver Form; and~~
- \* ~~complete and submit a Free Application for Federal Student Aid (FAFSA) within two weeks of enrollment.~~

~~This waiver is for tuition only and does not cover textbooks, course supplies, or other applicable fees. This tuition waiver is offered only if federal and/or state financial aid or other tuition assistance resources do not cover tuition costs.~~

~~This tuition waiver is for a maximum of 36 semester hours of credit towards a certificate program which can be completed in 12 months. Enrollment must be completed within five calendar days after the first day of class.~~

**Agenda Item #8**

**Policy Second Reading**

**None**

**Agenda Item #9**

**Staff Recommendations for Approval**

**Agenda Item #9A**

**Activity Fee Allocations**

MEMORANDUM

TO: Board of Trustees  
FROM: Roger Browning  
DATE: April 17, 2012  
RE: FY13 Activity Fee 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 FY13. There are minimal changes from last year's recommendations. 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 #9B**

**Bid Schedule**

MEMORANDUM

TO: Board of Trustees  
FROM: Roger Browning  
DATE: April 17, 2012  
RE: FY2013 Bid Schedule

Each year the Board is asked to approve a District wide bid schedule.

This bid schedule allows the District to plan, consolidate, and effectively manage the purchase of high cost items. Rather than purchasing these high cost items intermittently throughout the year, the District receives better pricing if large cost items are grouped together and purchased at designated times. Attached is the recommended bid schedule for FY2013.

Mr. Chairman, I request approval of the FY2013 Bid Schedule.

RB/cr

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**DISTRICT WIDE**

**BID SCHEDULE**

**FY2013**

	IECC CATALOGS (AS REQUIRED) COMPUTERS (as needed), SOFTWARE PROJECTORS OFFICE SUPPLIES OP. & MAINT. EQUIP & SUPPLIES			INSTRUCTIONAL EQUIPMENT (Technical & Transfer)	COPIERS (as needed)			COMPUTERS (as needed), PROJECTORS				
	July 2012	Aug 2012	Sept 2012	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	April 2013	May 2013	June 2013
Requisitions/Specifications due in CFO's office no later than:**	<b>JUNE 1</b>			<b>SEPT 7</b>	<b>OCT 5</b>			<b>JAN 4</b>				
Bids due from vendors: (Bid Opening)	<b>JUNE 29</b>			<b>SEPT 28</b>	<b>OCT 26</b>			<b>JAN 25</b>				
Bid recommendations due into CFO's office no later than:	<b>JULY 6</b>			<b>OCT 5</b>	<b>NOV 2</b>			<b>FEB 1</b>				
Board meeting dates:	<b>JULY 17</b>			<b>OCT 16</b>	<b>NOV 20</b>			<b>FEB 19</b>				
PO mailed, if approved:	<b>JULY 18</b>			<b>OCT 17</b>	<b>NOV 21</b>			<b>FEB 20</b>				

3/19/2012

\*\*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 #9C**

**Energy Grant Subcontractor Agreement**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 17, 2012  
RE: Energy Grant Subcontractor Agreement

Community colleges within the Illinois community college system created the Illinois Green Economy Network (IGEN). In August of 2011, IGEN was awarded a \$2.5 million dollar grant to develop state wide initiatives to achieve cost effective energy efficient improvements and to increase energy efficiency technology training across the multiple campuses within Illinois.

This grant is an innovative partnership between the Department of Commerce and Economic Opportunity and Illinois community colleges. Six utility service areas were created and now IGEN is required to obtain signed agreements with each participating college. An intergovernmental agreement, a selection notice\notice to proceed form, and an energy grant subcontractor agreement has been developed.

As the program is developed, the District will be receiving grants from IGEN for energy efficiency programs and energy efficiency training programs.

I ask the Board's approval of this Energy Grant Subcontractor Agreement.

TLB/rs

Attachment

**IGEN SUBCONTRACTOR AGREEMENT FOR**  
**DCEO PUBLIC SECTOR ENERGY EFFICIENCY GRANTS**

This Subcontractor Agreement (hereafter referred to as “Agreement”) is made and entered into between Southwestern Illinois College District 522, 2500 Carlyle Avenue, Belleville, IL 62221 (hereinafter referred to as “SWIC”) as fiscal agent for the Illinois Green Economy Network (hereinafter referred to as "IGEN") and **Illinois Eastern Community Colleges, District 529**, 233 East Chestnut, Olney, IL 62450 and (hereinafter referred to as the “Subcontractor” or “ILE”).

In consideration of the covenants and condition hereinafter set forth, SWIC and the Subcontractor agree to the following:

**1. Subcontractor Services**

Subcontractor shall perform all required services as part of the Public Sector Energy Efficiency Grants (hereinafter referred to as “Grants”) between IGEN/SWIC and the Illinois Department of Commerce and Economic Opportunity (hereinafter referred to as “DCEO”) as follows:

12-290002 Ameren Gas  
12-410002 Ameren Electric

The Subcontractor, as a sub-grantee, agrees to fully perform and comply with all duties imposed upon IGEN/SWIC as grantee under the applicable Grants with respect to activities undertaken or performed at ILE, to abide by all terms and conditions of the Grants and to work collaboratively and cooperatively with the IGEN Administrative Team and SWIC so that all Grants obligations are met in a timely manner.

The Subcontractor agrees to work with IGEN Administrative Team to develop and pursue opportunities for the expenditure of these funds in line with IGEN goals. Subcontractor must be a current member of IGEN and be up to date on payment of dues.

IGEN/SWIC received these Grants to develop and coordinate two complementary statewide programs to (1) reduce energy use across the Illinois community college sector and (2) provide energy efficiency and green technology training opportunities to community college staff and students, and business partners from all sectors to promote the reduction of electric and gas usage across the state.

The **Illinois Community College Targeted Energy Savings** (hereinafter referred to as “ICCTES”) program is an effort to achieve cost-effective energy-efficiency improvements through group energy equipment procurement by multiple colleges within the Illinois community college system. Energy-efficiency improvement projects will concentrate on a combination of

energy saving measures in an attempt to deliver, collectively, a 10% reduction in electricity and 8% reduction in gas demand over a period of three years for participating colleges.

The **Illinois Community College Targeted Energy Management Training** (hereinafter referred to as “ICCTEMT”) program provides funding to participating colleges to identify, develop and implement multiple energy management job training opportunities through a variety of online and classroom educational workshops, professional development opportunities, technical assistance seminars, behavior change awareness campaigns, and energy conferences.

These Grants programs will strengthen the capacity of the Illinois community colleges to:

1. Produce measurable electricity and gas savings
2. Create a culture of energy efficiency and energy awareness by making energy conservation a formal institutional priority with top-level college leadership buy-in and engaging large numbers of college staff and students to adopt a variety of energy-efficient practices and behaviors
3. Demonstrate how a targeted sector approach – which blends energy education and training, infrastructure improvements, behavioral change and institutional policy change – can produce measurable and sustainable energy efficiency improvements
4. Leverage the resources of the Illinois community college system to raise the level of energy efficiency literacy throughout Illinois by marketing the importance of energy conservation training and implementation to a large proportion of the more than one million people who utilize community colleges each year, and
5. Lead workforce development training for energy efficiency by developing energy-saving campus demonstration projects

**Required Project Deliverables to Receive Reimbursement**  
**(Appropriate Documentation Required)**

(1) To participate in the ICCTES program, colleges agree to the following deliverables:

- Establish a formal commitment to achieve a 10% energy reduction target within 3 years
- Provide current and professional-level energy use assessments for your campus
- Work with IGEN consultants to identify and select cost-effective energy savings measures and energy equipment that will provide the greatest energy savings and highest return on investment for upgrades on their campuses
- Actively participate in a collaborative ICCTES Energy Efficiency Group Purchasing Taskforce (EEGPT) to form processes for selecting energy saving measures and equipment projects, develop detailed RFP’s that meet requirements for multiple colleges, and assist with the group procurement and delivery of energy equipment

- Meet timelines for prompt installation
- Cover at least 25% of the total cost of their approved project (college agrees to cover 100% of in-house labor costs, which can count toward the 25% match)
- The maximum project award for each college is 75% of project costs up to \$300,000
- Provide any project data or documentation for reporting requirements
- Enable an energy consultant to visit each site to verify that all energy saving measures have been installed and completed

(2) To participate in the ICCTEMT program, colleges agree to the following deliverables:

- Work with IGEN Administrative Team, IGEN consultants and each other to:
  - a. develop partnerships and training events with local, state and regional energy organizations
  - b. coordinate scheduling and logistics to provide a coordinated statewide program
  - c. minimize training event duplications, reduce competition across colleges
  - d. identify and implement effective marketing strategies and recruitment efforts
- Select and provide contact information for community college ICCTEMT liaisons who will manage promotional efforts and program reporting for the college
- Provide timely reporting data such as total number of participants for each energy training and copies of promotional materials (marketing brochures, flyers, press releases)
- Administer training event surveys prior to each training event, and six months after each event to identify if participants integrated energy management content into their work
- Recruit college staff and students, and business partners from all sectors to participate in Targeted, Prescriptive or Custom Trainings (see additional requirements below)
- Monitor and publicize the list of trainings within each category that will be provided and updated on the IGEN website

To be eligible for Grants reimbursement, colleges that commit to hosting or participating in Targeted, Prescriptive or Customized training sessions must (if applicable to type of training program):

- Identify a point person at the college to serve as IGEN liaison for program coordination, promotional outreach to prospective participants and communications with the IGEN Administrative Team
- For Targeted Trainings, colleges must submit an “Intent to Participate” form to the IGEN Administrative Team and be granted approval prior to the event
- Choose the appropriate training opportunities offered for their college staff and partners
- Identify and facilitate hiring of appropriate organizations or trainers to provide the training subject matter

- Coordinate scheduling and marketing with IGEN Administrative Team and consultants
- Distribute online registration link (provided by the IGEN Administrative Team) to potential attendees
- Market trainings held at your college to faculty, staff and students at your college and at a minimum of 3 other college districts in your region
- Work closely with partner colleges to distribute mailings and marketing materials about the event and recruit regional business partner participants
- Supply adequate facility meeting space and accommodations to implement all aspects of the training event at their facilities including, but not limited to:
  - offering instructor support
  - providing audio/visual projection equipment and screen (for PowerPoint delivery)
  - providing an internet connection (access code, etc.) for the trainers
  - assisting with participant registrations
  - obtaining supplies and materials
  - printing workshop handouts
  - submitting participant grades
  - distributing Certificates of Completion (if applicable)
  - completing program evaluations
- Create an environment to enable successful completion of training events by participants
- If applicable, provide light morning (coffee, fruit and/or rolls), lunch or afternoon refreshments (water, light snack)
- Distribute, administer, and return to IGEN Administration Team any on-site evaluation surveys
- Provide recordkeeping services (including, but not limited to, tracking and reporting expenses and taking attendance on the day of the session)
- Submit the appropriate documentation for reimbursement after the event completion

## **2. Reporting/Accountability**

Subcontractor will report all necessary fiscal activity data, information and reports to the IGEN Administrative Team or to SWIC in a timely fashion so that all necessary reporting requirements can be achieved. Subcontractor shall maintain all required reports for a period to be determined by SWIC, but no shorter than four (4) years in accordance with the Grant.

## **3. Period of Performance/Funding**

Subcontractor shall commence activities on August 1, 2011 and shall continue work through May 31, 2012. Subcontractor is not authorized to perform any additional work beyond the performance period set forth unless such period is extended by written modification to this Agreement.

#### **4. Subcontractor Award Amount and Compensation**

In consideration of the Subcontractor's responsibilities under this Agreement, IGEN/SWIC, as the grantee, agrees to provide the Subcontractor with reimbursement funding for (1) the purchase of energy efficient equipment, materials and/or installation by an independent contractor to be used or installed as part of the ICCTES Program and scope of work, and/or (2) training, workshops and conferences, directly related to the ICCTEMT Program and scope of work.

Required project deliverables for reimbursement eligibility are listed in Section 1 above. For each individual project or program that the Subcontractor chooses to participate in, IGEN will issue the Subcontractor a Selection Notice/Notice to Proceed (for ICCTES projects) or a Notice of Award (for ICCTEMT programs). The amount of funding provided to Subcontractor for each project or program under (1) or (2) above will be determined jointly by the Subcontractor and the IGEN Administrative Team. Sample documents are provided in Attachment A.

Reimbursement payments to the Subcontractor will be subject to IGEN Administrative Team **pre-authorization** and DCEO funding provisions. To trigger reimbursement payments, the Subcontractor shall submit a Subcontractor Invoice and related documentation to the IGEN Administrative Team by utilizing the IGEN On-Line Reporting Database. Invoices should be submitted by the 15<sup>th</sup> of each month for the prior month expenses. Invoices not received by the 15<sup>th</sup> will not be processed until the following month. For expenses to qualify for reimbursement, the Subcontractor must meet related reporting requirements, including all required deliverables and records, any supporting documents, and proof-of-purchase documents for all project expenses noted in the Grant between IGEN/SWIC and DCEO.

Please note for the ICCTES program there is an additional requirement that all Purchase Orders dispatched by the Subcontractor for equipment, materials and/or installation by an independent contractor be submitted to IGEN Administrative Team immediately upon being dispatched. This will be used to request the drawdown of funds from DCEO which will allow for timely reimbursement payments to the Subcontractor upon invoice submission.

Proof-of-purchase documents include payroll and employee benefit registers for personnel costs (including in-kind match for installation of equipment and materials by college employees), purchase orders, vendor invoices, and copies of cancelled checks or a formal document that traces expenditures directly to the Subcontractor and vendor's accounting records.

The Subcontractor must ensure that grant funds are expended in accordance with the following principles: (I) grant expenditures should be made in accordance with generally accepted sound, business practices, arms-length bargaining, applicable federal and state laws and regulations; (ii) grant expenditures should conform to the terms and conditions of this Agreement; (iii) grant

expenditures should not exceed the amount that would be incurred by a prudent person under the circumstances prevailing at the time the decision is made to incur the costs; and (iv) grant accounting should be consistent with generally accepted accounting principles.

## **5. Conflict of Interest**

The Subcontractor represents that it is free to enter into this Agreement and that this engagement does not violate the terms of any agreement between the Subcontractor and any third party. Furthermore, the Subcontractor, in rendering its duties shall not utilize any invention, discovery, development, improvement, innovation or trade secret in which it does not have a proprietary interest. During the terms of this Agreement, the Subcontractor shall devote as much of its productive time, energy, and abilities to the performance of its duties hereunder as is necessary to perform required duties in a timely and productive manner. The Subcontractor is expressly free to perform services for other parties while performing services for IGEN/SWIC; however, such other work will not interfere with, excuse or inhibit the Subcontractor from the timely completion of all duties required by this Agreement and the underlying Grant.

Subcontractor agrees to comply with the provisions of the Illinois Purchasing Act prohibiting conflict of interest (30 ILCS 505/11-through 11-5), and all the terms, conditions, and provisions of those Sections apply to this contract and are made a part of this Contract the same as though they were incorporated and included herein.

## **6. Covenants of Subcontractor**

All experts, consultants or employees of the Subcontractor who are employed by the Subcontractor to perform work under this Agreement are not employees of SWIC. Subcontractor alone is responsible for their work, direction, compensation and personal conduct while engaged under this Agreement. Nothing in this contract shall impose any liability or duty on IGEN/SWIC or DCEO for the acts, omissions, liabilities or obligations of the Subcontractor or any person, firm, company, agency, association, corporation or organization engaged by the Subcontractor as expert, consultant, independent contractor, specialist, trainee, employee, servant, or agent.

The Subcontractor shall be solely responsible for all physical injuries or death to its agents, servants, or employees or to any other person or damage to any property sustained during its operations and work on the project under this Agreement resulting from any act of omission or commission or error in judgment of any of its officers, trustees, employees, agents, servants, or independent contractors, and shall hold harmless and indemnify IGEN/SWIC or DCEO from liability upon any and all claims for damages on account of such injuries or death to any such person or damage to property on account or any neglect, fault or default of the Subcontractor, its officers, trustees, employees, agents, servants, or independent contractors. The Subcontractor shall be solely responsible for the safety and protection of all of its employees.

## **7. Independent Contractor Status**

The Subcontractor and SWIC agree that the Subcontractor is an independent contractor and not an employee of SWIC. In accordance with such status as independent contractor, Subcontractor covenants and agrees that neither it nor its employees or agents will hold themselves out as, nor claim to be officers or employees of SWIC by reason hereof, and that they will not by reason hereof, make any claims, demands or applications to or for any privilege applicable to an employee of SWIC.

## **8. Assignment**

The Subcontractor shall not assign, transfer, convey or otherwise dispose of this Agreement or of Subcontractor's rights, obligations, duties, in whole or in part, or of its right to execute it, or its right, title or interest in it or any part thereof, or assign by power of attorney or otherwise, any of the monies due or to become due under this Agreement, unless the prior written consent of the IGEN/SWIC shall be obtained. Any such assignment, transfer, conveyance or other disposition without such consent shall be void.

Failure of the Subcontractor to obtain any required consent to any assignment, shall be cause for termination for cause, at the option of IGEN/SWIC; and if so terminated, IGEN/SWIC shall thereupon be relieved and discharged from any further liability and obligation to the Subcontractor, its assignees or transferees, and all monies that may become due under the Agreement shall be forfeited to IGEN/SWIC except so much thereof as may be necessary to pay the Subcontractor's employees.

## **9. Termination for Cause or State Funding**

This Agreement can be terminated for cause by either party with a fifteen (15) day written notice previous to the intended termination. Cause is a failure to comply with the requirements set forth in the Scope of Work, Program Terms and Conditions, or as directed by the IGEN Administrative Team or SWIC. The Agreement can also be terminated due to lack of state funding/reimbursement during the project period. The Grantee will inform the Subcontractor immediately of any state funding issues when informed by DCEO. In such event, the Subcontractor shall be paid allowable costs up to and including date of termination or such reasonable part of his fee as shall apply to services properly performed hereunder prior to the date of such postponement, suspension or termination. Such postponement, suspension or termination shall not give rise to any claims or cause of action against SWIC or IGEN for damages or for other or extra remuneration.

## **10. Antitrust**

The Subcontractor has not, within a three (3) year period preceding this Agreement, been convicted of or had a civil judgment rendered against if for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or Agreement under a public transaction, violation of Federal or State Antitrust Statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement of receiving stolen property.

The Subcontractor is not presently indicted or criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated above.

## **11. Default**

The Subcontractor has not within a three (3) year period preceding this Agreement had one or more public transactions (Federal, State or Local) terminated for cause or default.

## **12. Choice of Law**

The laws of the State of Illinois shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the parties hereto.

## **13. Records Retention**

SWIC is accountable for all funds received under the Grant. The Subcontractor along with SWIC, shall maintain, for a minimum of four (4) years following DCEO's most recently issued written approval of all required close-outs adequate books, records, and supporting documents, including digital and electronic data, to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the Agreement.

All books, records and supporting documents related to this Agreement shall be available for inspection and audit by DCEO, the Office of Inspector General, the Auditor General of the State of Illinois, or any of their duly authorized representative(s), and the Subcontractor agrees to fully cooperate with any audit performed by the Auditor General or DCEO.

## **14. Final Invoice**

The Final Invoice shall be submitted by the Subcontractor within fourteen (14) days of the expiration of this Agreement, unless another time period is agreed upon between the parties. If the Final Invoice is not received within fourteen (14) days of expiration or the agreed upon date of submission, it may be processed at the sole discretion of SWIC.

## **15. Notification**

The Subcontractor agrees to notify SWIC immediately upon knowledge of any material facts or circumstances that may impede the progress of the Agreement. A failure to notify SWIC will

relieve SWIC of any duty to give notice of termination required herein, and relieve SWIC of any other obligation imposed by this Agreement. SWIC also retains all its remedies at law in the event of a breach of contract.

The Subcontractor's Federal Taxpayer Identification Number is \_\_\_\_\_  
(FEIN NO.).

The Subcontractor is doing business as (please check):

- |   |  |
|---|--|
| <input type="checkbox"/> Individual                     | <input type="checkbox"/> Real Estate Agent                         |
| <input type="checkbox"/> Sole Proprietorship            | <input type="checkbox"/> Governmental Entity                       |
| <input type="checkbox"/> Partnership                    | <input type="checkbox"/> Tax Exempt Organization (IRC 501(a) only) |
| <input type="checkbox"/> Corporation                    | <input type="checkbox"/> Trust or Estate                           |
| <input type="checkbox"/> Not-for-Profit Corporation     | <input type="checkbox"/> Provider Corporation                      |
| <input type="checkbox"/> Medical & Health Care Services |  |

IN WITNESS WHEREOF the undersigned have executed this agreement as of the day and year first written below. The parties hereto agree that facsimile signatures shall be effective as if originals.

Southwestern Illinois College  
Community College District No. 522

Illinois Eastern Community Colleges  
Community College District No. 529

BY: \_\_\_\_\_  
Signature

BY: \_\_\_\_\_  
Signature

NAME: \_\_\_\_\_  
Printed Name

NAME: \_\_\_\_\_  
Printed Name

TITLE: \_\_\_\_\_  
Printed Title

TITLE: \_\_\_\_\_  
Printed Title

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Agenda Item #9D**

**Revised Radiography Program Student Handbook**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 17, 2012  
RE: Radiography Program Handbook

The Radiography faculty and President Rodney Raney have developed needed changes to the OCC Radiography Program Handbook.

Changes include changed student assessment and learning outcomes plan, physical exam, drug screen and immunization changed, revised the organizational structure, updated contact information for faculty, added social networking policy, required the voluntary declaration of pregnancy, complied with the campus emergency plan, updated the LRC section, added clinical affiliate section, added a section on safety guidelines, revised required conduct in a clinical affiliate, required a radiation and safety exposure badge, revised the roll of the radiologic technologist and clinical instructor to meet standards of accreditation, and added a professional behavior section.

I recommend approval of the revised Radiography Program Handbook.

TLB/rs

Attachment



**OLNEY CENTRAL COLLEGE**

**RADIOGRAPHY PROGRAM HANDBOOK**

**2012-2013**

Some information in this publication may become outdated due to changes in Board of Trustees Policy, state law, and radiography program guidelines. In such instances current board policy, state law, and radiography program guidelines will prevail.

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## INTRODUCTION

Welcome to the Illinois Eastern Community Colleges – Olney Central College Radiography Program. It is important that you read the college catalog and this handbook, since you will be expected to adhere to the policies and guidelines found in these documents. The College reserves the right to change policies and guidelines as needed to facilitate program and student outcomes. Should changes occur, you will be informed as you progress through the program.

The Olney Central College Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. JRCERT Standards can be viewed at <http://www.jrcert.org>.

Students who successfully complete the Olney Central College Radiography Program and who are in compliance with the American Registry of Radiologic Technologists (ARRT) Standards of Ethics are eligible to sit for the ARRT Primary Certification Examination.

<https://www.arrt.org/index.html>

It is our desire to help you meet your educational goals. It is our commitment that you receive quality education while enrolled in the radiography program.

---

*Tammy Fralicker, MS, RN  
Associate Dean of Nursing and Allied Health*

---

*Carol Kocher, MS, R.T. (R) (M)  
Radiography Program Director*

## ***Preface***

*These guidelines have been prepared to assist Olney Central College Radiography students in successfully completing the Associate in Applied Science Degree in Radiologic Technology. Thorough understanding of the curriculum, policies, and standards within the program are essential. The following guidelines are subject to renewal and revision by the Radiologic Technology faculty and approval of the Associate Dean of Nursing and Allied Health.*

**SECTION I**  
**PROGRAM OF LEARNING**

- **Program Mission Statement**
- **Program Goals**
- **Student Learning Outcomes**
- **Educational Outcomes**
- **Radiography Curriculum**

## **RADIOGRAPHY PROGRAM MISSION STATEMENT**

The mission of Illinois Eastern Community Colleges-Olney Central College Radiography Program is to provide quality radiography education and to graduate competent entry-level radiographers to serve the community.

### **PROGRAM GOALS**

The mission is accomplished through these program goals:

1. Students will be clinically competent.
2. Students will communicate effectively.
3. Students will use critical thinking and problem solving skills.
4. Students will evaluate the importance of professional growth and development.

### **STUDENT LEARNING OUTCOMES**

1. Students will apply positioning skills.
2. Students will select appropriate technical factors.
3. Students will practice radiation protection.
4. Students will demonstrate adequate knowledge of radiographic procedures (positioning criteria, anatomy, selection of technical factors)
5. Students will use effective oral communication skills in the clinical setting.
6. Students will practice written and oral communication skills.
7. Students will evaluate radiographic images for appropriate technical factors and positioning.
8. Students will adapt positioning for trauma patients.
9. Students will determine the importance of participation in professional radiology organizations.
10. Students will summarize the necessity and importance of continuing education.

### **EDUCATIONAL OUTCOMES**

The OCC Radiography Program is designed to maximize a student's initiative and support his/her development toward the ultimate goal of becoming a competent radiographer. After successful completion of the program, the graduate will:

1. Provide optimal patient care through delivery of basic patient care and comfort, use of standard precautions, and provision of appropriate patient education.
2. Recognize emergent and life-threatening situations, reacting efficiently, effectively, and appropriately.
3. Demonstrate appropriate verbal, nonverbal and written communication skills in patient care intervention and professional relationships.
4. Apply radiation protection principles to minimize radiation exposure for patients, self and others.
5. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.

6. Accurately demonstrate anatomical structures by applying knowledge of human anatomy and physiology in performance of a full range of radiologic procedures on children and adults as identified in the ARRT Radiography Clinical Competency Requirements document.
7. Use medical image processing skills to critique radiographic images for accurate positioning and optimal image quality.
8. Monitor performance of equipment systems through quality assurance programs and report deviations to appropriate authority.
9. Operate medical imaging equipment and accessory devices safely.
10. Assume responsibility for individual professional development through life-long learning activities and continuing education.
11. Demonstrate awareness of cost effective health care delivery practices.
12. Practice within the code of ethics and standard of practice of the profession.
13. Demonstrate ability to work collegially with health care team.

**ILLINOIS EASTERN COMMUNITY COLLEGES – OLNEY CENTRAL COLLEGE  
RADIOGRAPHY CURRICULUM**

<u>COURSE #</u>	<u>COURSE</u>	<u>LEC/LAB/CREDIT HRS</u>			<u>TOTAL HOURS</u>
<b>PRE-PROGRAM REQUIREMENTS</b>					
HEA 2299	Independent Study in Allied Health	0.5	0	0.5	<b>0.5</b>
<b>LEVEL I</b>					
<b>SUMMER</b>					
<u>COURSE #</u>	<u>COURSE</u>	<u>LEC/LAB/CREDIT HRS</u>			<u>TOTAL HOURS</u>
RAD 1201	Introduction to Radiography	2	2	3	
RAD 1207	Introduction to Radiographic Processing	1	2	2	
RAD 1208	Radiology Patient Care	2	2	3	
RAD 1211	Radiography Orientation	0.5	0	0.5	
RAD 1215	Radiographers Mathematics	2	0	2	<b>10.5</b>
<b>FALL</b>					
HEA 1225	Intro Medical Terminology	3	0	3	
LSC 2111	Human Anatomy and Physiology I	3	2	4	
RAD 1204	Radiographic Procedures I	3	2	4	
RAD 1206	Applied Clinical Radiology I	0	14	2	
RAD 1209	Radiologic Science	2	2	3	<b>16</b>
<b>SPRING</b>					
LSC 2112	Human Anatomy and Physiology II	3	2	4	
RAD 1222	Principles of Radiographic Exposure	2	2	3	
RAD 1223	Quality Improvement	2	0	2	
RAD 1224	Radiographic Procedures II	3	2	4	
RAD 1226	Applied Clinical Radiology II	0	14	2	<b>15</b>

**LEVEL II**  
**SUMMER**  
**COURSE #**

<b><u>COURSE #</u></b>	<b><u>COURSE</u></b>	<b><u>LEC/LAB/CREDIT</u></b>			<b><u>TOTAL</u></b>
		<b><u>HRS</u></b>			<b><u>HOURS</u></b>
RAD 1227	Contrast Procedures	2	0	2	
RAD 1236	Applied Clinical Radiology III	0	14	2	
SPE 1101	Fundamentals of Effective Speaking (recommended)				
	or				
ENG 1111	Composition I				
	or				
	Communications Elective*	3	0	3	<b>7</b>

**FALL**

RAD 1221	Clinical Radiographic Pathology	2	2	3	
RAD 1228	Radiation Biology & Protection	2	2	3	
RAD 1246	Applied Clinical Radiology IV	0	21	3	
RAD 2201	Advanced Imaging and Modalities	2	2	3	<b>12</b>

**SPRING**

RAD 1256	Applied Clinical Radiology V	0	21	3	
RAD 2204	Registry Review	0	2	1	
RAD 2205	Radiology Supervisor Skills	1	0	1	
RAD 2203	Radiologic Sectional Anatomy	1	4	3	
PSY 1101	General Psychology I (recommended)				
	or				
	other Social Science Elective**	3	0	3	<b>11</b>

**TOTAL HOURS** **72**

\* Communications Elective SPE 1111 Interpersonal Communications

\*\* Social Science Electives SOC 2101 Principles of Sociology  
 SOC 2104 Death and Dying  
 SOC 2108 Sociology of Aging

**SECTION II**  
**ETHICAL AND LEGAL RESPONSIBILITIES**

- **ARRT Standards of Ethics**
- **ARRT Ethics Review Committee**
- **Student Conduct**

## **ARRT STANDARDS OF ETHICS**

The ARRT Standards of Ethics developed and jointly adopted by the American Registry of Radiologic Technologists and the American Society of Radiologic Technologists (ASRT) is made up of two parts, the Code of Ethics and the Rules of Ethics. The first part, the Code of Ethics, serves as a guide by which Registered Technologists and Radiography Students evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and Radiography Students in maintaining a high level of ethical conduct. The Code of Ethics is aspirational.

The Rules of Ethics form the second part of the Standards of Ethics. They are mandatory standards of minimally acceptable professional conduct for all Registered Technologists and Radiography Students. These Rules of Ethics are intended to promote the protection, safety, and comfort of patients. The Rules of Ethics are enforceable. Registered Technologists or Radiography Students found in violation of any of the Rules of Ethics or who permit a violation with respect to them are subject to sanctions as described by the ARRT. The ARRT Standards of ethics can be viewed at <http://arrtpdf1.s3.amazonaws.com/ethics/standardethic.pdf>

## **ARRT ETHICS REVIEW COMMITTEE**

Any conviction, felony or misdemeanor must be investigated by the ARRT Ethics Committee. An OCC Radiography Program student should write to the ARRT Registry Ethics Review Committee regarding any conviction. At that time, the ARRT will require information about the student, the conviction, and how the student's conduct has been since the conviction.

The Olney Central College Radiography Training Program does not guarantee a student will be eligible to sit for the Registry if they have a felony or misdemeanor conviction. Graduation from the Olney Central College Radiography Program does not constitute eligibility to sit for the Registry.

The ARRT Ethics Committee is group of individuals that will make the decision about student eligibility to take the Registry. Olney Central College or the ARRT Registry office does not make that decision. It is only the ARRT Ethics Committee that will make the final decision.

If the student has had any arrests and convictions since the conviction, these may not be favorable circumstances as the case is presented to the ARRT.

It is strongly recommended that a student admitted in the program who has a previous conviction should be a model student during the training period. The more favorable recommendations the student is able to submit to the ARRT Ethics Committee, the better the chances are of meeting the approval of the committee so the student will be able to sit for the Registry.

## STUDENT CONDUCT

The process of becoming an effective member of the health care professions involves attaining competency in knowledge, skills and behavior. Radiologic Technology students are evaluated by testing and oral and written assignments, through skills performance and observation and interaction in class and clinical settings. A shared process of student self-assessment and faculty assessment is utilized. Input from peers, other faculty, clinical instructors and other agency staff is also considered. Underlying all evaluation is the assumption the student practices the core values of Olney Central College. These core values, truth/honor, fairness, compassion, respect/self-respect and responsibility are also inherent to the practice of Radiologic Technology.

**Truth** includes doing one's own work. Students are expected to do homework, tests and other assignments unassisted unless the instructor provides other directions. No credit will be given for material that is not the student's own work. Any student who displays dishonest behavior will be brought before program officials for review and may be dismissed from the program.

**Honor** means integrity in one's beliefs and actions. Honor involves congruence between what one says and what one does and consistency in behaviors. The student is expected to adhere to policies of the college, the program and clinical agencies. As the student develops in the practice of radiologic technology, adherence to the ethics and standards of the practitioner is required.

**Fairness** involves weighing situations and interactions and responding reasonably. It also means the student will be courteous and civil in expressing opinions and agreeing or disagreeing with others.

**Compassion** means demonstrating an understanding of the difficulties of others. It also includes recognizing decisions involve looking at the context of a situation. The student is expected to realize balancing different needs requires flexibility to allow for suitable adjustments.

**Respect/Self-respect** involves valuing self and is demonstrated by conduct, appearance and interaction with others. The student is expected to interact with peers, faculty, other campus personnel and all agency persons with respect. Respect also involves not talking when others are speaking, listening to others, responding non-judgmentally to the views of others and demonstrating tolerance. Appropriate verbal and non-verbal communication is required. The student is expected to meet the standards of the radiologic technology program and clinical agencies in dress and appearance.

**Responsibility** involves choosing responses and accepting consequences of choices. A student automatically assumes certain responsibilities when enrolling in radiologic technology courses. The student will be on time, take exams on scheduled days, maintain alertness, make full use of class/clinical time, avoid excessive conversation during class and maintain composure when discussing exam results and other forms of evaluation. The student also assumes responsibility for accurate self-assessment of competency. When competencies/proficiencies are performed and signed, the student and clinical instructor have evaluated the student's performance as meeting the criteria. The student assumes responsibility for monitoring his/her progress in courses through review of grades and feedback on assignments. The student is expected to confer with instructors and alter behaviors as recommended.

Students will be given feedback, formally and informally, related to conduct. If concerns are identified, the instructor(s) and student will meet to develop a plan for change. If conduct issues continue to be a concern, the situation will be reviewed with program officials. Such review may result in the student being dismissed from the program.

**SECTION III**  
**PROGRAM REQUIREMENTS AND COSTS**

- **Required Technology**
- **CPR Requirements**
- **Liability Insurance**
- **Physical Examination, Drug Screen, and Immunizations**
- **Health Insurance**
- **Program Costs**
  - **Tuition**
  - **Book Fees**
  - **Uniforms**
  - **Program Enrichment Fund**
  - **Course Review Fee**
- **Financial Indebtedness**

## **REQUIRED TECHNOLOGY**

1. Faculty/student information will be communicated through the College Entrata system.
2. Students must set up an Entrata e-mail account with the College.
3. Many student learning resources may be accessed online.
4. Internet access is required for faculty/student communication and to access these resources.
5. Students who do not have access to the internet through a personal computer may utilize computers in the College library during regularly scheduled library hours.

## **CPR REQUIREMENTS**

All students must provide proof of current CPR certification. American Heart Association – Healthcare Provider Course or the equivalent is required.

A copy of the CPR certification card will be placed in the student's file prior to enrolling in Applied Clinical I (RAD 1206). It is the STUDENT'S responsibility to maintain certification for the ENTIRE time he/she is a radiography student. Every student is required to complete a review of professional rescuer CPR skills and knowledge annually.

## **LIABILITY INSURANCE**

Each student must carry the Professional-Personal Liability Insurance Policy provided by IECC. The fees for this policy are paid at the beginning of the fall term each year. Students who enter spring semester will pay the same fee.

## **PHYSICAL EXAMINATION, DRUG SCREEN, IMMUNIZATIONS**

Before beginning the program, students must submit a completed physical exam form (completed by a physician of their choice) drug screen and an immunization record. Protective immunizations and TB testing are updated annually and/or as needed and the results maintained in the student file. Students are required to comply with any additional agency requirements, such as the seasonal flu vaccine. If a student declines the seasonal flu vaccine, he/she may be required to wear a mask during the clinical rotation. Cost of receiving the flu vaccine is at the student's own expense.

Information from the physical and immunization record shall be made available to the clinical agency upon request of the agency. Changes in health status, surgery, illness or injury should be reported to the Program Director. Students should retain multiple copies of their immunization and physical examination records. **It is the student's responsibility to provide requested documentation to his/her assigned clinical facility.**

## **HEALTH INSURANCE**

It is recommended that all students carry their own personal health insurance. Each student is responsible for his/her own health care costs including physician, diagnostic and treatment costs related to incidents occurring during clinical rotations

## **PROGRAM COSTS**

### **Tuition**

1. In-district tuition is \$111.00\* per credit hour.
2. Tuition and fees may be added to or altered only by action of the Board of Trustees of Illinois Eastern Community Colleges. \*The Board of Trustees reserves the right to change the rates at any time without prior notice.
3. For a complete listing of tuition and fee schedule, the student should review the IECC website at <http://www.iecc.edu/tuition/>

### **Book Fees**

Book fees are approximately \$1350 for the two years.

### **Uniforms**

The student is required to purchase a white lab jacket and white leather shoes. The student must also purchase two uniforms for level I clinical education and three uniforms for level II clinical education. Program patches are required on all lab coats and are available through the OCC Bookstore.

### **Program Enrichment Fund**

One facet of educational experience is professional development. Radiologic Technology is a rapidly growing and changing area in health care. Professional development promotes the advancement of knowledge in radiation and imaging specialties, encourages high standards and enhances the quality of patient care. Ensuring adequate monetary resources to provide basic experiences for the foundation of this educational component is the purpose of the Program Enrichment Fund.

Program Enrichment fees are paid by the student each semester. This fee is billed to the student at registration and is not refundable. The Program Director along with OCC Director of Business will maintain records of payment and use.

The Program Enrichment Fee defrays expenses for the following activities:

1. Student membership in the Illinois State Society of Radiologic Technologists (ISSRT). Membership includes reduced rates for ISSRT sponsored meetings and a publication of the ISSRT newsletter (Illini Tech).
2. Attendance at the Illinois State Society of Radiologic Technologists (ISSRT) Annual meeting during the second Spring semester of the program. This promotes understanding of the functions of a state professional group, including business and continuing education sessions, and promotes ideas for a Scientific Exhibit or Paper. The Enrichment Fund will pay for the meeting registration, the banquet and the hotel room. Each student is required to attend all meetings at the convention, including business meetings.
3. Registration fees for the Association of Collegiate Educators in Radiologic Technology (ACERT) Annual Conference. This assists students in understanding the functions of a national professional group and provides opportunity to participate in continuing education sessions, Student Challenge and registry preparation sessions.
4. Participation in professional development activities deemed appropriate by Radiography staff and Associate Dean of Nursing and Allied Health.

### **Course Review Fee**

Students are assessed a course review fee each semester to defray the cost of the Registry Review Seminar held during the student's final semester of the program.

## **FINANCIAL INDEBTEDNESS**

Students who are in any way financially indebted to Olney Central College and/or who failed to account for hospital or program property placed in their possession will:

1. Be denied an official transcript of grades until satisfactory settlement has been made.
2. Be suspended from official graduation **AND** ARRT Registry eligibility, until account is settled.

## **SECTION IV GENERAL INFORMATION**

- **Organizational Structure**
- **Contact Information**
- **Academic Integrity and Plagiarism**
- **Technology Policy**
- **Social Networking**
- **Change of Personal Data**
- **Confidentiality of Information**
- **Continuing Program Evaluation**
- **Copy of Transcripts**
- **Educational Guarantee**
- **Equal Opportunity Policy**
- **Student Complaint Policy**
- **Complaints or Concerns Related to Applied Clinical Education**
- **Professional Development**
- **College Sponsored Events**
- **Required Capabilities**
- **Pregnancy Policy**
- **Student Records**
- **Student Rights/College Policies**
- **Campus Emergency Plan**

## **ORGANIZATIONAL STRUCTURE**

Based on the Student Complaint Policy, students are expected to address formal complaints to persons according to the organizational structure in the order listed. Please see the IECC catalog to determine specific steps and timeline requirements required to initiate this policy.

### **Radiographic Campus Classes**

1. Faculty member most directly involved with the concern.
2. Program Director
3. Associate Dean of Nursing and Allied Health
4. President, Olney Central College
5. CEO, IECC District 529
6. Board of Trustees, IECC District 529

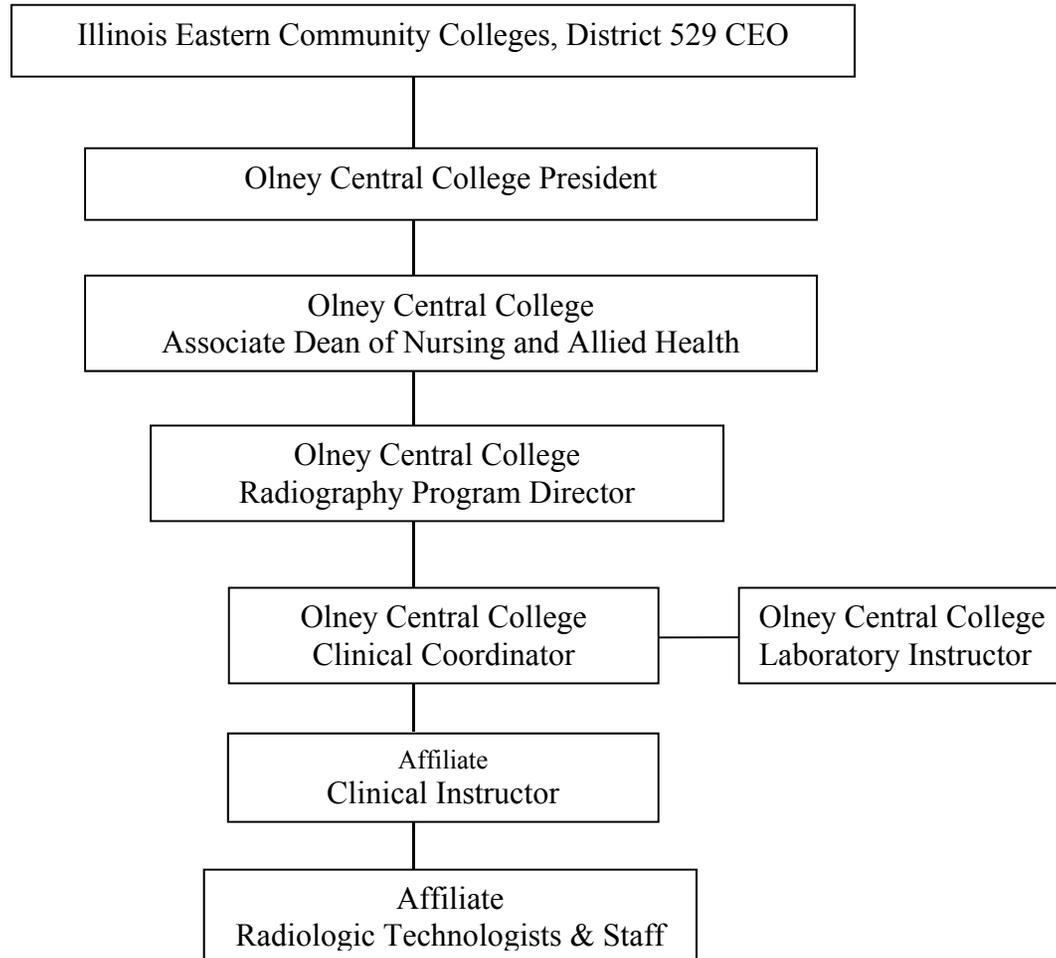
### **Radiographic Clinical Experiences**

1. Clinical Instructor
2. Clinical Coordinator
3. Program Director

If not resolved, follow structure as noted above.

# OLNEY CENTRAL COLLEGE RADIOGRAPHY PROGRAM

## ORGANIZATIONAL STRUCTURE



## **CONTACT INFORMATION**

Olney Central College  
305 N. West Street  
Olney, IL 62450  
618-395-7777  
618-395-5299

Radiography Program Director  
Carol Kocher, M.S., R.T. (R) (M)  
618-395-7777, extension 2239  
[kocher@iecc.edu](mailto:kocher@iecc.edu)

Radiography Clinical Coordinator  
Lisa Rauch, M.A.Ed., R.T. (R) (M)  
618-395-7777, extension 2243  
[rauchl@iecc.edu](mailto:rauchl@iecc.edu)

Radiography Part-Time Faculty  
Kate Scott, R.T. (R)  
618-395-7777, extension 2212  
[scottk@iecc.edu](mailto:scottk@iecc.edu)

## **ACADEMIC INTEGRITY AND PLAGIARISM**

Students are expected to complete their own work; complete homework, tests and other assignments unassisted unless the instructor provides other directions. No credit will be given for material that is not the student's own work. Any student who displays dishonest behavior will be brought before program officials for review and may be dismissed from the program. A student who feels that he/she has been wrongly accused may follow the complaint procedures outlined in the college catalog.

## **TECHNOLOGY POLICY**

Use of all electronic devices i.e. cell phones, laptop computers, book readers, media players, etc. in the clinical setting is prohibited. Cell phones, book readers, media players, etc. should be turned off and put away during class or clinical education. Laptop use in the classroom is permitted only with permission of the instructor. If such technology use is observed the student will be dismissed from class/clinical and not allowed to return to that class for the day. Clinical or class time missed will be considered an absence day. The student will not be allowed to complete any graded work in progress and will earn a zero.

## **SOCIAL NETWORKING**

Social networking is not permitted during classes, lab, and clinical education (see Technology Policy).

Information about a patient in any context is a possible HIPAA violation. Discussing any clinical information on a social network site is a potential HIPAA violation.

Some employers screen the social networking practices of potential employees. As the job market has become more competitive, some human resource departments have adopted the practice of reviewing a candidate's Facebook profile when considering that individual for employment. Inappropriate comments and/or photos may adversely affect an individual's ability to secure employment. Be advised that social media is not as private and secure as perceived.

If a social networking issue should arise during enrollment in the program, the consequence could be recommendation for dismissal from the Radiography program.

### **CHANGE OF PERSONAL DATA**

It is the student's responsibility to report a change in name, address and/or telephone number immediately to the Program Director and Student Services. This is necessary to ensure timely communications from the Radiography Program and College.

### **CONFIDENTIALITY OF INFORMATION**

Olney Central College Radiography Program recognizes the importance of confidentiality of student records and information and is in compliance with the Family Education Rights and Privacy Act. Information regarding the student is not released without written consent of the student, except as required by law.

### **CONTINUING PROGRAM EVALUATION**

With the assistance of the OCC Radiography Program Advisory Committee, the continued development and review of the Radiography Program will be accomplished for overall program improvement by the following methods:

1. Student evaluations of instructional methods, agencies, courses
2. Olney Central College Radiography Department Meetings
3. IECC Students First meetings
4. Advisory Committee suggestions
5. Employer surveys
6. 6 month graduate surveys
7. ARRT Registry results

### **COPY OF TRANSCRIPTS**

The student may request a transcript of his/her college courses at any time. Requests must be made in writing and submitted to the Office of Student Records or an unofficial record can be accessed through ENTRATA.

## **EDUCATIONAL GUARANTEE**

Information regarding technical degree/certificate educational guarantee and transfer degree educational guarantee is found in the Student Conduct and Rights Section of the College catalog

## **EQUAL OPPORTUNITY POLICY**

The Olney Central College Radiography Program, as a program of Illinois Eastern Community Colleges (IECC), complies with the non-discriminatory policies of IECC. Illinois Eastern Community Colleges 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 offer appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

## **STUDENT COMPLAINT POLICY**

The Radiography Program of Olney Central College recognizes the need to resolve valid appeals to complaints in a fair, impartial and timely manner and thus establishes a procedure to review and/or resolve causes of dissatisfaction in an orderly and systematic manner. The Student Complaint Policy is found in the Olney Central College Catalog and on the IECC website: [www.iecc.edu](http://www.iecc.edu). Any complaints and/or allegations relating to non-compliance with the JRCERT STANDARDS should follow the same complaint policy.

## **COMPLAINTS OR CONCERNS RELATED TO APPLIED CLINICAL EDUCATION**

Any complaints or concerns from the student must be submitted in writing to the Clinical Coordinator in order to receive further consideration. All written concerns or complaints will be reviewed by the Clinical Coordinator and forwarded to the Program Director.

## **PROFESSIONAL DEVELOPMENT**

The Olney Central College Radiography Program believes in providing opportunities for professional development of the student. Each student is a student member of the Illinois Society of Radiologic Technology through the Enrichment Fund, and students are encouraged to become a student member of the American Society of Radiologic Technology (ASRT). Students are offered the opportunity to attend the ACERT Annual Conference and the ISSRT Annual Conference during their second year in the program.

For more information please visit:

### **Illinois State Society of Radiologic Technologists**

The ISSRT, an affiliate of the American Society of Radiologic Technologists (ASRT), is the organization dedicated to the Radiologic Science professional, reflecting the concerns and spirit of thousands of Illinois technologists and students

[www.issrt.org](http://www.issrt.org)

### **American Society of Radiologic Technologists**

The American Society of Radiologic Technologists is a professional association for the medical imaging and radiation therapy communities that provides education, advocacy and research.

[www.asrt.org](http://www.asrt.org)

### **Association of Collegiate Educators in Radiologic Technology**

ACERT is the Association of Collegiate Educators in Radiologic Technology, Inc, a non-profit educational organization dedicated to improving the quality of education at the collegiate level in radiologic technology.

<http://www.acert.org/>

## **COLLEGE SPONSORED EVENTS**

Students in attendance at any educational conference are **required** to attend **all** meetings at the conference, including business meetings. Cell phone use during educational sessions, and/or business sessions is NOT permitted.

**Any student who does not attend all educational sessions, presentations and business sessions may be required to make up seven hours of clinical time for each hour of meeting absence. Students using cell phones during educational sessions, and/or business sessions will result in the student making up seven hours of clinical time for each infraction.**

All college and program policies are in effect during the entire college sponsored trip including presentations, business sessions and social events. IECC policy prohibits the possession, use, and sale of alcoholic beverages or illegal drugs by anyone while participating in college activities/events. IECC policy will be strictly adhered to. Failure to follow IECC policies and/or program regulations and expectations may result in disciplinary action including potential dismissal from the Radiography program.

**Students may be asked to pay a deposit prior to registration for the event and/or purchase of airfare. Any student who registered to attend the meeting and does not attend, depending on the circumstances for electing not to attend, may have to reimburse the Enrichment Fund or the Radiography Club account.**

## **REQUIRED CAPABILITIES**

Students enrolled in the Olney Central College Radiographic Technology Program must possess the biological and psychological capabilities required to meet the classroom and clinical objectives of the curriculum (refer to IECC Catalog). Curriculum objectives require students to have cognitive, psychomotor, and affective abilities that ensure safe and competent performance of radiologic procedures and related responsibilities.

## **PREGNANCY POLICY**

Based on Federal Registry 10CFR Part 20 Section 340 that went into effect January 1, 1994, it is up to the student to **voluntarily** declare pregnancy. The declaration of pregnancy must be in writing. The student also has the right to rescind the declaration of pregnancy at any time thereafter once the declaration of pregnancy has been made. The rescinded declaration must also be in writing.

Due to the danger from radiation exposure to an unborn fetus, especially in the first three months, a student who is or becomes pregnant at any time during the 24 months of training is encouraged to advise the Program Director of that fact at the earliest possible pregnancy test.

If the student informs the program director of a pregnancy, the student will be asked to declare in writing that she is pregnant and state an estimate of the date of conception. Then a film badge can be obtained for the fetus and an estimate of fetal radiation dose calculated.

The student who voluntarily discloses a pregnancy will be offered the following options:

1. Voluntarily leaving the Program.
2. Remaining in her position and completing the Radiography Program.
3. Altering her clinical rotations during the pregnancy while retaining her position in the program.

Upon declaration of pregnancy, the student meets with the Program Director to review radiation safety practices and fetal exposure limits. The program will make every effort to assist the student to complete course objectives while maintaining fetal safety. In altering the student's clinical rotation, it may be difficult for the student to meet the vital clinical objectives and educational rotations the program requires within the 24 month period; an extension is possible. As with any student, all objectives and rotations must be completed prior to graduation from the Radiography Program.

Information regarding a student leaving due to pregnancy will be held in the strictest confidence.

A plan for fetal safety cannot be made if a pregnancy is not made known to program officials.

## **STUDENT RECORDS**

In compliance with the Family Education Rights and Privacy Act the following records are securely maintained in the Program Director's and/or Clinical Coordinator's office while the student is enrolled in the program:

1. Application records
2. Health records and immunizations
3. Background check
4. Attendance records
5. Classroom and clinical evaluations
6. Clinical rotation schedule
7. Counseling records

The following records are permanently maintained:

1. Transcripts

The following records are maintained for a period of eight years:

1. Health records immunizations
2. Background check
3. Cumulative radiation monitoring report
4. Policy forms (signed statements of understanding)
5. List of Competencies

The following records are destroyed following graduation from the program:

1. Clinical and didactic tests and evaluations
2. Incident/probation forms and reports

Student records are confidential. Individual student records are available for review by the student at his/her written request to the Program Director. Following receipt of the written request, the Program Director will schedule a records review session with the student.

### **STUDENT RIGHTS/COLLEGE POLICIES**

Information regarding the following policies is found in the Student's Right to Know and Student Conduct section of the college catalog in print copy or on web site: [www.iecc.edu](http://www.iecc.edu)

- Student Complaint Policy
- Sexual Harassment Policy
- Privacy of Student Information
- Student Safety Policy
- Substance Abuse Policy

Detailed information is provided in the Appendices of the College Catalog.

### **CAMPUS EMERGENCY PLAN**

If an emergency should arise while on campus, students and staff should follow the OCC Campus Emergency Plan. The Emergency Plan can be found on the OCC Home Page at [www.iecc.edu/occ](http://www.iecc.edu/occ).

**SECTION V**  
**SERVICES AVAILABLE TO THE STUDENT**

- **Academic Guidance and Student Counseling**
- **Career Placement**
- **Financial Aid and Scholarships**
- **Learning Resource Center (Library)**
- **Learning Skills Center (LSC)**

## **ACADEMIC GUIDANCE AND STUDENT COUNSELING**

The Program Director and Clinical Coordinator of the Radiography Program are available to provide academic guidance to students. Students are also encouraged to utilize the resources provided by the OCC Student Services. For problems of a personal nature, students are encouraged to talk to the Program Director who will assist with referrals to appropriate community agencies.

## **CAREER PLACEMENT**

The Program Director and the Olney Central College placement offices will assist graduates in obtaining positions for which they are qualified.

## **FINANCIAL AID AND SCHOLARSHIPS**

Applications for financial aid and scholarships may be obtained from Student Services Offices.

## **LEARNING RESOURCE CENTER (LIBRARY)**

IECC libraries offer 24/7 services to students, wherever they are working on assignments. IECC is part of the Consortium of Academic and Research Libraries (CARLI) of over 76 libraries who share 36+ million materials via a five-day delivery service at no cost to patrons. Each library has a web page with direct links to:

- **I-Share online catalog of online books, videos, DVDs, CDs and audiocassettes**
- **Online subscription services** that connect students to authoritative reference resources, online magazine and journal articles, newspapers, images, and e-books on campus and via remote access
- **Citation resources**
- **AskAway** virtual reference service where students can obtain help from professional librarians 24 hours a day, 7 days a week, 365 days a year for individual help from a librarian real time (live chat)
- **Txt 4 Answers mobile phone service 50 hours per week so students can text the librarian for help**
- **Tutorials** about how to create a library account, search for books, DVDs, and more in the Vu-Find online catalog, borrow books via interlibrary loan, and access journal articles
- **Library radiology resources** on the library website with links to reviewed websites, information about how to find information for projects, create charts from data, and create Quality Management articles
- **Copyright information** on library web page to help students comply with legal requirements in using information

The print collection is complemented with a variety of electronic resources with remote access available, including

- CINAHL Plus with Full Text (620 full text journals, Evidence-Based Care Sheets, Quick Reference Charts, Continuing Education Units and Search Strategies)
- Scientific Medical Arts Imagebase (13,000+ images, illustrations and animations)

- Springer eBooks Medical Collection (33,000 books and open source journals published 2005-present)
- AccessScience online database with a Medicine module
- CREDOREference (29 medical reference books online)
- EBSCOhost Health Source: Nursing/Academic Edition (550 full-text journals and the Lexi-PAL Drug Guide) and several other EBSCOhost databases relevant to allied health areas.

Computer labs are available in the college library with 34 desktop PC's loaded with subject-relevant software programs and other needed productivity programs. Wireless service is available in the libraries also, allowing students to connect to the Internet using their own laptops. OCC has assistive technology workstations with devices and software available to help students with a variety of learning or physical challenges.

### **LEARNING SKILLS CENTER (LSC)**

Students who encounter difficulty with studies are encouraged to seek the help of the staff in the LSC. Testing and counseling for learning styles and learning disabilities is available from qualified personnel. Tutoring is also available.

See the college catalog or visit the web site: [www.jecc.edu](http://www.jecc.edu) for a more detailed description of services available to students.

## **SECTION VI**

### **GRADING, EVALUATION AND ATTENDANCE**

- **Evaluation of Student Performance**
- **Term Requirements**
- **Grading Scale**
- **Examinations/Quizzes**
- **Written Assignments**
- **Evaluation of the Student in Clinical Education**
- **Attendance Policies**
  - **Class/Didactic Attendance**
  - **Applied Clinical Scheduling and Attendance**

## EVALUATION OF STUDENT PERFORMANCE

A grade is awarded at the conclusion of each radiography course. However, evaluation of student performance exists on a continuum from program entry to program exit. Student evaluations are shared and reviewed by program faculty. This process allows faculty to provide appropriate experiences and guidance to assist each student in meeting the educational outcomes of the program.

A grade of “C” or higher must be earned in all radiography and general education courses in the radiography curriculum.

**A grade of “D” or “F” is not acceptable in the Radiography Program and will result in dismissal from the program.**

## TERM REQUIREMENTS

To maintain a minimum grade of “C” in a classroom/didactic or clinical course, the student must complete the course with a score of 75% or above.

## GRADING SCALE

92-100	A	Excellent
83-91	B	Above Average
75-82	C	Satisfactory
74-70	D	Unsatisfactory
0-69	F	Unacceptable

## EXAMINATIONS/QUIZZES

1. Attendance at scheduled exams and quizzes is required.
2. **Quizzes cannot be made up and a grade of zero will be earned.**
3. If an **exam** is missed, the student must **make up** that test **within three (3) days** of the test date or a grade of zero will be earned for that test. Make-up exams may not be scheduled during a student’s clinical or regular class time. A make-up test must be scheduled with the instructor and the **Learning Skills Center**. If an exam is missed and no prior contact with the instructor has been made, a grade of zero will be earned for that test.
4. Patterns of absence will be evaluated.
5. If a scheduled exam is missed, the instructor may provide an alternate test and/or an alternate test format.
6. Exam results will be available no sooner than the next scheduled class day.
7. Exam reviews will be conducted after all students have been tested. Questions related to particular test items should be submitted, in writing, to the instructor at the time of the review. Instructors will consider the student questions on test items and will provide feedback to the student. Following the review, no further consideration of test questions will be allowed. If an exam review is missed, the student must review the exam with the instructor within three days following the return of the exam. The student is responsible for contacting the instructor to schedule a time for the review. A review of the final exam will not be offered.

## WRITTEN ASSIGNMENTS

Students are required to complete written assignments. Except for in-class assignments or other exceptions specified by the instructor, the following guidelines will be used for written assignments:

1. Assignments must be submitted by the due date.
2. One late assignment is allowed, per course. Students must submit the late assignment **NO LATER** than three business days past the due date. Assignments turned in after three business days will receive a grade of zero. Subsequent late assignments will receive a grade of zero. All assignments must be typewritten, using correct grammar, spelling, sentence structure and APA format.
3. Text must be typed, double spaced, in size 12 font, Times New Roman, with 1" right and left margins and 1" top and bottom margins.
4. Title page (first page) should have heading spaced down 6 double spaces.
5. Student's name and date should be included on title page below the heading.
6. Course name and number, semester, and instructor name should follow the student data on the title page.
7. Pages should be numbered.
8. References may not be more than five years old unless instructor permission has been granted.
9. Papers are to be printed single-side only.

## EVALUATION OF THE STUDENT IN CLINICAL EDUCATION

1. The primary goal of student assessment and evaluation is to provide feedback to the student.
2. The Evaluation is designed to rate each Student Radiographer in terms of those professional attributes considered important in becoming a Radiologic Technologist.
3. Included with this is a final grade determination.
4. The Clinical Instructor will conduct Midterm and Final Evaluations for each student each semester. Midterm Evaluations are completed to inform the student of his or her strengths and weaknesses and to provide the student with the opportunity to improve his or her performance prior to the Final Evaluation.
5. The Midterm Evaluation is not used in the calculation of the student's final grade for the course.
6. The Final Evaluation score is used in calculating the student's final grade for the course.
7. The Clinical Instructor completes the evaluation form using input from department staff members who have had direct contact with the student. Then the Clinical Instructor will use a scoring sheet provided by the OCC Radiography Program to calculate a percentage score based on the values of each chosen selection.
8. The Clinical Instructor will review the completed evaluation with the student and counsel the student in private identifying his or her strengths and weaknesses, and the student must sign the completed Evaluation form.
9. The completed form is returned by the Clinical Instructor to the Clinical Coordinator where it becomes a part of the student's records.
10. Student Evaluations may be used for future comparison of student performance in Applied Clinical Education when questions or concerns arise.
11. It is very important that the completed Evaluations be returned to the Clinical Coordinator by the designated due date. If completed evaluation forms are not received by the Clinical Coordinator, the student's final grade cannot be calculated and the student will receive an incomplete grade for the course until appropriate documentation is received.

## ATTENDANCE POLICIES

The Olney Central College Radiography Program is six semesters in length All students are scheduled for classroom and clinical instruction weekly. The total scheduled attendance hours will not exceed **40 hours weekly**. Attendance records will be maintained.

### Class/Didactic Attendance

1. Regular class attendance is required if a student is to receive maximum benefits from the course. Attendance is mandatory.
2. The student is expected to be on time for class and to be ready to participate in the learning process.
3. Class will begin at the appointed time; appropriate breaks will be given during class scheduled to last longer than 50 minutes. Class breaks will be 10 minutes unless otherwise specified.
4. The classroom door will be closed at the start of class or when class resumes and students arriving late must wait until the next break before entering the classroom. Students exiting the classroom prior to a scheduled break will not be permitted to reenter until the next break.
5. Students may miss 2 class days per semester without penalty. **Upon the occurrence of the third absence, the student's course grade will be lowered by 5%. Each subsequent absence will result in an additional 5% grade reduction.** If the reduction in the student's course grade results in a grade of "D" or less, the student will be dismissed from the program. Exceptions of this rule will be made only under extreme circumstances and with appropriate supportive documentation supplied by the student to the course instructor and Program Director.
6. After the 5<sup>th</sup> class absence day, the student will be required to meet with the Program Director and Clinical Coordinator to discuss the student's ability to meet program/course expectations.
7. If absent, the student is responsible for acquiring and meeting the learning objectives/activities of material presented.
8. The instructor will permit students to make up work missed due to participation in activities approved or sponsored by the college.
9. Students are required to call to report an unexpected absence from a required campus attendance day at least one hour prior to the start of the class or lab. If the instructor for the course cannot be reached, a message **MUST** be left on office voice mail.
10. **Under no circumstances may one student be responsible for reporting the absence of another student. The student must make the contact.**

### Applied Clinical Scheduling and Attendance

1. Attendance in Clinical Education is mandatory.
2. Clinical experiences are arranged by the Program Director and Clinical Coordinator for the student each semester.
3. The clinical day extends from 8:00 a.m. to 4:00 p.m. facility time. Students are not permitted to deviate from this schedule except when the Clinical Agency has a set rotation schedule in which students must rotate or when the student is enrolled in a required daytime course that interferes with the regular scheduled clinical hours
4. Clinical schedules cannot and will not be adjusted to meet the work or personal schedule of the student.
5. Students are not permitted to attend Applied Clinical Education on days that the college is closed or when OCC students from another clinical level are scheduled

6. Only those experiences planned by the Program, within affiliating agencies, are considered “clinical hours.” Any hours the radiography student works as a paid employee at a clinical site in such positions as transporter, clerical support, etc. are not considered clinical hours.
7. The maximum amount of time a student can schedule clinical hours in a 24 hour time period is 10 hours.
8. The student may leave the clinical area only with approval of the Clinical Instructor. The Clinical Instructor must always know where to contact the student.
9. Although it is not guaranteed each day, a 15-minute break is allowed for every 4 hours the student is scheduled in clinical. A 30-minute lunch break is allowed. Students are not allowed to leave agency premises during the clinical day.
10. The student is not allowed to receive/accept personal calls or visits from friends or family except in the event of an emergency. Students are not authorized to use computers in affiliate agencies except for tasks associated with completion of radiographic procedures or clinical learning objectives as approved by the Clinical Instructor.
11. The student is expected to arrive on time and attend all scheduled hours. Deviation from the established schedule for clinical education is not permitted without prior approval of the Program Director and Clinical Coordinator.
12. Each student MUST complete the minimum required clinical hours each semester.
13. Tardiness and leaving early will be documented. Students are considered tardy if arrival at the clinical site is more than 10 minutes beyond the scheduled arrival time. Students are permitted to either be tardy or leave early one day (maximum of 2 hours). Students must contact the clinical site and the Program Clinical Coordinator if tardy or leaving early. Students are permitted to have one occurrence of tardiness or leaving early without penalty. Time missed beyond 2 hours in a clinical day is considered a clinical absence. **Upon the second occurrence of being tardy or leaving early, the student’s course grade will be reduced by 5%. Each subsequent tardy or leaving early occurrence will result in an additional 5% grade reduction.**
14. If an absence is necessary, the student must contact the clinical site, the Program Clinical Coordinator, and the Site Visitor. The Program Clinical Coordinator and Site Visitor should be contacted on the College phone at the designated extension(s). **Failure to call in an absence by 7:00 a.m., regardless of scheduled clinical start time, may result in the reduction of the student’s clinical grade by 5%.** Exceptions to this rule will be made only under extreme circumstances and with appropriate information supplied by the student.
15. **Under no circumstances may one student be responsible for reporting the absence of another student. The student must make the contact.**
16. Students may miss 2 clinical days per semester without penalty. Time missed beyond 2 hours in a clinical day is considered a clinical absence. **Upon the occurrence of the third absence, the student’s course grade will be lowered by 5%. Each subsequent absence will result in an additional 5% grade reduction.** If the reduction in the student’s course grade results in a grade of “D” or less, the student will be dismissed from the program. Exceptions of this rule will be made only under extreme circumstances and with appropriate supportive documentation supplied by the student to the course instructor and Program Director. Routine illness does not qualify as an extenuating circumstance.
17. After the 5<sup>th</sup> clinical absence day, the student will be required to meet with the Program Director and Clinical Coordinator to discuss the student’s ability to meet program/course expectations.

**The final decision to dismiss a student based upon absences will rest with the Associate Dean of Nursing and Allied Health.**

## **SECTION VII CLINICAL EDUCATION**

- **Applied Clinical Education Course Description**
- **Integration of Clinical & Didactic Education**
- **Clinical Affiliates**
- **Role of the Student Radiographer**
- **Safety Guidelines for Clinical Education**
- **Student Conduct in Clinical Affiliate**
- **Dress Code Policy**
- **Radiation Safety and Radiation Exposure Badge**
- **Radiographic Identification Marker Policy**
- **Guidelines for the Supervising Radiologic Technologist**
- **Role of the Radiologic Technologist**
- **Role of the Clinical Instructor**
- **Clinical Supervision of the Student Radiographer**
- **Observe, Assist, and Perform Solo**
- **Clinical Progress Agreement**
- **Student Record of Clinical Progress**
- **Semester Log**
- **Clinical Journal**
- **Clinical Log of Hours**
- **Student Exam Log**

- **Semester Performance Objectives**
- **Mandatory and Elective Performance Objectives**
- **Clinical Competency Evaluation**
- **Clinical Proficiency Evaluation**
- **Image Evaluation/Quizzes**
- **Specialty Area Rotation**
- **Standard Precautions**
- **Bloodborne Pathogen Exposure**
- **Latex Allergy Guidelines**
- **Psychiatric or Psychological Examination Guidelines**
- **Substance Abuse Policy**
- **Procedures for Substance Abuse at Clinical Sites**
- **Accident/Incident**

## **APPLIED CLINICAL EDUCATION COURSE DESCRIPTION**

A sequence of five Applied Clinical Education sessions provides the student with practical learning opportunities and experiences in the medical radiography environment. The student is required to participate on all scheduled course dates. There are important goals and specific objectives that are required to be completed. All activities of the student are accomplished in conjunction with the Clinical Instructor, Staff Radiographers, Radiologists, and Ancillary Department Staff. The student is responsible for maintaining clinical records throughout the duration of the Radiography Program.

## **INTEGRATION OF CLINICAL & DIDACTIC EDUCATION**

The curriculum of Olney Central College Radiologic Technology Program was developed to facilitate the student's understanding and comprehension of the material taught in each of the courses so that the student is able to progress on to a higher level of difficult material. In the first year of training, students are given a solid foundation of knowledge on which to build and develop their skills as competent Student Radiographers. Then in the second year of training the students progress on to the more difficult aspects of the curriculum to develop their skills as a competent Radiologic Technologist.

## **CLINICAL AFFILIATES**

Clay County Hospital  
911 Stacy Burk Drive  
Flora, IL 62839  
618-662-2131

Richland Memorial Hospital  
800 East Locust Street  
Olney, IL 62450  
618-395-2131

Crawford Memorial Hospital  
1000 North Allen Street  
Robinson, IL 62454  
618-544-3131

Sarah Bush Health Center  
1000 Health Center Drive  
Mattoon, IL 61938  
217-258-2525

Daviess Community Hospital  
1314 East Walnut Street  
Washington, IN 47501  
812-254-2760

St. Anthony's Memorial Hospital  
503 North Maple  
Effingham, IL 62401  
217-342-2121

Fairfield Memorial Hospital  
303 North West Eleventh Street  
Fairfield, IL 62837  
618-842-2611

St. Mary's Medical Center  
3700 Washington Avenue  
Evansville, IN 47750  
812-485-4000

Gibson General Hospital  
1808 Sherman Drive  
Princeton, IN 47670  
812-385-3401

Union Hospital  
1606 North 7<sup>th</sup> Street  
Terre Haute, IN 47804  
812-238-7000

Lawrence County Memorial Hospital  
2200 West State Street  
Lawrenceville, IL 62439  
618-943-1000

Wabash General Hospital  
1418 College Drive  
Mt. Carmel, IL 62863  
618-262-8621

## **ROLE OF THE STUDENT RADIOGRAPHER**

1. Attend clinical as assigned to demonstrate responsibility and dependability.
2. Participate in all clinical activities while working to complete required course objectives.
3. Know when patient procedures have been announced and accept the responsibility to actively participate in completing all procedures for the assigned room or rotation.
4. Be aware of personal appearance and adhere to the dress code policy of the Radiography Program or the policy of the clinical site if it is more strict.
5. Comply with the policies of the Radiography Program.
6. Comply with the policies and procedures of the clinical site.
7. Cooperate with clinical site personnel to establish a good working relationship.
8. Review and evaluate the protocols for procedures performed in the radiography department.
9. Use clinical radiography equipment and materials in a responsible manner adhering to radiation protection guidelines.
10. Observe radiology department personnel to increase knowledge and gain skills of the operation procedures of the department.
11. Read Radiologic Technology professional literature to increase awareness of the profession.
12. Accept responsibility for personal performance and progress.
13. Regularly consult with radiography department personnel and the Clinical Instructor to become aware of personal strengths and weaknesses then use the information to improve performance.
14. Participate in the evaluation of clinical progress and utilize the information provided to improve performance.
15. Consult with the Clinical Instructor when clinical questions or concerns arise.
16. When concerns cannot be resolved with the Clinical Instructor, report them to the Clinical Coordinator in writing to receive further consideration.

## **SAFETY GUIDELINES FOR CLINICAL EDUCATION**

Olney Central College promotes a safe learning environment for students in the radiography program. The following guidelines have been established to protect the student, their patients, coworkers, and others during Applied Clinical courses:

1. Students are not permitted to perform any competency prior to completion of the lecture and lab demonstration of basic skills by the students in the Radiographic Procedures course.
2. The student may not perform any procedure without appropriate supervision from a registered radiologic technologist at the clinical site. (Please refer to Direct Supervision, Indirect Supervision, and Repeat Policies for further information)
3. Students are not permitted to approve images for submission to the Radiologist. All images must be approved by the supervising radiologic technologist.
4. Student repeat projections are only made under the direct supervision of the registered Radiologic Technologist at the clinical site.
5. Students are never permitted to hold patients during a radiographic exposure.
6. Students may not be in the imaging room during the exposure. The only exception is during a fluoroscopic exam or mobile radiographic procedures.
7. Students may not perform any examination outside of the main radiography department without direct supervision. This includes the emergency department, operating rooms, portables, etc.
8. If a student examination requires more than one repeat on a projection, the registered Radiologic Technologist must intervene to complete the procedure.
9. The student is responsible for protecting the patient, himself/herself and all others in the immediate area from exposure to excessive radiation.
10. Students are not permitted to perform venipuncture.

11. The student is not permitted to inject contrast into the patient for any radiographic procedure.
12. It is the responsibility of the student as well as the supervising radiologic technologist, to ensure student compliance with clinical policies.

### **STUDENT CONDUCT IN CLINICAL AFFILIATE**

1. The student practices the core values of the College and the Radiography Program (See Student Conduct).
  2. The student does not discuss patients, radiography staff or other agency personnel with other persons outside the clinical site or classroom.
  3. The student does not discuss the condition or diagnosis of a patient with the patient, relatives or friends. Questions regarding the condition of the patient are to be referred to staff technologists or radiologists.
  4. The student keeps all patient information confidential and does not discuss patient information outside the radiography area or the classroom and never where information may be overheard by other persons.
  5. The student never takes responsibility for making or interpreting any radiologic diagnosis.
  6. The student maintains the dignity of the patient at all times, through respectful behavior and providing for patient's privacy.
  7. The student adheres to radiation protection guidelines when completing radiographic procedures to assure the safety of all individuals.
  8. The student maintains professional demeanor in all situations.
  9. The student communicates with respect and consideration of others.
  10. The student utilizes time at the clinical site efficiently to meet learning objectives and clinical competencies.
  11. The student utilizes resources safely, correctly and in a cost-efficient manner.
- The student takes direction from the Clinical Instructor while assuming responsibility for own learning.

### **DRESS CODE POLICY**

Students are expected to comply with affiliate institution regulations if stricter than the program guidelines. Failure of students to comply with the Dress Code will result in the student being sent home from clinical education; clinical time missed for such an occurrence is considered an absence day. Repeated violations of the Dress Code will result in further disciplinary action.

#### **Uniforms**

Students are required to wear uniforms as designated by the Radiography Program while attending Applied Clinical Education. White lab jackets will be purchased by the student during the first semester; patches for the lab coats are available for purchase from the Olney Central College Bookstore. Uniforms are to be purchased and worn by the beginning of the first clinical semester of the program. Approved clinical apparel consists of navy blue scrub pants and shirts. [These may be purchased through the Olney Central College Book Store.] Any other colored attire is not acceptable. Uniforms must always be clean and pressed. **Students are not to wear clinical uniforms outside of the clinical site except during travel to or from the clinical agency. Uniforms are not to be worn to campus classes or while running personal errands outside of clinical education.**

### **Shoes**

Students are required to wear white leather shoes. Sandals, canvas shoes, or shoes that would permit exposure of the feet to blood/body fluids are not acceptable. Shoes and shoelaces are to be kept polished and cleaned, respectively.

### **Jewelry**

One stud earring in each ear may be worn. Any other body piercing must not be visible at any time. A watch and plain band rings may be worn. Rings that have raised settings are not allowed because of the risk to patients and risk of loss and damage; this is also an infection control issue.

### **Cosmetics**

Make-up should be applied sparingly. Nail polish, if worn, should be neutral in color and must not be chipped. Artificial nails or sculpted nails are not permitted. All products (including deodorant, lotions and hair products) used should be unscented, if possible. Perfume, cologne, body-sprays, or after-shave should be used sparingly.

### **Tattoos**

Any tattoo must not be visible.

### **Hair**

Hair must be kept clean, neat, contained, and away from face and off the collar; long hair should be tied back or put up. Males choosing to have a moustache and/or beard must keep them trimmed and groomed.

### **Identification**

Each student is required to purchase a photo ID badge at his/her own expense. The photo ID must be visible at all times when in the clinical affiliates. If lost, the student must inform the Program Director immediately and pay the cost to purchase a new photo ID. Selected clinical affiliates require students to wear identification badges provided by the agency. In these instances, students are required to wear both identification badges. Students reporting to clinical education without appropriate identification will be sent home.

**Agency policy and faculty discretion will always prevail over this written dress code.**

## **RADIATION SAFETY AND RADIATION EXPOSURE BADGE**

1. The student must follow proper radiation protection and safety practices at all times with patients, peers, clinical staff, and others.
2. **Students are not permitted to hold patients during radiographic exposures.**
3. Each student is provided with a radiation exposure badge (film badge). A new radiation badge is issued each month when the prior badge is turned in.
4. Each student must wear the radiation exposure badge on the collar of the uniform, outside of the lead apron, when working with radiation during clinical rotations and when performing lab assignments.  
**The student cannot perform any radiographic or fluoroscopic procedure or be in a radiation area without wearing the exposure film badge at the collar level outside the lead apron.**  
**Students who report to clinical without their exposure badge are to be sent home.**
5. The student is responsible for exchanging the radiation exposure badge each month. If the student does not turn in the exposure badge by the end of each month:
  - a. The student's final semester clinical grade is lowered by 10% for each month late.
  - b. The student will be counseled and a plan of remediation will be provided.
  - c. The student may be dismissed from the program, if the student is late three (3) times in turning in the exposure badge.

6. The student is responsible for requesting a replacement badge, if needed, at any time during the program. The student is responsible for the cost of a replacement exposure badge. Students are not permitted to return to clinical education until a replacement badge has been received.
7. Individual student radiation exposure badge readings are available for viewing by contacting the Program Director.
8. National Council on Radiation Protection and Measurements (NCRP) report #116 has established maximum annual dose limits for all adult radiation workers at 5,000 millirem or 50 millisieverts. In order to comply with the ALARA (As Low As Reasonably Achievable) Concept, the program recommends that the maximum annual dose for students enrolled in Clinical Education, be limited to 500 millirem (5 mSv), with a monthly dose limit not to exceed 50 millirem (0.5 mSv)
9. If the monthly report indicates an excessive radiation exposure of more than 50 millirem (0.5 mSv), the following actions will be taken:
  - a. The Radiation Safety Officer (Program Director) will talk with the student to determine the potential cause of the excessive reading.
  - b. If there are no identifiable reasons for the excessive reading, a letter will be written by the Program Director to the radiation monitoring service to remove the excessive reading from the student's lifetime dose.
  - c. If it is determined that the dosimeter was tampered with or intentionally exposed, the student may face disciplinary action up to and including dismissal from the program.

### **RADIOGRAPHIC IDENTIFICATION MARKER POLICY**

1. Each student will be provided with a set of radiographic identification markers with his/her initials.
2. Each student must use his/her personal identification markers when performing radiographic examinations and/or competencies or proficiencies.
3. If the student loses his/her identification markers, the student must notify program officials immediately.
  - a. The student must pay for the cost of a replacement set.
  - b. In the interim, the student will check out a set of markers bearing the initials "OCC".
4. All radiographic examinations performed by the student as a competency/proficiency must have the student's initials or "OCC" imbedded in the emulsion or visible within the field of view on the finished image.
5. Any competency/proficiency that does not have student initials or "OCC" imbedded in the emulsion or visible within the field of view will be rejected, and the student must attempt competency testing at a later time. Exceptions to this policy are granted ONLY in the case of surgery competencies/proficiencies or pediatric competencies/proficiencies involving use of a pigg-o-stat immobilization device or in the case of PACS post-processing with signed documentation of the technologist supervising the competency testing.

### **GUIDELINES FOR THE SUPERVISING RADIOLOGIC TECHNOLOGIST**

Applied Clinical Education must be completed in an environment that is conducive to the student's learning. The amount of learning that takes place in the clinical affiliate depends, to a large degree, upon the quality of the interaction between the student and technologists. Therefore technologists are a vital contribution to the education of students in the Radiography Program. **Students are to be supervised by ARRT registered technologists only.** Limited License technologists or graduate students whose registry results are pending are not qualified to supervise students, perform competency testing or sign off on objectives.

The following guidelines are to be used by the technologist in the clinical setting to create a solid foundation for guiding students to reach the desired level of competency based on the goals and objectives of the Olney Central College Radiography Program.

### **ROLE OF THE RADIOLOGIC TECHNOLOGIST**

1. Serve as an expert in your profession by being a competent resource person capable of handling complex decision making processes.
2. Serve as a formal authority by stating goals and setting standards of excellence.
3. Serve as a socializing agent by introducing the student radiographer to the profession. Remember that your attitudes, actions, and discussions of issues and values in the profession may have an impact on the future of the student and the profession.
4. Serve as a role model who has a powerful and effective teaching method to convey the importance of qualities and abilities appropriate to the radiography profession.
5. Serve as a facilitator, who listens, questions, encourages, motivates, and constructively evaluates the student and his or her performance.
6. Serve as a facilitator, who is able to adjust, adapt, respond, and communicate with the student.
7. Serve as a person who displays human qualities and can identify with the student's plight in completion program goals and objectives. Remember what it was like for you as a student!
8. Serve as a professional who exhibits a positive attitude and behavior concerning your chosen career.
9. Encourage the student to take the initiative in completing examinations by ensuring that he or she is well informed of the expectations of the radiography department.
10. Communicate effectively with the student radiographer.
11. Share your knowledge of acquired skills through verbal guidance and demonstration.
12. Provide positive feedback to student when his or her performance is commendable.
13. Provide constructive criticism to the student when his or her performance demands improvement. Remember to complete this task in an appropriate manner so that students can receive full benefit from the information.
14. Provide feedback to the clinical instructor regarding student performance for completion of student assessments and evaluations.
15. When concerns arise with student performance, inform the clinical instructor.
16. Create a learning atmosphere by providing opportunities for the student to ask questions then assist him or her in finding the appropriate answer.
17. Formulate an understanding of clinical requirements and assist the student radiographer in completing clinical documentation.
18. Registered radiologic technologists at the clinical site may request additional proficiency exams from the student at any time the student's competency to perform an exam is questioned.
19. Demonstrate an understanding of direct supervision and indirect supervision of students performing radiographic procedures.

### **ROLE OF THE CLINICAL INSTRUCTOR**

1. Comply with the Role of the Radiologic Technologist requirements as well as the following.
2. Understand the program mission, goals, and student learning outcomes.
3. Abides by program policies and procedures.
4. Appoint a designee to assume Clinical Instructor responsibilities when not available.
5. Serve as a liaison between the OCC Radiography Program and the clinical site.
6. Demonstrate, supervise, and assist the student radiographer in all technical aspects of radiography.
7. Evaluate all phases of student performance in the clinical environment and maintain records of the evaluation.

8. Provide individual training and instruction as needed
9. Conduct competency examinations as appropriate for each student.
10. Conduct simulated competency testing for students on the final day of Applied Clinical V as needed.
11. Monitor student performance and progress while identifying individual strengths and weaknesses then regularly provide feedback to the student with recommendations for appropriate clinical activity.
12. Report, consult, and advise Radiography Program officials of student performance.
13. Participate as a clinical representative in the Advisory Committee Meetings for the Radiography Program by attending scheduled meetings, evaluating existing program policies and procedures, and making suggestions for improvement of the Radiography Program.
14. Clinical Instructors are expected to attend the Advisory Committee Meetings as scheduled by the Radiography Program Director.
15. Provide input on clinical and didactic course content while promoting integration between the two.
16. Confer with the Clinical Coordinator or his/her designee during clinical site visits. Contact the Clinical Coordinator by phone or email when questions, concerns, or comments arise between visits.
17. Schedule and assign students to radiographic rooms to ensure a successful clinical experience.
18. Ensure that student radiographers and department staff comply with Radiography Program policies and procedures including the direct and indirect supervision policy.
19. Maintains competency in the professional discipline and instructional and evaluative techniques through continuing professional development.

## **CLINICAL SUPERVISION OF THE STUDENT RADIOGRAPHER**

### **Direct Supervision**

The student is to have 100% direct supervision by a registered radiologic technologist or clinical instructor when making a radiographic exposure for each radiographic procedure. Prior to competency, students are required to be under the direct supervision of a registered Radiologic Technologist. A registered Radiologic Technologist must review the request for the radiographic examination to determine the capability of the student to perform the examination with reasonable success. The technologist must also determine if the condition of the patient contraindicates performance of the examination by the student. The registered Radiologic Technologist must always be present in the room while the student performs the entire examination or procedure. The registered Radiologic Technologist must check and approve the radiographs prior to the dismissal of the patient. **Any examinations that a student must repeat are performed only in the presence of a registered Radiologic Technologist under his/her direct supervision.**

### **Indirect Supervision**

After the student has passed a Competency Evaluation on an examination or procedure and has had the examination checked-off the list of completed competency evaluations, then the student is permitted to perform that specific examination or procedure under indirect supervision. Indirect supervision means supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

## **OBSERVE, ASSIST, AND PERFORM SOLO**

1. The first step towards developing clinical competence for the radiographic procedures identified in this packet is to have an opportunity to observe the actual radiographic procedures.

2. Once observation has been initiated the student is encouraged to take an active role in assisting Radiologic Technologists in the completion of radiographic procedures, it is hoped that the student will progress towards taking greater responsibility for the entire completion of radiographic procedures without having to rely on assistance from supervising staff Radiologic Technologists.
3. A solo performance is achieved when the student takes full charge and responsibility for carrying out all aspects of a radiographic procedure for the production of maximally acceptable diagnostic radiographs.
4. The performance is considered solo when the student receives the patient, positions the patient, establishes technique, produces radiographs with virtually no repeated radiographic exposures, and sees the patient out of the department, indicating completion of the radiographic procedure.

### **CLINICAL PROGRESS AGREEMENT**

1. In order to assure that a student is making steady progress, the Clinical Coordinator or designee will make regular site visits to the student's clinical site and meet with each student to assess the individual's clinical progress.
2. The Clinical Coordinator/Site Visitor documents the number of completed Semester Performance Objectives, Mandatory and Elective Performance Objectives, Clinical Competencies, Clinical Proficiencies, Image Evaluations, Quizzes, Specialty Area Rotations, and Clinical Hours.
3. The Clinical Coordinator evaluates the student's Clinical Journal for completion.
4. The Clinical Coordinator evaluates the student's appearance based on dress code, radiation monitor, and identification requirements.
5. The Clinical Coordinator and the student will agree upon a goal for the number to be completed by the time of the next site visit.
6. The Clinical Coordinator retains the signed agreement form in the student's clinical file and the student is strongly encouraged to retain a copy for his/her own reference

### **STUDENT RECORD OF CLINICAL PROGRESS**

1. A Student Record sheet is included in the Clinical Forms Packet.
2. The Student Record sheet identifies the required competencies for graduation from the Radiography Program. It includes space for a record of completed competencies, proficiencies, and specialty area rotations.
3. The Student Record Sheet is maintained in the student's current clinical file by the Clinical Coordinator, but the student is also strongly encouraged to keep a personal record of all completed competencies, proficiencies, and specialty area rotations so that any discrepancies can be recognized and corrected at the earliest date.

### **SEMESTER LOG**

1. The Semester Log is designed to provide a record of student performance for each semester.
2. There are no requirements for this form however it is strongly suggested that the student use it to record his/her performance each semester.

### **CLINICAL JOURNAL**

1. The student is required to keep a personal journal in each Applied Clinical course.

2. The student is required to write a paragraph about his/her educational experiences for each day in Applied Clinical.
3. The student will be required to produce his/her completed journal at each Clinical Site Visit which will be assessed for completion by the Site Visitor.
4. If a student is not in attendance on a regularly scheduled clinical day, the student must document the reason in the clinical journal.
5. Computer submissions are not allowed unless the student has a completed journal at the time of the site visit regardless of whether the visit is announced or unannounced.
6. **Failure to produce a completed clinical journal during the clinical site visit whether announced or unannounced will constitute a 5% reduction in the student's clinical grade for each incidence.**

### **CLINICAL LOG OF HOURS**

1. Each student has a clinical log sheet that must be completed each day at the clinical site.
2. The student **MUST** get the log sheet initialed immediately upon arrival to and departure from the clinical site. All log entries and initials must be made in ink by a registered technologist.
3. Any excess time beyond the scheduled clinical hours should be noted and initialed by a registered technologist on the clinical log sheet. Excess time is not applied toward clinical hours.
4. It is **NOT** considered excess time if circumstances do not allow the student to have a break or the opportunity to recoup that time during the clinical experience.
5. If a student is not in attendance on a regularly scheduled clinical day, the student must document the reason on the clinical log.
6. Any falsification of the clinical log may result in IMMEDIATE dismissal from the program.

### **STUDENT EXAM LOG**

1. The student is responsible for maintaining an exam log sheet every day of attendance in Applied Clinical Education.
2. The student must record all information as indicated on the form for each competency, proficiency, mandatory and elective objective, and image evaluation that he or she is involved in completing.
3. The Exam Log is a document which must be kept in the designated binder at the Clinical Site and is considered to be the property of the clinical agency. This log should never be removed from the facility. Removal of this document may constitute a violation of HIPAA and the student subject to disciplinary action.
4. The Exam Log will be reviewed by the site visitor during each clinical site visit.
5. Failure of the student to maintain a completed and accurate exam log may result in the loss of competencies, proficiencies, mandatory and elective objectives, and image evaluations.
6. Any competency, proficiency, mandatory and elective objective, and image evaluation that cannot be verified with this form will not be accepted by Program Officials.

## **SEMESTER PERFORMANCE OBJECTIVES**

1. Semester Performance Objectives are designed to provide the student with an understanding of how the radiology department functions and how specific aspects of the radiology department operate.
2. Students are required to complete Semester Performance Objectives in all Applied Clinical Education courses.

## **MANDATORY AND ELECTIVE PERFORMANCE OBJECTIVES**

1. The Mandatory and Elective Performance Objectives of the Applied Clinical Education courses are designed to provide the student with an understanding and appreciation of the diagnostic areas throughout the Radiology Department.
2. Quality Management activities are included in the Performance Objectives to allow the student to form a better understanding of the value of established quality management routines and documentation used to maintain accuracy and consistency within the radiography department.
3. 100% of the Mandatory Objectives must be completed prior to graduation from the Radiography Program.
4. A minimum number of Elective Objectives must be completed prior to graduation from the Radiography Program. Specific requirements will be defined in course syllabi.

## **CLINICAL COMPETENCY EVALUATION**

1. Advancement towards becoming a Radiologic Technologist is achieved when the student is certified as competent to perform a radiographic procedure via a clinical competency evaluation.
2. Students should attempt at least one solo performance of a radiographic procedure prior to initiating a clinical competency evaluation from the Clinical Instructor or a registered Radiologic Technologist.
3. The nature of the clinical competency evaluation will pertain to specific clinical objectives for the production of diagnostic quality radiographs under authentic patient care situations.
4. The successful completion of a Clinical Competency requires a minimum of 90% accuracy. Scores less than 90% are considered a failed competency.
5. If a student does not successfully complete a Clinical Competency, he or she must notify the Clinical Coordinator within two days of the incident so that a mutual time for remedial education can be arranged with the appropriate lab instructor to review the appropriate examination factors for the radiographic procedure.
6. Following remediation, the student will be allowed to reattempt the competency with a minimum evaluation score of 90%.
7. A copy of the failed Clinical Competency Evaluation form must be submitted to the Clinical Coordinator for inclusion in calculating the final average score.
8. Competency forms are color coded. If the student fails to turn in the proper form, a score of zero for that examination will be factored into the final scoring of Clinical Competency Evaluations.
9. In the last semester of enrollment, a maximum of 5 competency exams may be achieved through simulation. Simulations are only permitted on the final day of Applied Clinical V. Simulated competency testing is not permitted for surgery or contrast procedure cases.

## **CLINICAL PROFICIENCY EVALUATION**

1. The student's continued competency in performing radiographic procedures is evaluated through his/her performance of a proficiency evaluation. (Competency must be completed prior to a proficiency)
2. Students are required to complete a minimum number of proficiency evaluations during each of the five Applied Clinical courses.
3. The individual course syllabus will provide specific information.
4. The Proficiency Evaluations are completed based on the same criteria as a Competency Evaluation.
5. The successful completion of a Proficiency Evaluation requires a minimum of 90% accuracy. Scores less than 90% are considered a failed proficiency.
6. The Clinical Instructor or other registered radiologic technologists at the clinical site may request additional proficiency exams from the student at any time the student's competency to perform an exam is questioned.
7. If a student does not successfully complete a Proficiency Evaluation, he or she will lose the competency documentation.
8. The failed Proficiency Evaluation form must be submitted to the Clinical Coordinator for inclusion in the proficiency scoring for the final grade. Time for remedial education must be arranged with the Clinical Instructor to review appropriate examination factors for the radiographic procedure.
9. All Proficiency Evaluation scores will be included when calculating the final average score for the semester.
10. Following remediation, the student will be allowed to reattempt competency with a minimum evaluation score of 90%. It will then be necessary for the student to complete an additional Proficiency Evaluation with a minimum evaluation score of 90%.

## **IMAGE EVALUATIONS / QUIZZES**

1. Image Evaluations are designed to provide the student with the understanding and appreciation of producing quality radiographic images.
2. Students are required to complete a minimum number of image evaluations during each of the five Applied Clinical courses. The individual course syllabus will provide specific information.
3. The successful completion of an Image Evaluation requires a minimum of 83% accuracy.
4. As each of the Image Evaluations is completed, the student will be required to complete a quiz based on any material that has been presented since the start of the program.
5. A minimum of 3 image evaluations and quizzes must be completed during the 1<sup>st</sup> site visit with the final 2 completed during the 2<sup>nd</sup> site visit. (Exceptions are made only in the instance that the first site visit is completed during the first week of Applied Clinical, then a minimum of 3 image evaluations and quizzes must be completed during the 2<sup>nd</sup> site visit with the final 2 completed during the 3<sup>rd</sup> site visit.)
6. Image evaluations turned in late will automatically result in a score of "0".
7. The student is not allowed to accept a score of "0" in lieu of completing the required image evaluations and quizzes.

## **SPECIALTY AREA ROTATION**

1. Specialty Area Rotations are designed to provide the student with an understanding and appreciation of the various modalities in Radiology.
2. Students are required to complete a minimum of 24 hours in each of the Specialty Area Rotations.
3. The student must complete a minimum of one Specialty Area Rotation in each Applied Clinical course excluding Applied Clinical I.

4. Any additional Specialty Area Rotations completed in a semester can be carried over to meet the requirements of the following semesters. All documentation must be submitted during the semester during which the rotation was completed.
5. A Specialty Area rotation must be completed in its entirety during the semester in which it was begun; hours cannot be carried over to the next semester.
6. The student must be under the direct supervision of a Registered Technologist at all times while completing the rotations.
7. Students must complete the specialty area rotations as required and submit documentation of completion including the completed synthesis and analysis no later than two weeks prior to the last scheduled clinical day of the semester.
8. Electronic submissions will not be accepted by the instructor.
9. All documentation must be submitted together or it will be considered an incomplete submission and the student will receive a score of "0" if the incomplete submission extends beyond the due date.
10. Reports turned in late will automatically result in a score of "0" zero for that specialty area rotation.
11. The student is not allowed to accept a score of "0" in lieu of completing the specialty area rotation and documentation.
12. Students are expected to choose rotations from the following areas:
  - a. Ultrasound
  - b. Nuclear Medicine
  - c. Computed Tomography
  - d. Radiation Therapy
  - e. Magnetic Resonance Imaging
  - f. Interventional Radiography
  - g. Bone Densitometry

**Because equal opportunity to complete a rotation in mammography cannot be guaranteed for both male and female students, mammography specialty rotations are not allowed.**

### **STANDARD PRECAUTIONS**

1. All students are expected to utilize standard precautions in all contact with patients throughout the OCC Radiography Program.
2. Students are expected to follow the agency's protocols for standard precautions and isolation precautions.

### **BLOODBORNE PATHOGEN EXPOSURE**

1. Students should immediately report to the Clinical Instructor and to the Program Director as quickly as is reasonable any exposure or suspected exposure to blood-borne pathogens.
2. Students are expected to follow the written protocol of the clinical site. The student will be responsible for physician, diagnostic, and treatment costs associated with bloodborne exposure incidents.
3. Students will be responsible for meeting the prescribed follow-up care of the clinical site. The student will be responsible for all costs of treatment or services.

## **LATEX ALLERGY GUIDELINES**

1. Latex allergy is a serious threat to health care workers as well as patients.
2. Allergic reactions to latex may be mild, such as skin disturbances, to severe reactions resulting in death.
3. Exposure to latex products may cause a hypersensitivity response either locally or systemically. A systemic reaction may occur even with trivial exposure to latex and may result in cardiopulmonary arrest within minutes.

The guidelines recommended by the Olney Central College Radiography Program are to address potential incidences of acquired latex sensitivity by students in the clinical experiences of the program.

### Procedure:

1. Students should become knowledgeable of latex allergy causes and potential signs and symptoms.
2. Students should seek medical care for EARLY diagnosis and treatment of hand dermatoses and symptoms suggestive of latex allergy.
3. Students should immediately report to the Clinical Instructor and Clinical Coordinator actual or suspected latex allergic responses.

## **PSYCHIATRIC OR PSYCHOLOGICAL EXAMINATION GUIDELINES**

1. Students who may for any reason appear to be unsafe in the clinical site or who may compromise patient safety may be required to submit to a psychiatric or psychological examination at any time at the student's expense.
2. Alcohol/drug screening is included as part of these guidelines.

## **SUBSTANCE ABUSE POLICY**

1. The Olney Central College Radiography Program adheres to the Illinois Eastern Community Colleges District 529 Substance Abuse Policy.
2. The Board of Trustees recognizes the importance of a college environment which is free of substance abuse. Programs of education, rehabilitation, and treatment are implemented to promote a substance-free college environment.
3. The college environment includes students, employees, and other persons participating in District 529-sponsored classes, programs, services, and other activities and events.
4. Substance abuse is defined as unauthorized possession, sale, transfer, purchase or use of alcohol, unlawful narcotics, hallucinogens, or abuse of drugs in any form.
5. Substance abuse within the college environment is prohibited.
6. Students and employees involved in substance abuse within the college environment are subject to disciplinary action.
7. Any illegal substance abuse will result in involvement of law enforcement officials.
8. Contractors to District 529 are expected to comply with the Drug-Free Workplace Act of 1988.

## **PROCEDURES FOR SUBSTANCE ABUSE AT CLINICAL SITES**

1. Any student who arrives at the clinical site and is suspected of drug and/or alcohol use will not be allowed to continue at the clinical experience.
2. The Clinical Instructor will ask the Department Manager, or staff person designated by the agency, to validate the student's behavior and/or odor of alcohol-like substance.
3. If these two individuals concur that the student may be under the influence of drugs or alcohol, the agency policy for drug screening will be implemented and an OCC Radiography Program Official will be notified immediately.
4. If the student is determined to be under the influence of inappropriate drugs or alcohol, the student will remain in the agency until the Program Official can arrange transportation home for the student or until the Program Official arrives at the site.
5. The Program Director will notify the Associate Dean of Nursing and Allied Health as soon as possible.
6. The student will receive no credit for the clinical experience.
7. Inappropriate drug use is the impaired ability to function safely in the clinical agency.
8. Prescribed medication may be used as long as judgment or coordination is not impaired.

The following actions will be taken for a student with suspected and/or confirmed drug/alcohol use:

1. The student will be required to have an evaluation by a substance abuse specialist and follow the recommended plan of care. This will be at the student's expense.

Each case will be reviewed by the Program Director, Clinical Coordinator, and Associate Dean of Nursing and Allied Health, who will make a decision regarding the student's continuation in the radiography program.

## **ACCIDENT/INCIDENT**

1. Any student involved in an accident/incident must report this to the Clinical Instructor and Program Director immediately.
2. An incident form must be completed and properly signed before the student leaves the clinical site.
3. The student must follow the policies and procedures of the clinical site in management of the accident/incident.
4. In the event of an accident/incident that occurs to the student, all physician, diagnostic, and treatment costs for services rendered will be paid by the student.

**SECTION VIII**  
**PROGRAM PROGRESSION AND GRADUATION**

- **Background Check and Drug Testing**
- **Requirements for Advanced Placement**
- **Incidents and Incompetency in Education**
- **Improper Conduct/Disciplinary Report**
- **Professional Behaviors**
- **Critical Areas of Concern**
- **Dismissal from Program**
- **Withdrawal/Exit from Program**
- **Graduation**

## **BACKGROUND CHECK AND DRUG TESTING**

After acceptance into the Radiography Program, a background check is required. Drug testing will also be required. An unsatisfactory background check or positive drug test may result in negation of admission or withdrawal from the program. A positive drug test at any time in the program may be grounds for immediate dismissal from the program. A change in student status during the program which results in a criminal conviction may be grounds for dismissal or administrative withdrawal from the program.

**Students are required to report any incident which might result in a change in criminal history status to the Program Director within 5 days. Failure to report a change in status is grounds for immediate dismissal from the program.**

## **REQUIREMENTS FOR ADVANCED PLACEMENT**

Prior coursework completed as part of another accredited radiography program may be accepted for credit in the OCC Radiography Program. Students seeking advanced placement in the program should provide the Program Director with necessary documentation from their previous program for review and evaluation to determine any credit to be awarded.

## **INCIDENTS AND INCOMPETENCY IN EDUCATION**

1. Improper Conduct/Disciplinary Report – This form serves to document any disciplinary action that is taken with a student. This form is completed and signed by the Program Director and the Clinical Coordinator.
2. The form is reviewed and signed by the student.

The completed original is placed in student's file. A signed copy of the form is given to the student upon request.



## PROFESSIONAL BEHAVIORS

The Olney Central College Radiography Program believes that professional behavior is an integral part of each student's radiography education. Radiography is an occupation that requires competent skilled professionals. The importance of student integrity, trustworthiness, and honesty are very serious concerns due to the implications to patient safety. The student's character must uphold the professionalism required for a Radiologic Technologist and be a positive reflection of the mission and values of Olney Central College and the Illinois Eastern Community Colleges District.

The OCC Radiography Program identifies unprofessional behavior as a Critical Area of Concern and therefore the student may be dismissed from the program if inappropriate behaviors are exhibited.

### Professional behaviors identified

Four professional behaviors are identified. These expectations apply to you equally in the classroom, laboratory and during your clinical rotations. Each is clarified with a list of supporting behaviors. This list is not intended to be all-inclusive.

1. Demonstrate dependability and punctuality
  - Attend all classes, labs, and clinical education as schedules.
  - Arrive for class, lab, and clinical with sufficient time to be prepared to participate at the start.
  - Leave class, lab and clinical only at the stated time or when dismissed.
  - Follow program policy related to clinical absences.
  - Complete and turn in assignments by the due date as designated by the instructor.
  - Accept responsibility for actions or inactions and outcomes.
  - Work collaboratively as a team member with classmates to complete course requirements as assigned by the instructor.
  - Take full advantage of time available in labs by staying on task and involved.
  - Use time effectively.
  - Does not discuss, share, or remove information used to evaluate student academic performance (homework, quizzes, exams, projects, etc.).
  - Carry out academic and clinical responsibilities in a conscientious manner.
  
2. Work effectively and respectfully in the clinical setting.
  - Stay in assigned areas unless permission granted by clinical instructor.
  - Do not leave for lunch or break in the middle of an exam.
  - Accept assignments from clinical instructor or supervising technologist commensurate with capabilities.
  - Attend to the comfort and safety of all patients.
  - Continually maintain patient confidentiality.
  - Treats patients with dignity and respect.
  - Do not complete personal business in the clinical setting.
  - Demonstrate a positive attitude toward constructive criticism.
  - Develop a plan of action in response to the feedback given from the clinical personnel and the evaluation form.
  - Critique own performance and share that self-assessment.
  - Maintain professional demeanor at all times.
  - Assures that personal cell phones are not used during clinical education.

- Does not use clinical facility computers for personal use.
- Respects cultural and religious differences of others.
- Collaborates with other members of the healthcare team and treats them with respect.

3. Work effectively and respectfully with others demonstrating mature communication skills.

- Maintain respectful, appropriate interactions with fellow class members, instructors, supervisors, and staff.
- Avoid interrupting others.
- Respond during interactions using appropriate verbal and nonverbal style.
- Communicate in respectful manner.
- Respect personal differences of others.
- Share fully with lab or project partner in accomplishing assigned task.
- Use correct grammar and expression in verbal communication.
- Avoid use of offensive language.
- Write legibly and complete assignments with acceptable quality.
- Listen actively.
- Consult with instructor when a student's behavior endangers another member of the class or in the event of an ethical breach of conduct
- Communicate differences in opinion and good faith criticism respectfully in the appropriate forum
- Tactfully asks constructive and relevant questions of college and clinical personnel to assist in achieving learning outcomes.
- Refrain from gossip and rumors.
- Refrain from unnecessary complaining. Valid complaints and grievances should be discussed with the appropriate instructor at the college or clinical site, and the appropriate chain of command should be followed.
- Maintain a professional relationship with college and clinical site personnel at all times.
- Maintain confidentiality in sensitive matters involving others in the college and clinical site.
- Maintains composure.
- Demonstrates compassion, truthfulness, fairness, and continuous regard for all.
- Treat everyone with sensitivity to diversity in culture, age, gender, disability, social and economic status, sexual orientation, and other personal characteristics without discrimination, bias, or harassment.
- Recognizes impact of verbal and non-verbal communication
- Recognizes own barriers to effective communication.
- Presents verbal or written communication with logical organization and sequencing.

4. Assume responsibility for personal and professional growth.

- Recognize problem or need.
- Assumes responsibility for own actions/words with maturity.
- Demonstrate a positive attitude toward constructive criticism and feedback.
- Maintain an open line of communication with individual offering critique.
- Develop a plan of action in response to feedback.
- Assume responsibility for all learning.
- Participate in class discussions, group activities, and projects.
- Use appropriate grammar and spelling on all assignments.
- Recognize your position as role model for the college and the radiology profession.
- Abide by college and clinical site policies and procedures.

- Display a positive attitude towards the program, clinical sites, and the college.
- Make every effort to exceed expectations.
- Make a commitment to life-long learning.
- Be mindful of the limits of one's knowledge and abilities and seek help from others when appropriate.
- Practices in accordance with the ARRT Rules of Ethics.
- Focuses on tasks at hand without dwelling on past mistakes or experiences.
- Welcomes and or seeks out new learning opportunities.
- Accepts that there may be more than one answer to a problem.
- Demonstrates ability to adapt to change.

### **CRITICAL AREAS OF CONCERN**

Critical areas of concern include any actions or inactions on the part of the student that increase the risk of or exposure to loss, harm, death, or injury of the patient. Critical concerns include, but are not limited to, the following:

1. Theft from patients, visitors, or agency employees, or the unauthorized removal of supplies, drugs or other property from the premises of the agency.
2. Alteration, falsification or destruction of any agency records.
3. Alteration, falsification or destruction of clinical records.
4. Refusal to accept clinical assignment.
5. Refusal to perform assignment or follow directions of the instructor or appropriate agency personnel.
6. Reporting to laboratory or performing at laboratory while under the influence of alcohol and/or controlled substances, drugs, or having possession of same on agency property.
7. Departure from the assigned department or unit, or the facility during scheduled laboratory hours without authorization.
8. Willful conduct which could endanger patients, visitors or others.
9. Making false, vicious, or malicious statements concerning the agency, its employees or its services.
10. Use of abusive, threatening, or profane language, or gestures on agency premises.
11. Willful, deliberate, violation of or disregard for the agency's safety and security, and its rules and policies.
12. Solicitation or acceptance of gifts or gratuities from patients, their significant others, patient families or vendors.
13. Neglect of duty or incompetence either in quantity or quality of work.
14. Breach of confidentiality of the patient, significant others, patient families, or of the agency and its employees. (HIPAA)
15. Evidence of disregard or disrespect of the rights of patients or others, or of the agency and its employees.
16. Neglect to uphold Academic Integrity.
17. Exhibiting unprofessional behavior.

Such actions or inactions will result in the student being immediately relieved of the clinical assignment, followed by a faculty review and possible dismissal from the radiography program.

Dismissal from the Radiographic Technology Program, whether culminating in receiving a failing grade or withdrawal, may prevent readmission.

Students being considered for dismissal will be notified in writing of the reasons for such action and will be required to meet with Program Director and Program Clinical Coordinator. The student has the right to appeal according to the College policy.

### **DISMISSAL FROM PROGRAM**

Any student in the Radiography Program may be dismissed from the Radiography program for the following reasons:

1. Refusal to accept clinical site assignment.
2. Failure to follow a remediation plan or other concerns with student progress during a remediation/probation period.
3. A course grade of “D” or “F” automatically results in dismissal from the program.
4. Three failures to turn in film badge at the end of a month. (See Radiation Safety and Radiation Exposure Badge Policy)
5. Violation of Critical Area(s) of Concern.
6. Dismissal from 2 clinical sites.

### **WITHDRAWAL/EXIT FROM PROGRAM**

If a student withdraws from a radiography course or decides to not continue in the program, the student will inform the Program Director in writing giving the following information:

1. Date of exit from training
2. Reasons for decision to leave

Student must follow college withdrawal policies and complete appropriate college forms. Students will meet with the Program Director and appropriate student services staff to complete the withdrawal procedure. Students who desire readmission to the program will be required to meet the same application requirements as other applicants. Students who have successfully completed some courses may be considered for advanced placement if space is available.

### **GRADUATION**

#### **Requirements**

To successfully complete the Radiography Program, the student must:

1. Complete all clinical and didactic courses with a minimum of a satisfactory grade of “C” or better.
2. Complete all competency evaluations with a minimum score of 90% or better.
3. Complete all clinical education requirements.
4. Complete all required general education courses with a “C” or better.
5. Meet other College graduation requirements. See Radiography Program Advisor for more information.

Radiography Program students should read the graduation requirements addressed in the College catalog.

**SECTION IX**  
**STATEMENTS OF UNDERSTANDING**

- **Olney Central College Radiography Program**
- **Radiography Program Handbook Review Verification Form**

## OLNEY CENTRAL COLLEGE RADIOGRAPHY PROGRAM

I understand that as a student representing OCC Radiography Program during my clinical rotation to the variety of clinical sites, I have certain responsibilities to the OCC Radiography Program, to the clinical sites and their patients and staff. In consideration of these responsibilities, I agree to the following:

1. I understand I am responsible for my own transportation to and from Olney Central College and the clinical sites and hereby release both Olney Central College and its clinical affiliates from any liability associated with travel to and from Olney Central College and/or its clinical affiliates.
2. I understand that clinical assignments are made based on the needs of the entire radiography class, and I understand that I may need to drive several hours to a clinical facility. I understand my clinical site location will be scheduled each semester by the Clinical Coordinator and the Program Director.
3. I understand I am responsible for any expenses related to lodging and meals while attending Olney Central College and/or its clinical affiliates.
4. I understand I am a guest of each clinical affiliate. As such, I understand the clinical instructor of the affiliate may request I leave the premises or prohibit my continued participation in the clinical rotation at that facility. If such a situation arises, I will immediately contact the Radiography Program Director at Olney Central College.
5. I understand all patient information is **confidential**. I will not discuss such information with anyone unless that information is specifically necessary for clinical or educational purposes within the affiliate or at Olney Central College.
6. I understand my clinical rotations are in no way intended as a form or source of employment. As such, I understand I will receive no payment (wages) for my rotations at clinical affiliates.
7. I understand I am responsible for my own medical insurance and/or medical expenses incurred for injury or onset of illness while in a clinical affiliate's facility as student radiographer during clinical rotation.
8. I will conscientiously adhere to the specific schedule of my clinical assignment. If for any reason I am unable to attend any of my scheduled times, I will notify the Clinical Instructor of that facility and the Program Clinical Coordinator with a full explanation of the reasons **by 7:00 am**.
9. I will strive to successfully complete all clinical goals, objectives, and competencies during each clinical rotation.
10. I understand and agree that my clinical rotations may involve shift rotations based on the clinical facility I have been assigned to.
11. I understand that refusal of a clinical site assignment may be grounds for dismissal from the Radiography program.

Placement of my signature on the line below indicates that I have read this document and agree to abide with the requirements stated above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**OLNEY CENTRAL COLLEGE RADIOGRAPHY PROGRAM**

**RADIOGRAPHY PROGRAM HANDBOOK REVIEW VERIFICATION FORM**

I have read the Radiography Program Handbook in its entirety. I acknowledge and understand all of the policies, rules, and regulations printed in the handbook and agree to abide by them.

Specifically, my initials below indicate that I acknowledge, understand, and agree to abide by the listed policies.

- Pregnancy Policy
- ARRT Ethics Review Committee Policy
- Radiation Safety and Radiation Exposure Badge Policy
- Radiographic Identification Marker Policy

I acknowledge and understand some information in this publication may become outdated due to changes in Board of Trustees Policy, state law, and radiography program guidelines. In such instances current board policy, state law, and radiography program guidelines will prevail. Changes in policy will be communicated to students by the Program Director.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

After this form has been signed and dated, it is placed in the student's file.

**Agenda Item #9E**

**April Final Report to NJCAA**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 17, 2012  
RE: April Final Report to the NJCAA

The District has filed the Lincoln Trail College Final Report, as requested by the NJCAA. The District was granted an extension from the due date of April 1st to April 6<sup>th</sup> 2012.

In the January 31st letter indicating a finding of violation of NJCAA rules, the NJCAA asked that the college draft “a written process addressing the financial reporting of dorm receipts for scholarship athletes between the Lincoln Trail Booster Club and Lincoln Trail College, and that the process be submitted to the NJCAA for approval.”

The District’s final report includes a **Financial Aid Tracking Protocol** to address the financial tracking of dorm receipts for student athletes, relative to his or her housing scholarship. This protocol was submitted to the NJCAA for its consideration and approval.

As stated in the April final report, the Board of Trustees, the Administration of Illinois Eastern Community Colleges, the President of Lincoln Trail College, and the Lincoln Trail Booster Club are fully committed to compliance with NJCAA rules and regulations. Since the NJCAA finding of non-compliance on January 31, 2012, all parties have taken numerous actions to get into compliance and made all changes required to do so.

The actions taken include:

- Completed an audit of compliance of all Lincoln Trail College Athletic programs and submitted it to the Executive Director of the NJCAA;
- Accepted and implemented all recommendations of the auditor.
- Adopted a student-athlete Financial Aid Tracking Protocol for all housing scholarships and submitted it for approval by the NJCAA.
- Required student-athletes to complete an Eligibility Affidavit.
- Created a system to provide compliance information to all student-athletes.
- Discontinued ceremonial letters of intent to insure correct dates.
- Continued to confirm athletic eligibility pursuant to NJCAA bylaws.
- Established an educational program for staff and booster club.
- Developed a Booster Club Rules and Regulations handbook.
- Created a handout of 10 things an athletic booster should know.

- Implemented an educational program so that administration and staff will be continually informed of proper procedures to follow and actions to avoid.
- Adopted an institutional compliance procedure.
- Hired an Athletic Compliance Coordinator.

I ask the Board's approval for Lincoln Trail College and the District to submit this report and to ask for approval of the Financial Aid Tracking Protocol.

TLB/rs

Attachment

April (Final) Report to the National Junior College Athletic Association

Lincoln Trail College

April 6, 2012

Pursuant to an Extension of time to file the Report due April 1

As requested in a NJCAA Letter of Findings of January 31, 2012

In the fall of 2011, Lincoln Trail College (LTC) self-reported some suspected violations. Following an NJCAA investigation, the NJCAA made a finding of violations in a January 31, 2012 letter and placed the LTC basketball program on probation for the 2011-2012 season.

The NJCAA asked the college to:

1. Audit the Lincoln Trail College Athletic program in the areas of: Student-athlete athletic aid and the Lincoln Trail College Booster Club (Booster Club) and student-athlete eligibility.
2. Report to the NJCAA monthly and by a final report on April 1 (later extended to April 6) on:
  - a. A written process addressing the financial reporting of dorm receipts for scholarship athletes between the Lincoln Trail Booster Club and Lincoln Trail College, and that the process be submitted to the NJCAA for approval
  - b. Adopt a procedure for educating college staff and Booster Club members on NJCAA rules
  - c. Suggest policies and procedures to be followed by college coaches and administration relative to the Booster Club.
3. Update the NJCAA monthly on the scheduling and progress on the required program audit.

**Lincoln Trail College reports the following changes pursuant to the NJCAA requests.**

**NJCAA Request 1----Audit Lincoln Trail College Athletic programs for compliance in the areas of: a) student-athlete athletic aid and the Booster club and b) student-athlete eligibility.**

Lincoln Trail, thru the Board of Trustees, selected Kevin Williams to conduct an audit of compliance, and Williams completed and filed his report March 14, 2012. The February Report to the NJCAA detailed the Williams findings, his recommendations, and LTC's acceptance and implementation of those recommendations. The Williams Audit of Compliance and LTC's responses have been provided to the NJCAA Executive Director.

**a) Student-athlete Athletic Aid and the Booster Club.**

First, LTC will implement a tracking protocol. All future housing scholarships will be approved through the regular financial approval process of the college. By adopting this protocol, LTC will establish an audit trail pertaining to housing scholarship transactions and will have in place a written process addressing the financial tracking of dorm receipts for student athletes, relative to their housing scholarship.

Second, LTC will carefully comply with its residency policy which follows state guidelines and will take care to avoid any misclassifications in the future. LTC will implement additional training of college staff and, prior to student registration, will distribute a handout to staff each semester which includes the college residency policy.

**b) LTC and Student-Athlete Eligibility.**

First, LTC will require that all student-athletes complete and sign the "NJCAA Eligibility Affidavit" at the first team meeting before the season begins, and before the first practice. The completed form will be included in the student-athlete's eligibility file.

Second, each prospective student-athlete will be given the "Information for a Prospective NJCAA Student-Athlete" which states the eligibility tests that must be met in order for a student-athlete to participate in an NJCAA sport. These eligibility tests will be reviewed by the coach with each student-athlete during recruiting and a review will be included in LTC's orientation program.

Third, LTC will discontinue the use of ceremonial Letters of Intent, and instead, use only the actual Letter of Intent to avoid any date discrepancies between signature dates by the student-athlete and coaches in the letter of intent filed with the NJCAA.

Fourth, LTC will continue to follow procedures as outlined in the NJCAA bylaws as to Eligibility Audits and will continue to review all student-athlete's eligibility files for completeness, including:

- 1) The Submitted Copy of the eligibility form complete with college seal, student-athlete signature, athletic director signature, eligibility chairman signature, and the registrar or Dean signature.
- 2) All college transcripts (past and present), transfer waivers where applicable, and current student-athlete class schedules for all student-athletes.
- 3) Proof of high school graduation or GED
- 4) Signed and submitted copies of the Letter of Intent for each student-athlete where applicable
- 5) Delay and Break of Enrollment statements where applicable
- 6) Copy of sports schedule
- 7) Copy of team roster
- 8) Documentation of academic or medical hardships, part-time attendance rule, certified learning disabilities hardship, non-high school graduate and/or 18 calendar month non-college attendance rule.
- 9) I-20 forms for all non-United States citizen student-athletes
- 10) Letter of admission for all non-United States student-athletes
- 11) List of those student-athletes who are Permanent Residents (or Green Card Holders) and appropriate documentation proving such
- 12) Any other documents certifying the student-athlete's eligibility.

**NJCAA Request 2 (a) Report on a written process addressing the financial reporting of dormitory receipts for scholarship athletes between the Lincoln Trail Booster Club and Lincoln Trail College, and submit the process to the NJCAA for approval.**

LTC agrees that the lack of financial tracking and the failure to provide an adequate paper trail for housing scholarships led to the citation for a violation. To comply, LTC has developed a Financial Aid Tracking Protocol to address the financial tracking of dorm receipts for student athletes, relative to their housing scholarship. This protocol is being submitted to the NJCAA for possible approval.

Both LTC and the Booster Club (Landlord) have agreed to the following Financial Aid Tracking Protocol:

1. Each semester the LTC Business Office will prepare a requisition for payment to the Landlord, of all student-athlete housing. This requisition will be approved by the college Business Officer, the college Athletic Director, and the college President. It will be based upon the housing scholarship awarded the student-athlete and reported in their Letter of Intent.

2. Once the requisition has been approved by college officials, the requisition will be converted into a Purchase Order pursuant to normal college purchasing protocol.
3. The Purchase Order will be processed by our Accounts Payable Department and all accounting codes, fund codes, and the like will be properly recorded.
4. The college Business Officer will then notify the Accounts Payable Department by e-mail for formal approval to issue the check to the Landlord for the housing scholarships. The Business Officer will also attach a worksheet to the e-mail detailing each individual student-athlete and their housing scholarship amount for that particular semester. The total of this worksheet should agree to the Purchase Order. Any discrepancies will be resolved prior to the checks being issued.
5. Once the housing scholarship worksheet has been reconciled to the housing scholarship Purchase Order, the check will be written by the District's Accounts Payable Department and mailed directly to the landlord.

In this manner, all housing scholarships will be approved through the regular financial approval procedures and process of the college. There will be an audit trail for the housing scholarship transactions, and oversight will be provided to show that what is being paid to the landlord agrees with the student-athlete's housing scholarship awarded on his/her Letter of Intent.

**LTC hereby submits the above Financial Aid Tracking Protocol for NJCAA approval.**

**NJCAA Request 2 (b) Adopt a procedure for educating college staff and Booster Club members on NJCAA rules.**

Lincoln Trail College has taken many steps to comply with the NJCAA request.

**First**, LTC has developed a Booster Club Rules & Regulations Handbook for NJCAA compliance. This Handbook will be used by LTC and college staff to make the staff aware of the limits to Booster Club involvement in LTC athletic programs. It will be used by the Booster Club to educate its membership and to make all parties aware of NJCAA regulations. The Handbook is presented here.

ILLINOIS EASTERN COMMUNITY COLLEGES  
LINCOLN TRAIL COLLEGE  
NJCAA COMPLIANCE  
HANDBOOK FOR ATHLETIC BOOSTERS

Thank you for your ongoing support of Lincoln Trail athletics. The National Junior College Athletic Association (NJCAA) mandates that the responsibility for control and conduct of the athletics program is the responsibility of Lincoln Trail College (LTC). This responsibility extends not just to the actions of our coaches and enrolled student-athletes, but also to members of booster organizations.

#### RECRUITING

For this reason, please be aware that NJCAA rules prohibit you from making in-person recruiting contacts (on- or off-campus) or having written, telephone or electronic communication with recruits or their relatives or legal guardians. Any violations of these rules may impact LTC's ability to recruit prospects and could lead to significant penalties and damage to LTC's reputation as a first-rate community college.

#### EXTRA BENEFITS

Please also note that NJCAA rules restrict the benefits and special arrangements that student-athletes or their family members may receive. **An extra benefit is defined as any special arrangement to provide an enrolled student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NJCAA rules.** Some examples of extra benefits include providing monetary or other financial support, loans, discounts, transportation, entertainment, meals or anything else of material value to enrolled student-athletes or their family members. Any extra benefit given to a student-athlete, regardless of the relative value of the benefit, is a violation of NJCAA rules and may adversely impact the student-athlete's eligibility for competition and result in sanctions against the LTC athletic program from the NJCAA.

If you are aware of information related to a potential violation of NJCAA rules, we are counting on you to report such information to the President of LTC. As an NJCAA member institution, it is the college's obligation to investigate all potential violations.

Rules compliance is a shared responsibility. As a supporter of LTC athletic programs, the college is counting on your help. Please contact the LTC President if you have any questions.

**Second**, LTC and the Booster Club will be distributing a list of the top 10 things boosters should know. It will be distributed to LTC athletic staff and to Booster Club members.

#### THE TOP 10 THINGS ATHLETIC BOOSTERS SHOULD KNOW

1. The NJCAA holds Lincoln Trail College accountable for the actions of its boosters.
2. Boosters may not be involved in recruiting prospective student-athletes on behalf of Lincoln Trail College. A prospective student-athlete is any student who has started classes for the ninth grade or above (seventh grade or above in men's basketball).
3. Boosters may not be involved in arranging for a prospect, or an enrolled Lincoln Trail College student-athlete or their family to receive money or financial assistance of any kind.
4. Boosters may not provide transportation to a prospect, or an enrolled student-athlete, or their family and friends.
5. Boosters may not spend funds to entertain prospects, or enrolled student-athletes, or their family and friends.
6. Boosters may not use a photo or name of an enrolled student-athlete for commercial purposes or sell student-athlete memorabilia.
7. Boosters may not provide tickets to a prospect, an enrolled student-athlete, or their family and friends, or purchase tickets from a current student-athlete.
8. Boosters may notify the Lincoln Trail College coaching staff of talented prospects and may send newspaper clippings and other information about prospects to the LTC coaching staff.
9. Violations of NJCAA rules can render prospects and enrolled student-athletes ineligible for competition at LTC and cause negative publicity for those involved in the violations.
10. Always ask before you act.

**Third,** LTC will work with the Booster Club to make Booster Club Directors and Officers aware of NJCAA rules and regulations relating to booster clubs and requirements concerning availability of records to the LTC President, which have always been open and available. Further, to alert the Directors and Officers of the necessity of getting approval by the college administration for all booster club funds used for grant-in-aid, and these grant-in-aid funds must pass thru the books of LTC to allow the required tracking of student-athlete athletic aid. The following Rules and Regulations will be discussed with the Booster Club Directors and Officers at the beginning of each academic year.

## **Booster Club Rules & Regulations**

### **National Junior College Athletic Association**

The National Junior College Athletic Association (NJCAA) has addressed the procedures and policy that booster clubs shall follow in support of their prospective team. The Eligibility rules of the National Junior College Athletic Association effective August 1, 2011 state the following in Article VIII, Section 3:

- A) The financial records of booster clubs and similar organizations which assist athletic programs must be open and available to college officials.
- B) All transactions of a booster type organization or individual which assists a college athletic program in any way (e.g., equipment purchases, recruitment expenses, grant-in-aid, etc.) **must be approved through the regular financial approval procedures and process of the college (e.g., purchasing, gift acceptance, financial aid) as authorized or approved by the President.**
- C) All booster club funds used for grant-in-aid must be administered in compliance with Article VIII, Section 1.C. That Article says, “Grants-in-Aid shall be administered by the institution through the office, department, or division which administers financial funds for enrolled students.”

**NJCAA requirement 2 (c) Suggest policies and procedures to be followed by college coaches and administration relative to the booster club and NJCAA rules and regulations.**

Immediately following the finding of violations by the NJCAA on January 31, 2012, the College and District began a review of existing policies to improve on the institutional controls of the District as they relate to the administration of athletic programs within the District. The District wished to make clear the institutional commitment to compliance, to make staff of the District aware that compliance is a shared responsibility, that an Athletic Compliance Coordinator has been hired, and that an Athletics Handbook was being prepared. So that student-athletes are aware of the various rules and regulations, a Student Athlete Handbook has also been written.

The Athletic Compliance Coordinator was hired on February 21, 2012 at the regular meeting of the Board of Trustees and his duties were set forth by the Board. The Board directed that the Athletics Handbook and the Student Athlete Handbook were to be prepared no later than December 31, 2012. The Board set for the following policies and procedure for NJCAA compliance.

## INSTITUTIONAL ATHLETIC COMPLIANCE PROCEDURE

Illinois Eastern Community College District (District) and Lincoln Trail College (LTC) have developed a strong commitment to maintaining institutional control of its athletics program by: A) sharing responsibility for compliance throughout the college; B) establishing a system of sound policies and procedures that will help ensure compliance with NJCAA regulations and internal college and District rules; and C) auditing and evaluating the compliance program to ensure that adequate internal controls are in place.

### SHARING RESPONSIBILITY WITHIN THE IECC DISTRICT AND LINCOLN TRAIL COLLEGE

Several entities through the District share responsibility for compliance. The Board of Trustees of Illinois Eastern Community Colleges formulates District policy and delegates the execution of those policies to its administrative officers, chief among them, the District's Chief Executive officer (CEO). Under the direction of the CEO, the College President serves as the chief executive officer of Lincoln Trail College and, as such, is responsible for institutional control of the athletic programs. As a practical matter, the President has delegated the day-to-day operation of the program and its compliance component to the College's Athletic Director. In addition, the CEO has appointed the District's Athletic Compliance Coordinator to be a liaison to the Athletic Director, in order to provide close communication on goals and strategic plans, and to ensure that governmental, NJCAA, College and District rules, regulations, and requirements are met.

The CEO, the College President, the Athletic Director and the Athletic Compliance Coordinator are responsible for: A) confirming that the athletic program adheres to the District's academic and educational objectives; and B) overseeing the financial and personnel management and other operational aspects of the athletic program; and C) monitoring the academic progress of all student-athletes.

To have an effective oversight, accountability must be shared throughout the institution. Therefore several offices outside of the athletic program must be involved and made aware that they also share responsibility in the compliance function. The Office of Student Financial Aid and the Office of Admissions and Records play critical roles in determining student-athlete eligibility and must be aware of and have a commitment to compliance with NJCAA and District and College regulations. Meetings between the Athletic Director and the Athletic Compliance Coordinator and representatives of student financial service and admissions and record shall be held regularly to ensure good communication on issues and problems and the Athletic Director and the Athletic Compliance Coordinator shall provide rules and educational programs for the staff in these offices.

The responsibility for compliance goes through the entire organization, from the CEO, the Athletic Compliance Coordinator, the President and the Athletic Director and other administrators to the coaching staff and student athletes. The Athletic Director expresses the importance of compliance to coaches in the hiring process, during annual evaluations, and when determining compensation levels. The job description for all coaches includes clauses which state that compliance with NJCAA rules is an expectation for continued employment. Coaches are expected to attend rules education sessions and to understand and adhere to the rules.

## ESTABLISHING SOUND POLICIES AND PROCEDURES

Illinois Eastern Community Colleges has a system of policies and procedures in place to guide the actions of coaches, athletic staff, and others involved in the recruitment and retention of student-athletes. This system is administered by the CEO and the President who monitor and verify compliance with all NJCAA regulations. The Athletic Director reports directly to the President and has a "dotted-line" relationship to the Athletic Compliance Coordinator who serves as liaison to the Athletic Director. This relationship provides an avenue of communication about problems that might stem from actions taken by coaches within the athletic program.

The Athletic Director has responsibility for providing rules and education to athletic department personnel; to student-athletes; and to outside organizations, such as clubs that support the athletic programs. The Athletic Director creates systems to ensure compliance with NJCAA, evaluates documentation and reports from coaches in all sports, interprets rules, and obtains advice from NJCAA. The Athletic Director works to correct any weaknesses in the compliance effort to prevent violations and keeps the President informed of the status of compliance. The system is documented in the Athletics Handbook, which is given to all athletic staff and the handbook informs athletics personnel of many compliance-related policies and procedures and NJCAA rule interpretation procedures. A Student Athlete Handbook is to be given to all student athletes. These compliance manuals are under development by the Athletic Compliance Coordinator with an expected completion date of December 31, 2012.

## REVIEWING AND EVALUATING

In order to monitor rules compliance, the District retained an independent CPA to review the athletic programs at LTC as requested by the NJCAA in its January 31, 2012 report. The CPA's report covered student-athlete athletic aid, eligibility, and Booster Club transactions. The findings and recommendations of this report have been reviewed by the CEO, the President, and the District Chief Financial Officer and reported to the Board of Trustees and will be utilized to determine the adequacy of internal control systems currently in place to ensure that the programs are conducted in compliance with NJCAA and District financial and administrative policies and procedures. Actions will be taken to ensure that the system in place is adequate to the task of preventing or discovering deliberate or inadvertent violations of rules. On an ongoing basis, the Chief Financial Officer will recommend improvements in procedures and inform the CEO of the status of compliance.

## SUMMARY OF INSTITUTIONAL ATHLETIC COMPLIANCE COMMITMENT

The primary components of a comprehensive system of institutional control at Illinois Eastern Community Colleges--sharing responsibility, effective policies and procedures, reviewing and evaluating the system--represent a strong commitment to maintaining compliance with NJCAA and District policy. The continuing development of systems, strengthening of relationship between the Athletic staff and units within the college and booster clubs and other groups outside the college, and the implementation of recommendations for improvement stemming from independent reviews and evaluations will help achieve the District's goal of having a robust program of institutional control and maintaining a record of compliance.

## ADDITIONAL ACTION TO ASSURE COMPLIANCE--HIRE OF ATHLETIC COMPLIANCE COORDINATOR

Illinois Eastern and Lincoln Trail College wishes to be fully compliant with rules, regulations and policies of the NJCAA and the Great Rivers Athletic Conference. To remain compliant, the District and the College hired an Athletic Compliance Coordinator (ACC). The ACC will develop and oversee a total compliance program that will enable the IECC college athletic programs to operate within the rules, regulations, and procedures of the NJCAA and Great Rivers Athletic Conference (GRAC).

The Athletic Compliance Coordinator shall:

- Assist the Athletic Directors of each IECC college in promoting compliance with all IECC, NJCAA, and GRAC policies and regulations.
- Coordinate, monitor, and evaluate the college's athletic compliance programs within NJCAA and GRAC requirements.
- Conduct educational sessions and interpret NJCAA rules for staff in the athletic departments, financial aid, and admissions.
- Develop and oversee annual student-athlete orientation sessions.
- Oversee and approve various NJCAA compliance reports.
- Ensure the colleges are in full compliance with NJCAA and GRAC regulations.
- Work with the college Athletic Directors to monitor the recruiting process and initial eligibility of athletes being recruited.
- Work with the college Athletic Directors to monitor athletes' eligibility and satisfactory academic progress in their classes.
- Assist with the development of a comprehensive compliance program including rules and education for student-athletes, coaches and administrators.
- Develop a compliance manual and student-athlete handbook and revise as necessary.
- Represent IECC at NJCAA conferences and seminars as necessary, and develop a working relationship with NJCAA and GRAC representatives for our local region.
- Report quarterly to CEO on compliance issues and progress.

The District has hired Zach Loll, who currently serves as NJCAA Region 24 Assistant Director, to fill this position. Loll has extensive knowledge of NJCAA and GRAC rules and Illinois Community College Board academic and admissions requirements. The ACC is able to operate NJCAA Compliance Assistance Software; interpret compliance rules with many variations and apply them to changing situations; and has established rapport with and works well with college Athletic Directors. Zach Loll began serving as ACC on March 1, 2012.

## CONCLUSION TO FINAL REPORT

The Board of Trustees, the Administration of Illinois Eastern Community Colleges, the President of Lincoln Trail College, and the Lincoln Trail Booster Club are fully committed to compliance with NJCAA rules and regulations. Since the NJCAA finding of non-compliance on

Jan 31, 2012, all parties have taken numerous actions to get into compliance and made all changes required to do so.

The actions taken include:

1. Completed an audit of compliance of all Lincoln Trail College Athletic programs and submitted it to the Executive Director of the NJCAA.
2. Accepted and implemented all recommendations of the auditor.
3. Adopted a student-athlete Financial Aid Tracking Protocol for all housing scholarships and submitted it for approval by the NJCAA.
4. Required student-athletes to complete an Eligibility Affidavit.
5. Created a system to provide compliance information to all student-athletes.
6. Discontinued ceremonial letters of intent to insure correct dates.
7. Continued to confirm athletic eligibility pursuant to NJCAA bylaws.
8. Established an educational program for staff and booster club.
9. Developed a Booster Club Rules and Regulations handbook.
10. Created a handout of 10 things an athletic booster should know.
11. Implemented an educational program so that administration and staff will be continually informed of proper procedures to follow and actions to avoid.
12. Adopted an institutional compliance procedure.
13. Hired an Athletic Compliance Coordinator.

Lincoln Trail College and the District submit this report and ask for approval of the Financial Aid Tracking Protocol submitted with this report.

Submitted this 6<sup>th</sup> day of April, 2012

Terry L. Bruce  
Chief Executive Officer  
Illinois Eastern Community Colleges and on behalf of  
Lincoln Trail College  
Revised 4 5 12 300p

**Agenda Item #9F**

**NJCAA Lincoln Trail College Decision**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 17, 2012  
RE: Decision of NJCAA

On January 31, 2012, the National Junior College Athletic Association (NJCAA) found violations of policy in the Lincoln Trail College basketball program. Pursuant to the request of the NJCAA, reports were filed on February 15<sup>th</sup>, March 15<sup>th</sup> and April 6<sup>th</sup> concerning the violations of NJCAA policy and the District's actions taken to correct these violations and to bring the college's basketball program policy into full compliance with NJCAA rules and regulations.

The District received the ruling of Executive Director of the NJCAA Mary Ellen Leicht on Friday, April 13<sup>th</sup>. In her decision, which is attached, she states that the NJCAA is now satisfied that proper procedures have been implemented by the college to prevent violations as identified in her January 31, 2012 letter.

However, the independent audit ordered by the District identified two additional NJCAA violations and therefore, Executive Director Leicht asked that the college take two additional actions.

- 1) The LTC's men's basketball team will undergo a mandatory audit for the 2012-2013 academic year. This audit will be due 15 days after the first regular season basketball game on November 1, 2012. The audit will be due on November 16, 2012. (Annually, five percent (5%) of all NJCAA programs are selected for audit. This means that the LTC men's basketball program will be one of the five percent (5%) required to submit student-athlete eligibility files to the NJCAA for review by their compliance staff. This audit material will be provided by LTC staff.)
- 2) Zach Loll, the District's new Athletic Compliance Coordinator, will be required to send two written statements confirming that the college is in compliance with NJCAA by-laws, and that the newly adopted District policies and procedures set forth in the District's reports have been complied with. Loll will submit his statements no later than December 31, 2012 and May 30, 2013. The statements must be signed by Loll, the LTC President, the LTC Athletic Director, the LTC Business Officer, and the LTC Booster Club President.

Executive Director Leicht also indicated that LTC could submit a request for the men's basketball team to be taken off of probation for the 2012-2013 season.

Under NJCAA rules, this decision can be either accepted or appealed.

I ask that the board accept the decision of Executive Director Leicht.

TLB/rs

Attachment



*Advancing Two-Year College Athletics Since 1938.*

National Junior College Athletic Association

1631 Mesa Avenue, Suite B  
Colorado Springs, CO 80906

April 11, 2012

Terry L. Bruce, Chief Executive Officer  
Illinois Eastern Community Colleges  
233 E. Chestnut Street  
Olney, IL 62450

Dear Chief Executive Officer Bruce,

The NJCAA is in receipt of your final report and independent audit findings relative to the Lincoln Trail College athletic department and LTC Booster Club. Having reviewed the information provided, the NJCAA is satisfied that the proper procedures have been recommended and agreed to by the college in order to prevent the violations identified in our correspondence of January 31, 2012 from occurring in the future.

However, the independent audit report does identify additional NJCAA violations from the 2011-2012 academic year. As a result, the NJCAA is requiring the following ongoing action be taken by the college:

1. The Lincoln Trail College men's basketball program will undergo a mandatory audit for the 2012-2013 academic year. Please refer to Article V, Section 13.C of the NJCAA bylaws for audit details. This audit will be due to the NJCAA Office no later than the 15<sup>th</sup> calendar day after the date of the first regular season contest.
2. As the newly hired Athletic Compliance Coordinator, the NJCAA must receive a signed statement from Zach Loll that confirms compliance of NJCAA bylaws, as well as the newly adopted policies and procedures LTC has agreed to implement and abide by, no later than December 31, 2012 and May 30, 2013. This statement must also be signed by the LTC president, athletic director, person in charge of the college's business office and LTCBC president.

Finally, please refer to Article V, Section 17.C.3 should Lincoln Trail College wish to request that it be taken off of probation in men's basketball for the 2012-2013 season.

Sincerely,

A handwritten signature in black ink that reads 'Mary Ellen Leicht'.

Mary Ellen Leicht  
Executive Director

Cc: Mitch Hannahs  
Kevin Bowers  
Zach Loll

**Agenda Item #9G**

**Update of Affiliation Agreements for JRCERT Accreditation**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 17, 2012  
RE: Update of Affiliation Agreements for JRCERT Accreditation

The Radiography Program at Illinois Eastern Community Colleges recently submitted materials for reaccreditation with the Joint Review Committee on Education in Radiologic Technology (JRCERT), the accrediting body for Radiography programs throughout the country.

Upon reviewing the affiliation agreements, JRCERT has requested a change to our affiliation agreement form regarding terminology such as adding “professional” before liability insurance. Allied Health staff had identified additional changes to the agreements and JRCERT has approved those revisions as well. These revisions include updated terminology such as changing “Clinical Supervisor” to “Clinical Instructor” and references to off-site facilities. Changes are in line with current JRCERT standards and include updates to confidentiality of patient data and background check procedures in a clinical setting.

JRCERT has requested these updated agreements be submitted as approved by May 14, prior to the next Board of Trustees meeting. The Allied Health staff has begun to get updated agreements to meet this deadline.

I recommend the Board accept the revisions of the already Board approved affiliation agreements for the following hospitals:

- 1) Wabash General Hospital, Mt. Carmel, IL
- 2) Richland Memorial Hospital, Olney, IL
- 3) St. Mary’s Medical Center, Evansville, IN
- 4) Union Hospital, Terre Haute, IN
- 5) Sarah Bush Health Center, Mattoon, IL
- 6) Crawford Memorial Hospital, Robinson, IL
- 7) Fairfield Memorial Hospital, Fairfield, IL
- 8) Lawrence County Memorial Hospital, Lawrenceville, IL
- 9) Clay County Hospital, Flora, IL
- 10) Daviess Community Hospital, Washington, IN
- 11) Gibson General Hospital, Princeton, IN

I am including the new affiliation agreement that incorporates all of the proposed changes.

I ask the Board to approve amending the affiliation agreements for the 11 sites listed above.

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

**AFFILIATION AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, OLNEY CENTRAL COLLEGE, for its Associate Degree Radiography Program (hereinafter referred to as Sponsor) and \_\_\_\_\_ and all its entities, (hereinafter referred to as Clinical Education Setting)

WITNESSETH THAT:

WHEREAS, the SPONSOR desires to make use of the CLINICAL EDUCATION SETTING'S facilities for clinical radiography laboratory practice by students of the Radiography Program for the SPONSOR, and

WHEREAS, the CLINICAL EDUCATION SETTING has agreed to make its facilities available to the radiography students and faculty of the SPONSOR for desired purpose,

1. 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 SPONSOR shall:
  - a) Conform to the guidelines contained in the "Standards for an Accredited Educational Program in Radiologic Sciences" as adopted by The Joint Review Committee on Education in Radiologic Technology - April 2010, effective January 1, 2011.
  - b) Provide qualified instructors to teach the total didactic portion of the OCC Associate Degree Radiography Program and endeavor to work with the staff of the CLINICAL EDUCATION SETTING in coordination of the clinical laboratory objectives completed at the CLINICAL EDUCATION SETTING.

- c) Coordinate the student clinical assignment with the CLINICAL EDUCATION SETTING'S appointed Clinical Instructor.
- d) Review and evaluate, in cooperation with the CLINICAL EDUCATION SETTING, the student's progress within the clinical setting.
- e) Maintain student records.
- f) Maintain professional liability insurance on all OCC Associate Degree Radiography Program students involved in clinical education at the CLINICAL EDUCATION SETTING in an amount adequate to cover loss.
- g) Provide supervision of the health of all students making use of any of the CLINICAL EDUCATION SETTING'S facilities, as contemplated herein; and will assure compliance with the policies of the CLINICAL EDUCATION SETTING. Radiography students and Radiography Faculty assigned to, or making use of any clinical area of the CLINICAL EDUCATION SETTING under the contemplated program, will meet the health requirements of the CLINICAL EDUCATION SETTING.
- h) Will furnish upon request, prior to the use of any CLINICAL EDUCATION SETTING facilities, under the contemplated program, a medical record for each participating student showing that said student fully complies with the health requirements required by the CLINICAL EDUCATION SETTING.
- i) Where applicable, the SPONSOR will provide evidence that student has met all requirements of CPR certification, hepatitis B vaccination and compliance with OSHA requirements for prevention of transmission of bloodborne pathogens and TB
- j) A criminal background check and drug screen, as required by and acceptable to the CLINICAL EDUCATION SETTING are required of each placed student prior to participation in the clinical rotation. It is the SPONSOR's responsibility to ensure that

the background check and drug screening have been completed and that students with unacceptable results will not participate at sites where students with such results are forbidden by policy.

- k) Provide orientation for the educational program for the CLINICAL EDUCATION SETTING staff.
  - l) The SPONSOR agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of the Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). The parties will notify one another if there are known breaches of this confidentiality.
  - m) Provide personal radiation monitoring for students during clinical laboratory radiography practice at the CLINICAL EDUCATION SETTING. Copies of monthly badge readings will be provided to the CLINICAL EDUCATION SETTING upon request.
2. The CLINICAL EDUCATION SETTING shall:
- a) Conform to the guidelines contained in the “Standards for an Accredited Educational Program in Radiologic Sciences” adopted by the The Joint Review Committee on Education in Radiologic Technology - April 2010, effective January 1, 2011.
  - b) Without charge, make its facilities available in all areas of patient care for observation and participation by the students and faculty of the SPONSOR subject to the conditions and limitations contained herein.
  - c) Seek at all times to create a favorable environment conducive to the best possible learning situation.

- d) Aid in the supervision of students during clinical education experiences by designating a minimum of one individual as a Clinical Instructor. The student use of the CLINICAL EDUCATION SETTING facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the CLINICAL EDUCATION SETTING; and the Clinical Instructor on behalf of the CLINICAL EDUCATION SETTING will be responsible for maintaining proper standards of radiography practice and safeguard of patients assigned to students. The CLINICAL EDUCATION SETTING radiography personnel will retain full and final decisions for patient care assigned to radiography students.
- e) Designate Clinical Instructors, employed by the CLINICAL EDUCATION SETTING, who will be responsible for the teaching and guidance of the students in the clinical radiography laboratory practice, and will be available to radiography students. The specific assignment of learning experiences to specific students will be made and arranged by the Clinical Instructor on behalf of the CLINICAL EDUCATION SETTING, in consultation with the Clinical Coordinator of the SPONSOR'S Associate Degree Radiography Program. The Clinical Instructor of the CLINICAL EDUCATION SETTING assumes full responsibility and supervision of the radiography students during their laboratory experience in the CLINICAL EDUCATION SETTING.
- f) The CLINICAL EDUCATION SETTING shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the SPONSOR's students who train at the CLINICAL EDUCATION SETTING pursuant to this agreement.

- g) The CLINICAL EDUCATION SETTING will supply dressing rooms and space for storage of clothing not in use while students are practicing at the CLINICAL EDUCATION SETTING, and conference room facilities for use of the faculty and students.
3. The SPONSOR and the CLINICAL EDUCATION SETTING mutually agree to the following:
- a) Neither party will discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status.
  - b) The assigned experiences will be selected for the educational benefit of the student. The SPONSOR will provide the CLINICAL EDUCATION SETTING a written set of clinical objectives and “Student Evaluation” forms to be completed at mid-term and at the end of the semester at the CLINICAL EDUCATION SETTING.
  - c) Students are responsible for seeking health care if the need arises. They are encouraged to carry their own health insurance and are expected to pay for their own health care fees.
  - d) While at the CLINICAL EDUCATION SETTING, students are not to replace the CLINICAL EDUCATION SETTING staff, and are not to render service except as identified for educational value and delineated in the jointly planned educational experiences. Any such direct contact between a student and a patient shall be under proximate supervision of a member of the staff of the CLINICAL EDUCATION SETTING. The CLINICAL EDUCATION SETTING shall at all times be responsible for patient care.
  - e) The agreement will be reviewed annually. 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 Associate Degree Radiography 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 radiography laboratory experience needed for graduation at the CLINICAL EDUCATION SETTING.

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

CLINICAL EDUCATION SETTING

SPONSOR

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529,  
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Director of Radiology

\_\_\_\_\_  
Radiography Program Director

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

\_\_\_\_\_  
President, Olney Central College

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.

Revised: 2012

#### ADDENDUM

The attached agreement encompasses Clinical Education Center facilities located at the following locations:

(list of off-site locations.)

**Agenda Item #9H**

**Affiliation Agreement with Richland Memorial Hospital**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 17, 2012  
RE: Affiliation Agreement with Richland Memorial Hospital

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

This affiliation agreement is for the Certified Medical Assistant Program located at Lincoln Trail College 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  
CERTIFIED MEDICAL ASSISTANT PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 14 day of May, 2012, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Richland Memorial Hospital, Olney, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of patient care that are appropriate educational experiences for observation and participation by the students of LTC'S Certified 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 CMA students.

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

Certified 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 CMA practice may participate in the contemplated program if approved by the AGENCY.

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

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

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Certified Medical Assistant Faculty and CMA students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2012.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Medical Services Director

\_\_\_\_\_  
Certified Medical Assistant  
Faculty Member

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

**Agenda Item #9I**

**Affiliation Agreement with Putnam County Hospital**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 17, 2012  
RE: Affiliation Agreement with Putnam County Hospital

IECC wishes to enter into a new affiliation agreement with Putnam County Hospital, located in Greencastle, Indiana.

This affiliation agreement is for the Certified Medical Assistant Program located at Lincoln Trail College 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  
CERTIFIED MEDICAL ASSISTANT PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 14 day of May, 2012, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Putnam County Hospital, Greencastle, 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 Certified Medical Assistant Program for the COLLEGE and

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

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

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

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

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

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

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

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

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

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Certified Medical Assistant Faculty and CMA students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2012.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Medical Services Director

\_\_\_\_\_  
Certified Medical Assistant  
Faculty Member

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

**Agenda Item #9J**

**Affiliation Agreement with Good Samaritan Hospital**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 17, 2012  
RE: Affiliation Agreement with Good Samaritan Hospital

IECC wishes to enter into a new affiliation agreement with Good Samaritan Hospital, located in Vincennes, Indiana.

This affiliation agreement is for the Health Careers Programs and is the 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  
HEALTH CAREER PROGRAMS

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 14 day of May, 2012, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, for The Health Careers Programs (hereinafter referred to as HCP) and Good Samaritan Hospital, Vincennes, IN (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

WHEREAS, IECC desires to make use of the AGENCY's facilities for health careers student practice by students of the Health Careers Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the HCP students of IECC 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 HCP 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 IECC 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 HCP practice, and will be available to the HCP students.

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Administrative Supervisor on behalf of the AGENCY will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to 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.

HCP 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.

IECC will retain, for the Agency, the student's medical record, immunization record, proof of insurance, criminal background check, two-step Mantoux record, and all academic records. IECC, upon request will also furnish a letter of good standing for each participating student showing that said student fully complies with requirements required by the agency

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

6. The faculty of IECC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. IECC 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. HCP Faculty and 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 \_\_\_\_\_, 2012.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGE

\_\_\_\_\_  
Medical Services Director

\_\_\_\_\_  
HCP Faculty Member

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

3/6/2012

**Agenda Item #10**

**Bid Committee**

**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, 2012**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$3,885,868.64
Operations & Maintenance	\$396,605.98
Operations & Maintenance (Restricted)	(\$73,679.00)
Bond & Interest	\$367,043.24
Auxiliary	\$264,411.37
Restricted Purposes	(\$415,230.24)
Working Cash	\$201,530.92
Trust & Agency	\$393,749.26
Audit	(\$8,541.64)
Liability, Protection & Settlement	\$209,339.05
<b>TOTAL ALL FUNDS</b>	<b>\$5,221,097.58</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**March 31, 2012**

	<b>ALL FUNDS</b> <hr style="border: 1px solid black;"/> <b>Fiscal</b> <b>Year</b> <b>2012</b> <hr style="border: 1px solid black;"/>
<b>ASSETS:</b>	
CASH	5,221,098
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	22,190,000
RECEIVABLES	2,307,411
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	577,237
OTHER ASSETS	469,422
TOTAL ASSETS AND OTHER DEBITS:	30,799,568
<b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	204,267
ACCOUNTS PAYABLE	130,256
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	1,224,551
TOTAL LIABILITIES:	1,559,074
<b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	3,097,988
PR YR BDGTED CHANGE TO FUND BALANCE	336,945
<b>FUND BALANCES:</b>	
FUND BALANCE	22,068,534
RESERVE FOR ENCUMBRANCES	3,737,027
TOTAL EQUITY AND OTHER CREDITS	29,240,494
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	30,799,568

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Statement of Revenues, Expenses,**  
**and Changes in Net Assets**  
**As Of March 31, 2012**

**ALL FUNDS**

**FY 2012**  
**YEAR-TO-DATE**

<b>REVENUES:</b>	
LOCAL GOVT SOURCES	5,838,847
STATE GOVT SOURCES	6,063,397
STUDENT TUITION & FEES	13,765,165
SALES & SERVICE FEES	2,532,055
FACILITIES REVENUE	3,480
INVESTMENT REVENUE	132,844
OTHER REVENUES	326,713
<b>TOTAL REVENUES:</b>	<u>28,662,501</u>
<b>EXPENDITURES:</b>	
INSTRUCTION	9,580,035
ACADEMIC SUPPORT	355,842
STUDENT SERVICES	1,050,832
PUBLIC SERV/CONT ED	53,199
OPER & MAINT PLANT	2,237,430
INSTITUTIONAL SUPPORT	6,819,246
SCH/STUDENT GRNT/WAIVERS	5,807,228
AUXILIARY SERVICES	3,535,110
<b>TOTAL EXPENDITURES:</b>	<u>29,438,922</u>
<b>TRANSFERS AMONG FUNDS:</b>	
INTERFUND TRANSFERS	<u>0</u>
<b>TOTAL TRANSFERS AMONG FUNDS:</b>	<u>0</u>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<u><b>-776,421</b></u>

**Illinois Eastern Community Colleges**  
**Operating Fund - Income Statement**  
**CASH BASIS**  
**July 1, 2011 -- March 31, 2012**

<b>REVENUES:</b>	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
Local Government Sources	2,426,766	1,025,115	3,451,881
State Government Sources	3,802,375	2,261,022	6,063,397
Net Tuition and Fees	6,452,544	-	6,452,544
Sales & Service Fees	49,436	-	49,436
Facilities Revenue	150	2,495	2,645
Investment Revenue	82,517	16,372	98,889
Other Revenues	78,560	25	78,585
<b>TOTAL REVENUES:</b>	<b><u>12,892,348</u></b>	<b><u>3,305,029</u></b>	<b><u>16,197,377</u></b>
<b>EXPENDITURES:</b>			
Salaries	11,682,278	635,845	12,318,123
Employee Benefits	1,481,515	111,394	1,592,909
Contractual Services	330,931	204,284	535,215
Materials	1,219,724	230,275	1,449,999
Travel & Staff Development	167,882	4,951	172,833
Fixed Charges	151,514	205,635	357,149
Utilities	73,010	729,531	802,541
Capital Outlay	111,122	47,842	158,964
Other	83,812	2,513	86,325
<b>TOTAL EXPENDITURES:</b>	<b><u>15,301,788</u></b>	<b><u>2,172,270</u></b>	<b><u>17,474,058</u></b>
<b>TRANSFERS :</b>			
Interfund Transfers	(1,079,137)	-	(1,079,137)
<b>TOTAL TRANSFERS:</b>	<b><u>(1,079,137)</u></b>	<b><u>-</u></b>	<b><u>(1,079,137)</u></b>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<b><u>(3,488,577)</u></b>	<b><u>1,132,759</u></b>	<b><u>(2,355,818)</u></b>

**OPERATING FUNDS  
COMPARISON REPORT FY10-12**

College	Category	FISCAL YEAR 2010			FISCAL YEAR 2011			FISCAL YEAR 2012			
		Estimated Budget	Spent Thru March	% of Bdgt	Estimated Budget	Spent Thru March	% of Bdgt	Estimated Budget	Spent Thru March	% of Bdgt	% of Year
Frontier	Bills		\$1,444,442			\$1,385,292			\$1,575,353		
	Payroll		\$1,566,311			1,500,153			1,603,296		
	Totals	\$ 4,389,054	3,010,753	69%	\$ 4,213,492	2,885,445	68%	\$ 4,432,594	3,178,649	72%	75%
Lincoln Trail	Bills		\$1,149,820			1,158,343			1,501,088		
	Payroll		\$1,883,822			1,662,321			1,933,892		
	Totals	\$ 4,620,861	3,033,642	66%	\$ 4,436,027	2,820,664	64%	\$ 4,666,700	3,434,980	74%	75%
Olney Central	Bills		\$1,607,949			1,577,424			1,667,107		
	Payroll		\$3,666,106			3,507,388			3,853,527		
	Totals	\$ 7,188,350	5,274,055	73%	\$ 6,900,816	5,084,812	74%	\$ 7,259,658	5,520,634	76%	75%
Wabash Valley	Bills		\$1,905,318			1,760,131			1,915,697		
	Payroll		\$2,409,011			2,228,217			2,478,663		
	Totals	\$ 6,404,243	4,314,329	67%	\$ 5,955,946	3,988,348	67%	\$ 6,265,655	4,394,360	70%	75%
Workforce Educ.	Bills		\$1,750,433			2,378,551			2,582,664		
	Payroll		\$1,032,598			1,086,701			1,154,725		
	Totals	\$ 4,150,932	2,783,031	67%	\$ 4,109,423	3,465,252	84%	\$ 4,323,113	3,737,389	86%	75%
District Office	Bills		\$191,489			173,329			174,339		
	Payroll		\$616,703			609,884			673,305		
	Totals	\$ 1,217,108	808,192	66%	\$ 1,168,424	783,213	67%	\$ 1,285,431	847,644	66%	75%
District Wide	Bills		\$1,160,507			1,005,439			1,522,142		
	Payroll		\$583,566			533,524			620,715		
	Totals	\$ 4,477,402	1,744,073	39%	\$ 3,607,770	1,538,963	43%	\$ 4,444,405	2,142,857	48%	75%
<b>GRAND TOTALS</b>		<b>\$32,447,950</b>	<b>\$20,968,075</b>	<b>65%</b>	<b>\$30,391,898</b>	<b>\$20,566,697</b>	<b>68%</b>	<b>\$32,677,557</b>	<b>\$23,256,513</b>	<b>71%</b>	<b>75%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**March 31, 2012**

	<u>FY 2012</u>		<u>FY 2011</u>		<u>Increase (Decrease)</u>
	Amount	% of Total	Amount	% of Total	
Salaries	12,318,123	52.97%	11,128,188	54.11%	1,189,935
Employee Benefits	1,592,909	6.85%	1,446,705	7.03%	146,204
Contractual Services	535,215	2.30%	375,802	1.83%	159,413
Materials	1,449,999	6.23%	990,947	4.82%	459,052
Travel & Staff Development	172,833	0.74%	145,263	0.71%	27,570
Fixed Charges	357,149	1.54%	363,693	1.77%	(6,544)
Utilities	802,541	3.45%	877,258	4.27%	(74,717)
Capital Outlay	158,964	0.68%	61,754	0.30%	97,210
Other	5,868,780	25.23%	5,177,087	25.17%	691,693
	<u>23,256,513</u>	<u>100.00%</u>	<u>20,566,697</u>	<u>100.00%</u>	<u>2,689,816</u>

**Agenda Item #12**

**Chief Executive Officer's Report**

**Agenda Item #13**

**Executive Session**

**Agenda Item #14**

**Approval of Executive Session Minutes**

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

**Agenda Item #15**

**Approval of Personnel Report**

## **MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Terry L. Bruce

**DATE:** April 12, 2012

**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report.

# **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Change-In-Status**
- 400.3. Notice of Intent to Renew CEO Contract**
- 400.4. Notice of Intent to Renew President Contracts**
- 400.5. Retirement**

# **PERSONNEL REPORT**

## **400.1. Employment of Personnel**

### **A. Faculty**

1. Cynthia Boyce, History/Social Science Instructor, effective August 9, 2012

## **400.2. Change-In-Status**

### **A. Administrative**

1. Kim Underwood, Instructor, Workforce Education, to Associate Dean, Workforce Education, effective May 1, 2012

### **B. Professional/Non-Faculty**

1. Mike Ray, Temporary Full-time Men's Basketball Coach, LTC, to Men's Head Basketball Coach, LTC, effective April 18, 2012

### **C. Faculty**

1. Heather Kirkwood, Director of Adult Education, FCC, to Health Informatics Instructor, effective August 9, 2012

## **400.3. Notice of Intent to Renew CEO Contract**

## **400.4. Notice of Intent to Renew President Contracts**

## **400.5. Retirement**

### **A. Faculty**

1. Russ Jausel, Welding & Metallurgy Technology/Industrial Maintenance Technology Instructor, effective June 1, 2012

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Other Items**

**Agenda Item #18**

**Adjournment**

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

	Funding Source	Estimated Budget								
FCC Classroom Remodeling	Local	\$392,000								
FCC Parking Lot	CDB	\$207,300								
FY 2012 Capital Renewal @ LTC, OCC, & WVC	CDB	\$397,900								
OCC - Collision Repair Tech Center	CDB	\$1,500,000								
LTC - Roof Replacement @ the McCoy Building	Local/DCEO	\$25,000								
<b>GRAND TOTAL</b>		<b>\$2,522,200</b>	<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Fully Accepted</b>

3/31/2012