

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

December 10, 2013



Location:

**Wabash Valley College
2200 College Drive
Mt. Carmel IL 62863**

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

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

**Illinois Eastern Community Colleges
Board Agenda**

**December 10, 2013
7:00 p.m.
Wabash Valley College**

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
6. Policy First Reading (and Possible Approval) Bruce
 - A. Purchasing 300.14
 - B. Trustee Adoption, Amendment, or Repeal of Policies 200.5
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Strategic Plan Status Report Hartleroad
 - B. FCC Mascot Bruce
 - C. Board Meeting Dates and Locations for 2014 Bruce
 - D. Affiliation Agreement with Wayne County Health Dept. – ADN Bruce
 - E. Affiliation Agreement with Mt. Vernon Countryside Manor – Health Informatics. Bruce
 - F. Affiliation Agreement with Clay County Health Dept. – Health Informatics Bruce
 - G. Affiliation Agreement with Gibson General Hospital – Phlebotomy Bruce
 - H. Affiliation Agreement with Paris Community Hospital – Phlebotomy Bruce
 - I. Affiliation Agreement with Richland Memorial Hospital – Phlebotomy Bruce
 - J. Affiliation Agreement with Crawford Memorial Hospital – Phlebotomy Bruce
9. Bid Committee Report Bruce
 - A. None

- 10. District Finance
 - A. Financial ReportBrowning
 - B. Approval of Financial ObligationsBrowning
- 11. Chief Executive Officer’s Report..... Bruce
- 12. Executive Session..... Bruce
- 13. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes..... Bruce
 - B. Audio Executive Session Minutes Bruce
 - C. Semi-Annual Review of Executive Session Minutes Bruce
- 14. Approval of Personnel Report Bruce
- 15. Collective Bargaining 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 Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, November 19, 2013.

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

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

John D. Brooks, Gary Carter, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson, Marilyn J. Wolfe. Also present was Mike Guseynov, student trustee. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Matt Fowler, President of Wabash Valley College.
Kathy Harris, Interim President of Lincoln Trail College.
Rodney Ranes, President of Olney Central College.
Timothy Taylor, President of Frontier Community College.
Jeff Cutchin, Dean of Instruction of Olney Central College.
Robert Conn, Dean of Instruction of Lincoln Trail College.
Roger Browning, Chief Finance Officer/Treasurer.
Tara Buerster, Director of Human Resources.
Chris Cantwell, Dean, Academic & Student Support Services/Chief Academic Officer.
Renee Smith, Executive Assistant to the CEO.
LeAnn Hartleroad, Associate Dean, Institutional Development.
Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:

CARLI – Consortium of Academic & Research Libraries in Illinois
DO – District Office
DOC – Department of Corrections
FCC – Frontier Community College
HLC – Higher Learning Commission
HRSA – Health Resources & Services Administration
ICAHN – Illinois Critical Access Hospital Network
ICCB – Illinois Community College Board

ICCTA – Illinois Community College Trustees Association
IECC – Illinois Eastern Community Colleges
IECEA – Illinois Eastern Colleges Education Association
LTC – Lincoln Trail College
LWIB – Local Workforce Investment Board
OCC – Olney Central College
PHS – Protection, Health & Safety
SAN – Student Advantage Network
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, October 15, 2013 were presented for disposition.

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

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

#3-A. Visitors & Guests: Visitors and guests present were recognized, including several college staff members. Special guests were Mr. and Mrs. Ron Waldrop of Olney, who recently made a substantial gift of equipment to the telecommunications program.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: Trustee Brenda Culver reviewed the Olney Central College 50th anniversary celebration, held on October 23.

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

#5-C. Report from Cabinet: None.

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

#6-A. Health Exam Policy 400.3: The District’s current policy on Health Examination of Employees was approved prior to the Americans with Disabilities Act (ADA). To be in compliance with the ADA, the language for Health Examinations for Employees must be

revised. The main change is the requirement that the examination ensures that employees are able to perform their essential job duties, be job related, and consistent with business necessity. The CEO recommended approval of the following revision to Policy HR 400.3 Health Examination for Employees.

Health Examination for Employees (400.3)

Date Adopted: December 19, 1989

Revised: November 19, 2013

To help ensure that employees are able to perform their essential job duties, medical examinations may be required. After a conditional offer of employment has been extended, certain designated positions may require an applicant to undergo a medical or psychological examination by a health professional of the Board's choice and at the Board's expense. Further, at any time during the course of employment an employee may be required to undergo a physical or psychological examination by a Board designated provider where such an examination is job related and consistent with business necessity.

Board Action: Trustee Brenda Culver made a motion to waive second reading and adopt the revised Health Examination for Employees Policy 400.3 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.

#6-B. Unemployed Tuition Waiver Policy 500.14: Airtex Products, located in Fairfield, Illinois, has announced the layoff of a significant number of employees. During the 2009-2010 academic year, another District company announced a lay off and the Board approved an unemployment tuition waiver which led to the enrollment of more than twenty students and was greatly appreciated by the community.

The CEO recommended that the Board offer a tuition waiver for the 2013-2014 and 2014-2015 Academic years only, to all those unemployed district residents who meet the conditions outlined in the following policy 500.14 H.

Tuition Waiver (500.14)

H. Unemployed Tuition Waiver: This is a special tuition waiver program offered by Illinois Eastern Community Colleges as a pilot program during the 2013-2014 and 2014-2015 academic years. Tuition will be waived for unemployed residents of District 529 during the 2013-2014 and 2014-2015 academic years 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.

Board Action: Trustee Gary Carter made a motion to waive second reading and adopt the revised Tuition Waiver Policy 500.14 H. as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, 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.

#6-C. Concealed Firearms Policy 100.28: Illinois has passed the Firearm Concealed Carry Act, which will require Board action dealing with the carrying of a concealed firearm.

The proposed policy defines a “concealed firearm” and a “hand gun”, designates prohibited areas for concealed firearms, prohibits firearms within a District owned vehicle, designates approved parking lots where persons can park vehicles that carry firearms, allows students to carry firearms or use firearms in District approved educational programs, recognizes and permits students to carry a concealed firearm while within a vehicle in a college parking area, allows storage and retrieval of a firearm from within a vehicle’s trunk, approves the posting of required signs on District property, and notes that concealed carry permits will be suspended by Orders of Protection or the use of alcohol or drugs.

The Firearm Concealed Carry Act will raise many issues that will be eventually litigated and decided by Illinois and Federal Courts. The proposed policy will be amended to reflect the changes approved by courts. It is important that the District establish a policy based upon the current status of the law.

A copy of the Concealed Firearms Policy 100.28 was presented and is made a part of the minutes by this reference.

The CEO recommended approval of the Concealed Carry Firearms Policy.

Board Action: Trustee William Hudson made a motion to waive second reading and adopt the Concealed Firearms Policy 100.28 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.

#6-D. Policy Development 200.5: At the October Board meeting, there was discussion of how Board members should be involved in the development of District policy. Board members made numerous suggestions concerning the proper role for Board members and how they could make their wishes known as it concerned the development of new policy for the District.

Based upon the comments made, and a review of other policy development statements at other colleges, the CEO has prepared a policy development procedure. Since this policy involves the role of the Board, it is being submitted to the Board and then it will be taken to the Cabinet for its review and comment.

The CEO recommended that the Board consider and comment on the following proposed policy development language. The document will be submitted to Cabinet and then back to the Board for second reading and possible adoption.

Adoption, Amendment, or Repeal of Policies (200.5)

Requests for the adoption, amendment, or repeal of District Policies by any Board member shall be submitted to the Chairman. The Chairman shall make the proposal available to Board Members, the District CEO, and the Cabinet. The Cabinet will consider the policy change at its next regularly scheduled meeting.

Prior to Cabinet action, Board members may submit their views and comments in writing to the Chairman and the CEO and may include a recommendation for action on the proposal. The Cabinet shall consider and report any action to the entire Board. Following Cabinet action, the Chairman shall report requests, with recommendations for action, to the Board.

Board action on any proposal shall not be taken earlier than the next regular meeting following first reading. When circumstances warrant, the Board may waive the first reading.

Board Action: Trustee Michael Correll made a motion to refer the foregoing Policy Development 200.5 back to the Cabinet 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 the “Ayes” have it and the motion carried.

#6-E. Selection of Chief Executive Officer, Presidents, and Deans of Instruction Policy 400.1: At the October Board meeting, Trustee William Hudson asked for consideration of a policy on the hiring of the CEO, Presidents, Deans of Instruction, and Dean of Workforce Education. After lengthy discussion, the Board agreed to send the proposed language to the Cabinet for review. The Cabinet met on November 6th and discussed the proposed language:

CEO, Presidents, Deans of Instruction, Dean of Workforce Education

Individual members of the Board of Trustees shall be afforded the opportunity to be involved throughout the entire selection process for the positions of the CEO, Presidents, Deans of Instruction, and Dean of Workforce Education. At a minimum, and in connection therewith, the Chairperson of the Hiring Committee for each of the above said positions shall notify each member of the Board of Trustees in writing two (2) weeks prior to any interview: 1) The name of

the candidate to be interviewed and 2) When and where the candidate is to be interviewed. "Interview" shall mean any meeting of a member of the Hiring Committee and the candidate. The Chairperson shall also provide any application related materials to any member of the Board of Trustees upon request.

Following the discussion, the Cabinet did not approve the foregoing proposed language.

The Cabinet considered and approved the following revised proposal:

Chief Executive Officer, College Presidents and Deans of Instruction

Each member of the Board of Trustees shall be directly involved in the selection process for the positions of the Chief Executive Officer and the four College Presidents. Board members shall be notified when position announcements are made, when individuals submit applications, and shall be provided the opportunity to review all applications for these positions. Board members shall be involved in the selection of candidates to be interviewed and shall interview the candidates at a regular or special Board meeting.

Board members shall be notified in writing as soon as appointments for interviews of candidates for Dean of Instruction at each college are made. The Board members shall be provided the name of the candidate and the time and place of the interview. Each Board member shall be provided application related materials upon request.

Board Action: Trustee Brenda Culver made a motion to waive second reading and approve the foregoing Policy 400.1 with the language as revised in the policy proposed by the Cabinet. 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 #7- "Policy Second Readings" – None.

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

#8-A. 2014 Holiday Calendar: The holiday schedule for IECC full-time staff for calendar year 2014 was presented. There is no change in the number of holidays from previous years, for administrative, technical, professional/non-faculty, clerical and maintenance staff. The 2014 Holiday Calendar is:

Monday, January 20, Martin Luther King Jr. Day
Monday, February 17, President's Day
Friday, April 18, Spring Break
Monday, May 26, Memorial Day
Friday, July 4, Independence Day
Monday, September 1, Labor Day

Monday, October 13, Columbus Day
Tuesday, November 11, Veteran's Day
Thursday & Friday, November 27 & 28, Thanksgiving
Monday, December 22, 23, 24, Winter Break
December 25, Christmas
December 26, 29, 30, 31, Winter Break
January 1, 2015, New Year's Day
January 2, 2015, Winter Break

Board Action: Trustee William Hudson made a motion to approve the Holiday Calendar for full-time staff for Calendar Year 2014 as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, 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-B. Certified Nurse Assistant Handbook: Tammy Fralicker, Associate Dean of Nursing and Allied Health, and CNA faculty, in consultation with President Rodney Raney, has developed needed changes to the Basic Nurse Assistant Training Program Handbook for IECC. The changes include:

Some clinical agencies are requiring the flu vaccine for employees/students and individuals can only opt out of this under limited circumstances. This language helps clarify that students may not be able to complete clinical experiences if they do not meet agency requirements; and

Additional language clarifies IDPH waiver requirements and issues with background checks. Students need waivers on file prior to providing care and this stipulates consequences if a waiver cannot be obtained from the State of Illinois.

The CEO recommended approval of the revisions to the IECC Basic Nurse Assistant Training Program Handbook.

Board Action: Trustee Brenda Culver made a motion to approve the revisions to the IECC Basic Nurse Assistant Training Program Handbook as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, 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. Ameren Newton Station Settlement Agreement: The taxing bodies of Jasper County have worked to establish an acceptable assessment of the Ameren Power Plant located at Newton. The taxing year of 2009 has been in dispute. Ameren has appealed the Jasper County Board of Review's decision on assessment to the Illinois Property Tax Appeal Board (PTAB). The matter was set for hearing before PTAB on August 26th. Both the taxing bodies and Ameren agreed to mediation of the assessment of 2009 and that mediation hearing occurred on August 13th and 14th at the Ameren Office Building located in Collinsville.

At the mediation hearing, the taxing bodies of Jasper County were represented by Dan Cox of the Jasper County School District, Ed Mitchell of the Jasper County Board, Paul Woods Jasper County Assessor, and Terry Bruce, CEO of Illinois Eastern Community Colleges. The other taxing bodies including Wade Fire Protection District, Newton Public Library District, South Muddy and Wade Township agreed to allow these individuals to represent their interest in the matter.

The mediation lasted 14.4 hours with retired Judge Timothy J. Slavin acting as mediator and the mediation resulted in a written Memorandum of Understanding and was approved by all parties to the mediation.

The parties have settled the 2009 assessment and have also agreed to the assessment amounts of the subject property of 2010, 2011, and 2012. The final stipulation and agreed order is being drafted by the attorneys representing Ameren and the taxing bodies. Once the agreed order is prepared, it will be filed with PTAB and the Jasper County Board of Review. The Board and all other taxing bodies involved will be asked to consider and approve or disapprove the agreed order.

The CEO recommended approval of the Ameren Newton Station Settlement Agreement.

(Note: A copy of the Ameren Newton Station Settlement Agreement is attached to the minutes as an exhibit, marked **Exhibit A**, and is made a part of the minutes by this reference.)

Board Action: Trustee Brenda Culver made a motion to approve the Ameren Newton Station Settlement Agreement 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-D. Inter-Governmental Agreement Regarding Ameren Settlement: An agreement has been made with Ameren concerning the assessment of the Newton Station, which has been accepted by the affected taxing bodies. The Board has reviewed and approved the Inter-Governmental Agreement regarding the Ameren Settlement in the past. This Inter-Governmental agreement describes the method of payment and the amount of payment due from each taxing body, including IECC, and sets forth the penalty for non-payment. Illinois Eastern's share is \$295,640.

The CEO recommended approval of the Inter-Governmental Agreement Regarding Ameren Settlement.

(Note: A copy of the Inter-Governmental Agreement Regarding Ameren Settlement is attached to the minutes as an exhibit, marked **Exhibit B**, and is made a part of the minutes by this reference.)

Board Action: Trustee Brenda Culver made a motion to approve the Inter-Governmental Agreement Regarding Ameren Settlement 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-E. Rider to Inter-Governmental Agreement Regarding Ameren Settlement:

Following the preparation of the Inter-Governmental Agreement regarding the Ameren Settlement, one of the taxing bodies wished to make a prepayment of the amount due under the settlement agreement. Because some taxing bodies had already approved the Inter-Governmental Agreement, the parties agreed to attach a rider to that agreement setting forth a prepayment option.

The CEO recommended approval of the following rider to the Inter-Governmental Agreement regarding the Ameren Settlement.

Rider to Inter-Governmental Agreement Regarding Ameren Settlement

This Rider is entered into this ___ of _____, 2013 and modifies the Intergovernmental Agreement Regarding Ameren Settlement (“Intergovernmental Agreement”) between Wade Township, Newton Public Library, South Muddy Township, Wade Fire Protection District, Jasper County, Illinois Eastern Community College No. 529, Jasper Unit #1, Multi-Township District B, North Muddy Township and University of Illinois Extension (hereinafter referred to in the aggregate as “TAXING DISTRICTS”). The Intergovernmental Agreement is hereby modified as follows:

1. Paragraph 13 of the Agreement shall be added as follows:

Prepayment Option: Payment for the Ameren Settlement may be prepaid by any Taxing District on any date with 30 days’ notice to the Jasper County Supervisor of Assessments, Jasper County Treasurer and Ameren at Ameren’s offices at 1500 Eastport Plaza, Collinsville, Illinois 62234, or such other address as Ameren shall designate in writing. The prepayment amount will be the sum of the present values of the remaining scheduled Installment Payments, discounted to the prepayment date, assuming a 360-day year consisting of twelve 30-day months, compounded semi-annually, at the Treasury Rate, plus 100 basis points not to exceed 4% (the “Prepayment Amount”). The Treasury Rate means the yield to maturity of the most recently auctioned five-year Treasury bond at the close of trading the business day prior to the date of the pre-payment notice. Any Taxing District desiring to exercise this Prepayment Option shall make payment for the full Prepayment Amount to the Jasper County Treasurer, who will accept the Prepayment Amount and issue payment for the full Prepayment Amount to Ameren within 7 days of receipt. Upon receipt of the Prepayment Amount, Ameren will provide notice to the Treasurer and the Taxing Districts that the respective Taxing District’s obligation under this Agreement has been met, and the Treasurer shall deduct the respective pre-paying Taxing District’s portion of the Installment Payment from each remaining Installment Payment.

Board Action: Trustee Gary Carter made a motion to approve the Rider to Inter-Governmental Agreement Regarding Ameren Settlement 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. Articulation Agreement with SIU-Carbondale – Social Services Specialist: A Program Articulation Agreement between IECC and Southern Illinois University-Carbondale was presented. The agreement will allow IECC Associate in Applied Science graduates in the Social Services Specialist degree at Wabash Valley College who meet SIUC admission requirements to be considered, based on space availability, for admission into SIUC's Bachelor of Science degree in Social Work in the College of Education and Human Services.

This Program Articulation Agreement will allow IECC and SIUC to form a cooperative relationship to better service IECC students by facilitating transfer, minimizing duplication of instruction and build on community college and university learning experiences. The agreement shall be in effect as of the date upon approval of both parties, and shall automatically renew until either party terminates the agreement by sending written notification of such termination to the other party no less than 90 days prior to the end of the semester in effect at the time.

The CEO recommended approval of the Program Articulation Agreement between IECC and SIUC.

Board Action: Student Trustee Mike Guseynov made a motion to approve the Program Articulation Agreement with SIUC for Social Services Specialist 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-G. Business Associate Agreement with Wabash General Hospital – WVC Athletic Program: IECC wishes to enter into a Business Associate Agreement with Wabash General Hospital, located in Mt. Carmel, Illinois. This agreement is for the Wabash Valley College Athletic Program and is the standard agreement utilized by the district. The CEO recommended approval.

Board Action: Trustee Brenda Culver made a motion to approve the business associate agreement for the WVC Athletic Program with Wabash General Hospital, Mt. Carmel, Illinois, as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, 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. Business Associate Agreement with Burgin Manor – Allied Health Program: IECC wishes to enter into a Business Associate Agreement with Burgin Manor, located in Olney, Illinois. This agreement is for the Allied Health Program and is the standard agreement utilized by the district. The CEO recommended approval.

Board Action: Trustee Brenda Culver made a motion to approve the business associate agreement for the Allied Health Program with Burgin Manor, Olney, Illinois, as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, 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 CHESI Carmi Community Health– Phlebotomy: IECC wishes to enter into an affiliation agreement with CHESI Carmi Community Health, located in Carmi, Illinois. This affiliation agreement is for the FCC Phlebotomy Program and is the standard agreement utilized by the district. The CEO recommended approval.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the FCC Phlebotomy Program with CHESI Carmi Community Health, Carmi, Illinois, as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, 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” – None.

AGENDA #10 – “District Finance” – None.

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of October 31, 2013. The state currently owes the district \$4,452,204 in Education Fund grants.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for November 2013, totaling \$2,760,378.70, 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 November 2013, in the amounts listed, and payments from the revolving fund for October 2013. 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 Bruce reported on the following informational items:

1. Jervaise McDaniel Home Tornado Damage.
2. Federal Correctional Center Letter of Appreciation.

3. OCC 50th Anniversary Celebration Held October 23.
4. ICCTA Southwestern Regional Meeting, December 5, 2013, at Kaskaskia.
5. Concealed Carry.
6. Student Board Member Election.
7. CARLI Accomplishments.
8. Community College Enrollments – Fall 2013.
9. Enrollment Update.
10. IECC Enrollment Report.

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 following actions were taken relative to executive session minutes.

#13-A. Written Executive Session Minutes: The CEO recommended that written minutes of an executive session held during the regular meeting Tuesday, October 15, 2013 be approved and remain closed at this time.

Board Action: Trustee Brenda Culver made a motion to approve, as prepared, written minutes of an executive session held October 15, 2013, but that executive session minutes of that date will remain closed and not be opened to public inspection at this time. Trustee John Brooks 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 is adopted.

#13-B. Approval of Audio Recording of Executive Session: The CEO recommended that the audio recording of an executive session of Tuesday, October 15, 2013 be approved and that the Board Secretary make provisions for its safe keeping, that it be made available only upon the proper order of a court and a finding by a judge that such audio recording should be released. This audio recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question.

Board Action: Trustee Brenda Culver made a motion to approve the audio recording of an executive session of October 15, 2013 as recommended. Trustee John Brooks 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 is adopted.

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

400.1. Employment of Personnel

- A. Faculty

1. Thomas Sarg, Truck Driving Instructor, WVC, effective January 1, 2014, pending successful completion of background check.

B. Professional/Non-Faculty

1. Allan Alldredge, Coordinator of Career Services, OCC, effective January 1, 2014.

2. Alyssa Parrott, Coordinator of Career Services, FCC, effective January 1, 2014.

3. Nicholas Shaner, Coordinator of Career Services, LTC, effective January 1, 2014.

4. Lara Stehlik, Coordinator of Career Services, WVC, effective January 1, 2014.

400.2. Change-In-Status

A. Classified

1. Michelle McClaskey, full-time temporary Administrative Assistant, Workforce Education, to full-time permanent Administrative Assistant, Workforce Education, effective January 1, 2014.

400.3. Temporary Employment

A. Professional/Non-Faculty

1. Dena Weber, Director of Adult Education, FCC, temporary contractual employee, effective January 1, 2014, pending successful completion of background check.

400.4. Special Assignment

A. Faculty

1. Kelly Payne, Literary Reviewer, HLC Assurance Agreement, \$2,500 for academic year 2013-14.

400.5. Professional Leave Request

A. Faculty

1. Andrew Pittman, Vocal Music Instructor, OCC, reference Collective Bargaining Agreement Section 11.4, effective dates April 23, 2014 through May 9, 2014.

400.6. Resignation Ratification

A. Professional/Non-Faculty

1. Marissa McNeil, Coordinator, Instructional Services, FCC, effective January 1, 2014.

400.7. Retirement Ratification

A. Administrative

1. Robert Boyles, Dean of Instruction, FCC, effective January 1, 2014.

Personnel Report Addendum

400.8. Change in Status

A. Administrative

1. Linda Monge, Math Instructor, FCC, to interim Dean of Instruction, FCC, effective December 13, 2013.

400.9. Resignation Ratification

A. Faculty

1. Sharon Hoffee, Nursing Instructor, FCC, effective January 1, 2014.

Amend Effective Date for Linda Monge Change in Status: The CEO recommended that the effective date for change in status for Linda Monge be amended on its face from January 1, 2014 to December 13, 2013. Trustee Brenda Culver so moved and Student Trustee Mike Guseynov 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-A. Board Action to Amend Personnel Report: Trustee Brenda Culver made a motion to amend the Personnel Report, to add an addendum containing Sections 400.8, and 400.9, and to amend the effective date for change in status for Linda Monge as recommended. Trustee Marilyn Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

Request to Divide the Issue: Trustee Gary Carter requested that the issue be divided, to take a separate roll call vote on the retirement of Robert Boyles as Dean of Instruction at FCC, in recognition of his many years of dedicated service to education and to Frontier Community College. Without objection, the Chair directed that a separate vote be taken on 400.7 as requested.

#14-B. Board Action to Approve Amended Personnel Report with Exception of 400.7: Trustee Gary Carter made a motion to approve the amended Personnel Report as recommended, with the exception of Section 400.7. 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.

#14-C. Board Action to Approve Section 400.7 of the Amended Personnel Report:

Trustee Gary Carter made a motion to approve Section 400.7 of the amended Personnel Report, the retirement ratification of Robert Boyles as Dean of Instruction at FCC, effective January 1, 2014 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.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

AGENDA #17 – “Other Items” – None.

AGENDA #18 – “Adjournment” – Trustee Gary Carter made a motion to adjourn. Student Trustee Mike Guseynov seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 9:30 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

Agenda Item #4

Public Comment

Agenda Item #5

Reports

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

Agenda Item #6

Policy First Reading (and Possible Approval)

Agenda Item #6A

Purchasing 300.14

Agenda Item #6A

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2013
SUBJECT: Purchasing Policy - Business 300.14

Since the creation of the District, the policy has always been to comply with the Illinois Community College Act 110 ILCS805/3-27.1, which meant that any purchase of supplies, services, equipment or materials, or work involving expenditure in excess of \$10,000 would be advertised and bid as required by State law.

In 2008, the Illinois Community College Act bid requirement was raised from \$10,000 to \$25,000. However, the District remained with a \$10,000 bid limit. After discussion, the Cabinet, on December 4th, recommended that the IECC Bid Limit be increased to \$25,000. It is now time to consider changing the bid limit amount.

The District desires to shorten the time it takes to purchase items and also to allow more local vendors to do business with the various colleges. The current bid process can take as long as six to eight weeks by the time bid specifications are developed, advertising requirements are met, a formal bid opening is held, and the Board takes action on the Bid Committee Report. Local businesses have difficulty complying with all the stringent bid requirements and the District loses the opportunity to do more business with small local businesses.

I ask for the Board's approval for this revision to the existing Business 300.14 purchasing policy.

TLB/rs

Attachment

BUSINESS - 300

Purchasing (300.14)

Date Adopted: June 11, 1996

Date Revised: April 17, 2001

Date Revised: December 10, 2013

All purchases of supplies, services, equipment, and other materials will be made centrally by the Business Office, and procedures for purchasing that comply with the Illinois Public Community College Act will be developed and recorded in a procedure manual.

The Board supports a policy of not knowingly entering into any purchase commitment which would result in a conflict of interest. District employees shall not knowingly purchase goods or services from their immediate families or from other employees except under the following conditions: (a) if the immediate family member does not have a substantial financial interest in the operation of the business; (b) there is no other qualified or responsible provider; (c) a substantial additional cost for the goods or services will be incurred if the purchase is made from another provider; (d) and other exceptions as approved by the board of Trustees. In such instances, the purchasing party will so notify the Board in a timely manner.

| Immediate family means living in the immediate household.

This policy does not discriminate against the procurement of recycled-content products. Products with recycled-content should be procured wherever and whenever cost, specifications, standards and availability are comparable to products without recycled-content.

Agenda Item #6B

Trustee Adoption, Amendment, or Repeal of Policies 200.5

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2013
RE: Trustee Policy Development

At the October Board meeting, there was discussion of how Board members should be involved in the development of District policy. The following language was discussed by the Board and submitted to the Cabinet for review.

ADMINISTRATION – 200

Adoption, Amendment, or Repeal of Policies (200.5)

Effective date: November 19, 2013 (pending Cabinet and Board Approval)

Requests for the adoption, amendment, or repeal of District Policies by any Board member shall be submitted to the Chairman. The Chairman shall make the proposal available to Board Members, the District CEO, and the Cabinet. The Cabinet will consider the policy change at its next regularly scheduled meeting.

Prior to Cabinet action, Board members may submit their views and comments in writing to the Chairman and the CEO and may include a recommendation for action on the proposal. The Cabinet shall consider and report any action to the entire Board. Following Cabinet action, the Chairman shall report requests, with recommendations for action, to the Board.

Board action on any proposal shall not be taken earlier than the next regular meeting following first reading. When circumstances warrant, the Board may waive the first reading.

During the discussion, Board members made numerous suggestions as to possible improvements in the language. The Cabinet reviewed the Trustee suggestions made at the Board meeting.

First, the Board discussion included the need to establish some time limits for submission to the Cabinet so that the Cabinet had adequate time to consider the proposal. The Cabinet added a requirement that any proposed policy be submitted at least ten business days prior to the next Cabinet meeting.

Second, the Board discussed the language concerning Board consideration of any suggested policy change. The proposed language did not make it clear when the Board would consider the Cabinet's suggestions. The new language clearly states that the Board would consider the policy at the next scheduled Board meeting and that second reading could be waived.

Third, there was general agreement that the initial proposal made by a Board member should be included when the Cabinet reported back to the Board. That has been done.

The policy as amended by the Cabinet deliberations follows.

ADMINISTRATION – 200

Trustee Adoption, Amendment, or Repeal of Policies (200.5)

Effective date: December 10, 2013 (pending Board Approval)

Requests for the adoption, amendment, or repeal of District Policies by any Board member shall be submitted in writing to the Chairman. Board members should make such requests at least 10 business days prior to the first Wednesday of the month, the scheduled meeting time for the Cabinet.

The Chairman shall make the proposal available to Board Members, the Chief Executive Officer, and the Cabinet. The Cabinet will consider the policy change at its next regularly scheduled meeting.

Prior to Cabinet action, Board members may submit their views and comments in writing to the Chairman and the CEO and may include a recommendation for action on the proposal. The Cabinet shall consider the request for the adoption, amendment, or repeal of District Policies.

Following Cabinet action, the Chief Executive Officer shall report action taken on any requests, with recommendations for action, to the Chairman and to the Board.

The original proposal shall appear on the Board agenda of the next regularly scheduled meeting of the Board, under Policies First Reading, along with any recommendations for change or action made by the Cabinet. When circumstances warrant, the Board may waive the second reading and adopt the proposed policy change, either in the original form, or in the form recommended by the Cabinet, at that Board meeting.

I ask the Board's approval of the Cabinet's proposal on Trustee Adoption, Amendment, or Repeal of Policies.

TLB/rs

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Strategic Plan Status Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2013
RE: 2013 Strategic Plan Status Report Summary

The purpose of IECC's Strategic Plan is to prepare for the future, prioritize issues, and create strategies that will lead the District in successfully meeting its mission to provide excellence in teaching, learning, public service, and economic development. IECC's Strategic Plan 2012-16 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, as well as established targets and indicators to measure success and ensure the Plan's ongoing review and renewal.

Over the past two years, the Strategic Planning Committee has monitored the Strategic Plan goals and activities through reports and assessment submitted by staff responsible for each activity. Progress has been assessed at appropriate intervals and this 2013 Status Report Summary has been completed which provides a summary of the progress made in achieving IECC Strategic Plan initiatives. In 2016, the Strategic Plan will be updated and revised to include new emergent strategies, focus areas, goals and activities relating to and impacting IECC's mission.

IECC has made significant progress on the Strategic Plan focus areas and goals in the past two years, despite the economic downturn and the state budget deficit which directly affects the District. Ninety-one percent (31/34) of the activities have been implemented and are in progress, are ongoing, or have been completed. Three activities have been put on hold due to the continued uncertainty of state pension reform, changes in SURS eligibility, changes in the Affordable Care Act and budget limitations. The following report provides a summary of the progress made toward the achievement of the thirty-four IECC Strategic Plan initiatives.

I recommend the Board's approval of the 2013 Strategic Plan Status Report Summary.

TLB/rs

Attachment

IECC STRATEGIC PLAN

STATUS REPORT

DECEMBER 2013

Our mission is to deliver exceptional education and services to improve the lives of our students and strengthen our communities.

Strategic Planning at IECC

The purpose of IECC's Strategic Plan is to prepare for the future, prioritize issues, and create strategies that will lead the District in successfully meeting its mission to provide excellence in teaching, learning, public service, and economic development. IECC's Strategic Plan 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, as well as establish targets and indicators to measure success and to ensure the Plan's ongoing review and renewal. IECC's Strategic Plan was designed as a "work in progress" that is being reviewed annually as IECC makes progress towards these strategic goals and objectives and sets new goals in the future. To develop IECC's Strategic Plan, a six step process was used which included: environmental scanning, evaluating, forecasting, goal setting, implementing, monitoring and assessing.

Strategic planning has allowed the District to assess where it is, determine where it wants to be, and define the steps necessary to get there. Strategic planning is helping IECC face a variety of emerging educational challenges which include changing student demographics, declining district-wide population, emerging models of higher education, and decreasing state funding.

Strategic Plan Status

Over the past two years, the Strategic Planning Committee has monitored the Strategic Plan goals and activities through reports and assessments submitted by staff responsible for each activity. Progress has been assessed at appropriate intervals and this 2013 Status Report Summary has been completed which provides a summary of the progress made in achieving IECC Strategic Plan initiatives. In 2016, the strategic plan will be updated and revised to include new emergent strategies, focus areas, goals and activities relating to and impacting IECC's mission.



Strategic Plan Status Report

Throughout both its development and implementation, IECC's Strategic Plan has linked the goals, objectives and activities of the institution directly to the Higher Learning Commission's Criteria for Accreditation.

| | |
|------------------|--|
| Criterion One: | Mission |
| Criterion Two: | Integrity: Ethical and Responsible Conduct |
| Criterion Three: | Teaching and Learning: Quality, Resources, and Support |
| Criterion Four: | Teaching and Learning: Evaluation and Improvement |
| Criterion Five: | Resources, Planning, and Institutional Effectiveness |



IECC has made significant progress on the Strategic Plan focus areas and goals in the past two years, despite the economic climate and the State budget deficit which directly affects the District.

Thirty-four initiatives (actions/activities) were identified to meet the Strategic Plan objectives and goals. Ninety-one percent (31/34) of the activities have been implemented and are in progress, are ongoing, or have been completed. Three activities have been put on hold due to the continued uncertainty of state pension reform, changes in SURS eligibility, changes in the Affordable Care Act and budget limitations. These include:

1. To address a potential loss of 51% of faculty and staff, as per five year retirement projections by providing cross training to staff.
2. To address a potential loss of 51% of faculty and staff, as per five year retirement projections by developing a succession plan that includes a review

- of qualifications and job descriptions.
3. To present green practices and information at the IECC Annual Professional Development Day.

The following pages provide a summary of the progress made toward the achievement of the thirty-four IECC Strategic Plan initiatives.

Focus Area: **Mission**

HLC Criterion One: **The institution’s mission is clear and articulated publicly; it guides the institutions operations.**

Progress and Accomplishments

- The HLC Steering Committee appointed a Mission Statement Committee that included faculty, staff and administration.
- The Mission Statement Committee conducted district wide discussion groups and reviewed recommendations provided during those discussions.
- The Mission Statement Committee developed and proposed a new mission statement.
- The new mission statement was approved by the IECC Cabinet on May 8, 2013 and by the IECC Board of Trustees on May 21, 2013.
- IECC catalog, brochures, websites, syllabi and other documents have been updated to include the new mission statement.

Challenges

- The mission statement is included on numerous printed and online documents. Ensuring that the new mission statement is updated everywhere will take time.

Focus Area: **Integrity: Ethical and Responsible Conduct**

HLC Criterion Two: **The institution acts with integrity; its conduct is ethical and responsible.**

Progress and accomplishments include:

- An ethics policy, obligating employees to use their official powers and duties, and the resources of the District, only to advance the public interest, protect the integrity of the District by being independent and impartial in the exercise of their duties, not use their positions for personal gain or private benefit, treat members of the college communities and of the community at large with respect, concern, courtesy, and responsiveness, protect confidential information to which employees have access in the course of their duties, and create a work environment that is free from all forms of harassment and discrimination was approved by the IECC Cabinet on June 5, 2013 and adopted by the IECC Board of Trustees on June 18, 2013.
- An ethics procedure, outlining the procedures pursuant to Illinois Eastern Community Colleges Policy on Ethics for Employees was approved by the IECC Cabinet on June 5, 2013 and adopted by the IECC Board of Trustees on June 18, 2013.
- An academic integrity policy, stating that students are expected to be responsible for their own work and that faculty and academic support service staff members will take reasonable precaution to prevent the opportunity for academic dishonesty, was approved by the IECC Cabinet on November 7, 2012 and adopted by the IECC Board of Trustees on November 20, 2012.

- The Deans of Instruction continue to encourage faculty to reference the academic integrity policy on their course syllabus.
- Turnitin software has been purchased for student and faculty use providing originality checking, online grading and peer review.
- An academic freedom policy, recognizing the principles of academic freedom and the district's commitment to freedom of expression and the pursuit of truth in teaching and learning, was approved by the IECC Cabinet on May 8, 2012 and adopted by the IECC Board of Trustees on May 21, 2013.
- An ongoing review of the HLC federal compliance requirements is being conducted with updates made, as changes occur.
- An ongoing review of the consumer information available online and in the catalog is being conducted with updates made, as changes occur.

Challenges:

- Ensuring that every faculty member is linking to the policy.
- Ensuring that students and faculty are utilizing the Turnitin software.
- Continue to provide funds for Turnitin software.

FOCUS AREA: Teaching and Learning: Quality, Resources and Support

HLC Criterion Three: The institution provides high quality education, wherever and however its offerings are delivered.

Progress and accomplishments include:

- An updated Distance Delivery Plan for 2013, providing an institutional strategy and structure to support and promote district- wide distance delivery opportunities, was approved by the IECC Board of Trustees on May 21, 2013.
- The IECC Board of Trustees approved the hiring of four Retention Coordinators on June 18, 2013.
- Retention Coordinators continue to work with students, encourage faculty to utilize early alert progress reports, collect and analyze retention and student completion data for the district and to develop and facilitate academic success seminars.
- In the last year, the number of early alert progress reports submitted has increased by 12%.
- In the last year, the number of early alert comments or follow-ups made has increased by 100%.

| | Early Alert Progress Reports Submitted | Comments or Follow-Ups Made |
|-------------------|---|------------------------------------|
| Fall 2012 | 955 | 0 |
| Fall 2013 | 1091 | 1566 |
| % Increase | 12% | 100% |

Progress Report Data as of 12/2/13

- Efforts are ongoing to revise the current faculty evaluation to include online courses.
- The 2013 Program Review Report, focusing on quality, cost, and need, while providing an opportunity to up-date curricula, identify resource needs and assess support services, was approved by the IECC Cabinet on July 10, 2013 and the IECC Board of Trustees on July 16, 2013.
- Since January 2012, the following new certificate or degree programs have been established:

Certificate Programs

Service Maintenance
Construction Technician
Carpentry Specialist
CompTIA Hardware A+
CompTIA Network+
Computer Telephony
Office Assistant
Receptionist
Information Systems Technology

Degree Programs

Construction Technology
Executive Office Assistant
Human Resource Assistant
Information Systems Technology
Office Administration

Challenges:

- Arranging meeting times that allow for optimal participation.
- Early alerts need to be detailed and specific in order for the Retention Coordinators to utilize them effectively.
- Securing faculty members who are willing to participate and give input in the evaluation and program review process.
- Budget constraints continue to effect new program development.

FOCUS AREA: Teaching and Learning: Quality, Evaluation and Improvement

HLC Criterion Four: The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

strategies and outcomes aimed at district-wide enrollment growth and the improvement of student completion rates was approved by the IECC Cabinet on February 6, 2013 and the IECC Board of Trustees on February 19, 2013.

- The IECC Board of Trustees approved the hiring of four Retention Coordinators on June 18, 2013.
- Retention Coordinators continue to work with students, assist with the training of and encourage faculty to utilize “early alert”, collect and analyze retention and student completion data for the district and to develop and facilitate academic success seminars.
- The IECC Board of Trustees approved the hiring of four Career Coordinators on November 19, 2013.
- Career Coordinators will work with students, seek out internship and employment opportunities, develop and facilitate career readiness seminars, collect and analyze career placement data for the district.
- The Marketing Committee continues to include more nontraditional students in print ads and other promotions.
- The Director of Assessment provided Compliance Assist Training to all faculty and staff.
- Faculty and staff are actively using Compliance Assist.
- Co-curricular groups were restructured and their roles clarified, leading to improved communication regarding assessment.
- A Students First Curricular retreat, addressing the progress, problems, results and continued assessment activities, was held on August 12-13, 2013.
- A Students First Co-Curricular retreat, addressing the progress, problems, results and continued assessment activities, was held on September 19-20, 2013.
- Students First Curricular and Co-Curricular groups met at the October 1, 2013 District Workshop to discuss and propose new assessment activities.
- A faculty checklist, outlining IAI requirements, was created for faculty to reference when developing course syllabi.
- A list of IECC faculty has been submitted to ICCB, recommending that they serve on IA state panels.

Challenges:

- Career trends and placements may be difficult to track.
- The logistics of meeting with faculty as a group continue to prove difficult.
- Finding time for faculty members to attend IAI training.
- Finding faculty interested in assisting with part of the review.
- Finding faculty to take on the task of serving on an IAI panel.

FOCUS AREA: Resources, Planning and Institutional Effectiveness

HLC Criterion Five: The institution's resources, structure, and processes are sufficient to fulfill its mission, improve the quality of its education offerings, and respond to future challenges. The institution plans for the future.

Progress and accomplishments include:

- Advisory Councils made up of faculty, industry representatives and Perkins staff, when needed, continue to review curriculum and assess equipment.
- Both CTE faculty and Deans of Instruction review Advisory Council minutes.
- The 2013 Program Review Report, focusing on quality, cost, and need while providing an opportunity to up-date curricula to accommodate changes in the field, identify resource needs and assess support services, was approved by the IECC Cabinet on July 10, 2013 and the IECC Board of Trustees on July 16, 2013.
- Associate Dean of Grants and Institutional Development continues to assist the district and colleges in grant proposal development and submission.
- IECC received \$11,830,397.00 in grant funds for FY 2013 (Federal - \$11,324,434, State - \$480,563, other - \$25,400).
- The Grant Application Approval Form has been revised to include a detailed description of the grant activities.
- The Grant Application Approval Form will be revised to include detailed budget information.
- IECC continues to maintain collaborative relationships with the Illinois Department of Commerce and Economic Development, local and regional WIA offices, the East Central Illinois Super Region Coalition, numerous business/industrial associations and local employers.
- IECC is pursuing involvement in the Employer Training Investment Program (ETIP) grant opportunity offered to Illinois-based business and industrial associations, institutions of secondary and higher education, strategic business partnerships, large manufacturers for supplier network companies, and labor organizations to help fund the workforce training needs of companies for which they may have an association or working relationship with.
- IECC continues to promote sustainability and recycling efforts district wide.
- IECC participated in the Green Nozzle Program by replacing sprayers with high efficiency pre-rinse spray valves to reduce hot water usage.
- Wabash Valley College was awarded IGEN funds to design a solar powered classroom.
- OCC installed a water bottle refill station that reduces the need for bottled water.

Challenges:

- Limited funds are available for updated equipment.
- Receiving timely equipment requests from CTE faculty.
- As State and Federal budgets continue to shrink, fewer grant opportunities are available.
- Allocating time to seek out grant opportunities.
- Internal Business and Industry Services are no longer funded.
- Adopting a mutual agenda between the institution and area businesses can be difficult as needs vary from business to business.
- Sustainability and recycling efforts differ from college to college.

Agenda Item #8B

FCC Mascot

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2013
RE: Frontier Community College Mascot

Following the adoption of the District's Enrollment Management Plan, there was much interest shown in the Frontier Community College area about the adoption of a mascot for athletic teams.

The college considered 56 potential names identified by the Student Senate and the top ten names were submitted to the college administration. After review, three names – Bobcats, Mustangs, and Wolverines were considered. Both the student body and community members voted on the favorite mascot with the Bobcats receiving 1,500 votes, Mustangs receiving 1,336 votes and Wolverines receiving 187 votes.

I ask the Board's approval and ratification of the mascot of name of "Bobcats" as official college mascot for Frontier Community College.

TLB/rs

Agenda Item #8C

Board Meeting Dates and Locations for 2014

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2013
RE: Board Meeting Dates and Locations for 2014

The Illinois Community College Act requires that the Board annually set meeting dates, times and locations of Board meetings for the upcoming calendar year. The attached resolution sets forth the Trustees will meet on the third Tuesday of every month except that the December meeting shall be the second Tuesday of the month. The following are the meeting dates and locations for the IECC Board of Trustees for 2014.

I recommend approval of this resolution.

TLB/rs

Attachment

RESOLUTION

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2014:

- Tuesday, January 21, 2014, 7 p.m., Lincoln Trail College
- Tuesday, February 18, 2014, 7 p.m., Olney Central College
- Tuesday, March 18, 2014, 7 p.m., Wabash Valley College
- Tuesday, April 15, 2014, 7 p.m., Frontier Community College
- Tuesday, May 20, 2014, 7 p.m., Lincoln Trail College
- Tuesday, June 17, 2014, 7 p.m., Olney Central College
- Tuesday, July 15, 2014, 7 p.m., Wabash Valley College
- Tuesday, August 19, 2014, 7 p.m., Frontier Community College
- Tuesday, September 16, 2014, 7 p.m., Lincoln Trail College
- Tuesday, October 21, 2014, 7 p.m., Olney Central College
- Tuesday, November 18, 2014, 7 p.m., Wabash Valley College
- Tuesday, December 9, 2014, 7 p.m., Frontier Community College

12/2013

Agenda Item #8D

Affiliation Agreement with Wayne County Health Department

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2013
RE: Affiliation Agreement with Wayne County Health Department – ADN

IECC wishes to enter into an affiliation agreement with the Wayne County Health Department located in Fairfield, Illinois.

This affiliation agreement is for the Associate Degree in Nursing Program.

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

TLB/rs

Attachment

3. DISTRICT #529 will be responsible for the teaching and guidance of the students in the clinical nursing laboratory practice, and will be available to the nursing students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Faculty on behalf of DISTRICT #529, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Faculty assumes full responsibility and supervision of the nursing students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Nursing Faculty on behalf of DISTRICT #529 will be responsible for maintaining proper standards of nursing care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing students.

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

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

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

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

6. The faculty of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Nursing Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Faculty member of DISTRICT #529 participating in the program will arrange

with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Faculty member to any clinical area.

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

8. The AGENCY'S facilities may be available for DISTRICT #529 continuing educational program on a pre-planned project basis; the arrangements for such to be made with the Director of Nursing Service, on behalf of the AGENCY, and by the Department Head and/or Associate Dean, on behalf of DISTRICT #529.

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

10. 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.

11. Nursing Faculty and nursing students shall be covered by liability insurance prior to any assignment for practice at the AGENCY.

12. Nursing Faculty and nursing students are responsible for health care costs related to incidents occurring in the clinical agencies.

13. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.

14. An annual review of the agreement will be made each spring. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Nursing 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 nursing laboratory experience needed for graduation at the AGENCY.

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

AGENCY:
Wayne County Health Department

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529, OLNEY CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING/PRACTICAL
NURSING CERTIFICATE PROGRAM:

Vice President or
Director of Nursing Services

Department Head of Nursing

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

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

Adopted: 03/12

Agenda Item #8E

Affiliation Agreement with Mt. Vernon Countryside Manor

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2013
RE: Affiliation Agreement with Countryside Manor – Health Informatics

IECC wishes to enter into an affiliation agreement with Countryside Manor, located in Mt. Vernon, Illinois.

This affiliation agreement is for the Health Informatics Program at Frontier Community College.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT # 529
FRONTIER COMMUNITY COLLEGE
HEALTH INFORMATICS PROGRAM
AGENCY AGREEMENT

THIS AGREEMENT made and entered into this 4th day of November of 2013 by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE, for its Health Informatics Program (hereinafter referred to as FRONTIER COMMUNITY COLLEGE) and Mt Vernon Countryside Manor (hereinafter referred to as AGENCY):Mt. Vernon Countryside Manor

WITNESSETH THAT:

WHEREAS, FRONTIER COMMUNITY COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Health Informatics Program.

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of FRONTIER COMMUNITY COLLEGE for the purpose of gaining knowledge and experience in the field of Health Informatics.

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

1. The AGENCY agrees to make its facilities available for Health Informatics internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Health Informatics lead faculty on behalf of FRONTIER COMMUNITY COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. The FRONTIER COMMUNITY COLLEGE lead faculty will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the FRONTIER COMMUNITY COLLEGE lead faculty. The lead faculty will

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

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

5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

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

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

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, FRONTIER COMMUNITY COLLEGE lead faculty and student(s). Compensation is not a requirement. Neither FRONTIER COMMUNITY COLLEGE nor AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through FRONTIER COMMUNITY COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may be made in December of each year, as requested by facility, if either party requests the review. If AGENCY wants to continue with agreement, no action should be taken. If AGENCY wishes to review and modify AGREEMENT, contact should be made with FRONTIER COMMUNITY COLLEGE. 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 FRONTIER COMMUNITY COLLEGE's Health Informatics 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 experience needed for graduation at the AGENCY.

9. AGENCY may require the removal of a student, if this is deemed necessary by the AGENCY in the interest of patient care.

The student(s) subject to this agreement are not agents or employees of the AGENCY.

FRONTIER COMMUNITY COLLEGE will maintain for each Student and faculty member assigned to AGENCY professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. If FRONTIER COMMUNITY COLLEGE procures professional liability coverage that is not on an "occurrence basis," FRONTIER COMMUNITY COLLEGE or Student shall, at all times, maintain insurance coverage for medical professional liability directly or indirectly resulting from acts or omissions of FRONTIER COMMUNITY COLLEGE or FRONTIER COMMUNITY COLLEGE's employees and agents (including Student), occurring in whole or in part during the term of this agreement ("Continuing Coverage"). In addition, FRONTIER COMMUNITY COLLEGE shall maintain general liability insurance on an occurrence basis for FRONTIER COMMUNITY COLLEGE and all its Students, employees, and faculty members participating in training programs at AGENCY. The limits for general liability shall be One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. FRONTIER COMMUNITY COLLEGE shall also maintain workers' compensation insurance for any employees of FRONTIER COMMUNITY COLLEGE performing services under this agreement. FRONTIER COMMUNITY COLLEGE shall furnish AGENCY with a certificate of

insurance before the beginning date of each Student's assignment at the AGENCY. Such certificate of insurance shall provide that AGENCY shall receive thirty (30) days' written notice prior to the effective date of any cancellation of such insurance.

FRONTIER COMMUNITY COLLEGE agrees that it and its students and faculty will comply with the purpose and standards recommended by The Joint Commission.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 4th day of November of 2013.

Mt Vernon Countryside Manor
601 Illinois 15.
Mt. Vernon, IL 62864
618-242-1800

ILLINOIS EASTERN COMMUNITY COLLEGES
FRONTIER COMMUNITY COLLEGE

Chairman, IECC Board of Trustees

Administrator, Hospital or Agency

President, Frontier Community College

Dean, Frontier Community College

Internship Program Coordinator

Chief Executive Officer,
Illinois Eastern Community Colleges

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

Adopted 6-2005

Agenda Item #8F

Affiliation Agreement with Clay County Health Department

Agenda Item #8F

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2013
RE: Affiliation Agreement with Clay County Health Dept. – Health Informatics

IECC wishes to enter into an affiliation agreement with Clay County Health Department, located in Flora, Illinois.

This affiliation agreement is for the Health Informatics Program at Frontier Community College.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT # 529
FRONTIER COMMUNITY COLLEGE
HEALTH INFORMATICS PROGRAM
AGENCY AGREEMENT

THIS AGREEMENT made and entered into this 4th day of November by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE, for its Health Informatics Program (hereinafter referred to as FRONTIER COMMUNITY COLLEGE) and Clay County Health Department (hereinafter referred to as AGENCY):Clay County Health Department

WITNESSETH THAT:

WHEREAS, FRONTIER COMMUNITY COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Health Informatics Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of FRONTIER COMMUNITY COLLEGE for the purpose of gaining knowledge and experience in the field of Health Informatics.

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

1. The AGENCY agrees to make its facilities available for Health Informatics internship training subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Health Informatics lead faculty on behalf of FRONTIER COMMUNITY COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.

3. The FRONTIER COMMUNITY COLLEGE lead faculty will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the FRONTIER COMMUNITY COLLEGE lead faculty. The lead faculty will

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

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

5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

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

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

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, FRONTIER COMMUNITY COLLEGE lead faculty and student(s). Compensation is not a requirement. Neither FRONTIER COMMUNITY COLLEGE nor AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through FRONTIER COMMUNITY COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may be made in December of each year, as requested by facility, if either party requests the review. If AGENCY wants to continue with agreement, no action should be taken. If AGENCY wishes to review and modify AGREEMENT, contact should be made with FRONTIER COMMUNITY COLLEGE. 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 FRONTIER COMMUNITY COLLEGE's Health Informatics 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 experience needed for graduation at the AGENCY.

9. AGENCY may require the removal of a student, if this is deemed necessary by the AGENCY in the interest of patient care.

The student(s) subject to this agreement are not agents or employees of the AGENCY.

FRONTIER COMMUNITY COLLEGE will maintain for each Student and faculty member assigned to AGENCY professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. If FRONTIER COMMUNITY COLLEGE procures professional liability coverage that is not on an "occurrence basis," FRONTIER COMMUNITY COLLEGE or Student shall, at all times, maintain insurance coverage for medical professional liability directly or indirectly resulting from acts or omissions of FRONTIER COMMUNITY COLLEGE or FRONTIER COMMUNITY COLLEGE's employees and agents (including Student), occurring in whole or in part during the term of this agreement ("Continuing Coverage"). In addition, FRONTIER COMMUNITY COLLEGE shall maintain general liability insurance on an occurrence basis for FRONTIER COMMUNITY COLLEGE and all its Students, employees, and faculty members participating in training programs at AGENCY. The limits for general liability shall be One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. FRONTIER COMMUNITY COLLEGE shall also maintain workers' compensation insurance for any employees of FRONTIER COMMUNITY COLLEGE performing services under this agreement. FRONTIER COMMUNITY COLLEGE shall furnish AGENCY with a certificate of

insurance before the beginning date of each Student's assignment at the AGENCY. Such certificate of insurance shall provide that AGENCY shall receive thirty (30) days' written notice prior to the effective date of any cancellation of such insurance.

FRONTIER COMMUNITY COLLEGE agrees that it and its students and faculty will comply with the purpose and standards recommended by The Joint Commission.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 4th day of November.

Clay County Health Department
601 E Twelfth St.
Flora, IL. 62839
618-662-4406

ILLINOIS EASTERN COMMUNITY COLLEGES
FRONTIER COMMUNITY COLLEGE,

Chairman, IECC Board of Trustees

Administrator, Hospital or Agency

President, Frontier Community College

Dean, Frontier Community College

Internship Program Coordinator

Chief Executive Officer,
Illinois Eastern Community Colleges

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

Adopted 6-2005

Agenda Item #8G

Affiliation Agreement with Gibson General Hospital

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2013
RE: Affiliation Agreement with Gibson General Hospital - Phlebotomy

IECC wishes to enter into an affiliation agreement with Gibson General Hospital, located in Princeton, Indiana.

This affiliation agreement is for the Phlebotomy Program at Olney Central College.

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

TLB/rs

Attachment

AFFILIATION AGREEMENT
BETWEEN
ILLINOIS EASTERN COMMUNITY COLLEGES,
District # 529
Olney Central College Phlebotomy Program
AND

**Gibson General Hospital, IN
1808 Sherman Drive
Princeton, IN 47670-1043**

THIS AGREEMENT made and entered into this 18th day of September, 2013, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and _____ (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. DISTRICT #529 faculty will:
 - be responsible for the teaching the didactic portion of the Phlebotomy Program;
 - work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
 - coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
 - review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.
4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY;

and the Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

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

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

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

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

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

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

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

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

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

13. An annual review of the agreement will be made. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's

Phlebotomy Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their phlebotomy laboratory experience needed for graduation at the AGENCY.

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

AGENCY

ILLINOIS EASTERN
COMMUNITY COLLEGES
DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.
Adopted 6-2005

Agenda Item #8H

Affiliation Agreement with Paris Community Hospital

Agenda Item #8H

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2013
RE: Affiliation Agreement with Paris Community Hospital - Phlebotomy

IECC wishes to enter into an affiliation agreement with Paris Community Hospital, located in Paris, Illinois.

This affiliation agreement is for the Phlebotomy Program at Olney Central College.

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

TLB/rs

Attachment

AFFILIATION AGREEMENT
BETWEEN
ILLINOIS EASTERN COMMUNITY COLLEGES,
District # 529
Olney Central College Phlebotomy Program

AND

**Paris Community Hospital
721 East Court Street
Paris, IL 61944-2460**

THIS AGREEMENT made and entered into this 18th day of September 2014, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and _____ (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. DISTRICT #529 faculty will:
 - be responsible for the teaching the didactic portion of the Phlebotomy Program;
 - work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
 - coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
 - review and evaluate, in cooperation with the Agency, the student's progress within the

clinical setting.

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

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

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

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

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

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

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

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

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

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

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

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

AGENCY

ILLINOIS EASTERN
COMMUNITY COLLEGES
DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

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

Adopted 6-2005

Agenda Item #8I

Affiliation Agreement with Richland Memorial Hospital

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2013
RE: Affiliation Agreement with Richland Memorial Hospital - Phlebotomy

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

This affiliation agreement is for the Phlebotomy Program at Olney Central College.

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

TLB/rs

Attachment

AFFILIATION AGREEMENT
BETWEEN
ILLINOIS EASTERN COMMUNITY COLLEGES,
District # 529
Olney Central College Phlebotomy Program

AND

**Richland Memorial Hospital
800 Locust Street
Olney, IL 62450**

THIS AGREEMENT made and entered into this 18th day of September 2013, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and _____ (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

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

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

3. DISTRICT #529 faculty will:

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

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

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

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

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

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

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

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

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

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

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

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

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

AGENCY

ILLINOIS EASTERN
COMMUNITY COLLEGES
DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

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

Adopted 6-2005

Agenda Item #8J

Affiliation Agreement with Crawford Memorial Hospital

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2013
RE: Affiliation Agreement with Crawford Memorial Hospital - Phlebotomy

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

This affiliation agreement is for the Phlebotomy Program at Olney Central College.

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

TLB/rs

Attachment

AFFILIATION AGREEMENT
BETWEEN
ILLINOIS EASTERN COMMUNITY COLLEGES,
District # 529
Olney Central College Phlebotomy Program
AND

Crawford Memorial Hospital
1000 North Allen Street
Robinson, IL 62454

THIS AGREEMENT made and entered into this 18th day of September 2013, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and _____ (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. DISTRICT #529 faculty will:
 - be responsible for the teaching the didactic portion of the Phlebotomy Program;
 - work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
 - coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
 - review and evaluate, in cooperation with the Agency, the student's progress within the

clinical setting.

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

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

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

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

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

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

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

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

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

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

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

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

AGENCY

ILLINOIS EASTERN
COMMUNITY COLLEGES
DISTRICT #529, OLNEY
CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

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

Adopted 6-2005

Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

TREASURER'S REPORT
November 30, 2013

| FUND | BALANCE |
|---------------------------------------|------------------------|
| Educational | \$6,296,570.26 |
| Operations & Maintenance | \$1,845,840.67 |
| Operations & Maintenance (Restricted) | \$368,197.27 |
| Bond & Interest | \$262,401.17 |
| Auxiliary | \$1,067,388.00 |
| Restricted Purposes | (\$293,301.61) |
| Working Cash | \$191,645.18 |
| Trust & Agency | \$415,171.22 |
| Audit | (\$10,642.51) |
| Liability, Protection & Settlement | \$627,968.17 |
| | |
| TOTAL ALL FUNDS | \$10,771,237.82 |

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
November 30, 2013

| | ALL FUNDS |
|---|---------------------------------|
| | Fiscal Year 2014 |
| ASSETS: | |
| CASH | 10,771,238 |
| IMPREST FUND | 21,900 |
| CHECK CLEARING | 12,500 |
| INVESTMENTS | 22,590,000 |
| RECEIVABLES | 3,300,837 |
| ACCRUED REVENUE | - |
| INTERFUND RECEIVABLES | - |
| INVENTORY | 692,699 |
| OTHER ASSETS | 464,726 |
| TOTAL ASSETS AND OTHER DEBITS: | 37,853,900 |
| | |
| LIABILITIES: | |
| PAYROLL DEDUCTIONS PAYABLE | 228,733 |
| ACCOUNTS PAYABLE | 53,872 |
| ACCRUED EXPENSES | - |
| INTERFUND PAYABLES | - |
| DEFERRED REVENUE | 300,000 |
| OTHER LIABILITIES | 722,036 |
| TOTAL LIABILITIES: | 1,304,641 |
| | |
| EQUITY AND OTHER CREDITS: | |
| INVESTMENT IN PLANT | 3,199,772 |
| PR YR BDGTED CHANGE TO FUND BALANCE | 767,216 |
| | |
| FUND BALANCES: | |
| FUND BALANCE | 23,792,302 |
| RESERVE FOR ENCUMBRANCES | 8,789,969 |
| TOTAL EQUITY AND OTHER CREDITS | 36,549,259 |
| | |
| TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS | 37,853,900 |

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF November 30, 2013

ALL FUNDS

FY 2014
 YEAR-TO-DATE

REVENUES:

| | |
|------------------------|------------|
| LOCAL GOVT SOURCES | 5,519,869 |
| STATE GOVT SOURCES | 1,963,155 |
| STUDENT TUITION & FEES | 9,836,782 |
| SALES & SERVICE FEES | 1,643,546 |
| FACILITIES REVENUE | 2,535 |
| INVESTMENT REVENUE | 63,685 |
| OTHER REVENUES | 79,593 |
| TOTAL REVENUES: | 19,109,165 |

EXPENDITURES:

| | |
|--------------------------|------------|
| INSTRUCTION | 4,816,180 |
| ACADEMIC SUPPORT | 202,347 |
| STUDENT SERVICES | 634,445 |
| PUBLIC SERV/CONT ED | 24,696 |
| OPER & MAINT PLANT | 1,049,712 |
| INSTITUTIONAL SUPPORT | 5,877,684 |
| SCH/STUDENT GRNT/WAIVERS | 3,850,007 |
| AUXILIARY SERVICES | 2,267,279 |
| TOTAL EXPENDITURES: | 18,722,350 |

TRANSFERS AMONG FUNDS:

| | |
|------------------------------|---|
| INTERFUND TRANSFERS | 0 |
| TOTAL TRANSFERS AMONG FUNDS: | 0 |

| | |
|-------------------------------------|---------|
| NET INCREASE/DECREASE IN NET ASSETS | 386,815 |
|-------------------------------------|---------|

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

| | Education Fund | O & M Fund | Total Operating Funds |
|--|------------------------------------|----------------------------------|--------------------------------------|
| REVENUES: | | | |
| Local Government Sources | 2,133,834 | 914,197 | 3,048,031 |
| State Government Sources - Current Year | 942,172 | 1,020,983 | 1,963,155 |
| State Government Sources - Prior Year | 4,562,972 | - | 4,562,972 |
| Net Tuition and Fees | 3,251,465 | - | 3,251,465 |
| Sales & Service Fees | 11,293 | - | 11,293 |
| Facilities Revenue | - | 2,100 | 2,100 |
| Investment Revenue | 38,389 | 6,356 | 44,745 |
| Other Revenues | 42,736 | - | 42,736 |
| TOTAL REVENUES: | <u>10,982,861</u> | <u>1,943,636</u> | <u>12,926,497</u> |
| EXPENDITURES: | | | |
| Salaries | 5,932,048 | 330,776 | 6,262,824 |
| Employee Benefits | 803,011 | 68,267 | 871,278 |
| Contractual Services | 203,341 | 127,306 | 330,647 |
| Materials | 647,688 | 95,456 | 743,144 |
| Travel & Staff Development | 101,361 | 2,602 | 103,963 |
| Fixed Charges | 101,503 | 28,496 | 129,999 |
| Utilities | 30,798 | 358,594 | 389,392 |
| Capital Outlay | 21,631 | 15,342 | 36,973 |
| Other | 69,197 | - | 69,197 |
| TOTAL EXPENDITURES: | <u>7,910,578</u> | <u>1,026,839</u> | <u>8,937,417</u> |
| TRANSFERS : | | | |
| Interfund Transfers | (1,199,387) | - | (1,199,387) |
| TOTAL TRANSFERS: | <u>(1,199,387)</u> | <u>-</u> | <u>(1,199,387)</u> |
| NET INCREASE/DECREASE IN NET ASSETS | <u><u>1,872,896</u></u> | <u><u>916,797</u></u> | <u><u>2,789,693</u></u> |

**OPERATING FUNDS
COMPARISON REPORT FY12-14**

| College | Category | FISCAL YEAR 2012 | | | FISCAL YEAR 2013 | | | FISCAL YEAR 2014 | | | |
|---------------------|----------|---------------------|----------------------|------------|---------------------|----------------------|------------|---------------------|---------------------|------------|------------|
| | | Anticipated Budget | Spent Thru November | % of Bdgt | Anticipated Budget | Spent Thru November | % of Bdgt | Anticipated Budget | Spent Thru November | % of Bdgt | % of Year |
| Frontier | Bills | | \$ 737,665 | | | \$ 771,881 | | | \$ 541,948 | | |
| | Payroll | | 862,502 | | | 853,712 | | | 745,099 | | |
| | Totals | \$ 4,378,358 | 1,600,167 | 37% | \$ 4,312,683 | 1,625,593 | 38% | \$ 3,858,802 | 1,287,047 | 33% | 42% |
| Lincoln Trail | Bills | | 765,230 | | | 780,323 | | | 724,250 | | |
| | Payroll | | 964,219 | | | 953,549 | | | 957,536 | | |
| | Totals | \$ 4,566,700 | 1,729,449 | 38% | \$ 4,498,201 | 1,733,872 | 39% | \$ 4,494,153 | 1,681,786 | 37% | 42% |
| Olney Central | Bills | | 1,031,579 | | | 1,203,917 | | | 1,254,901 | | |
| | Payroll | | 1,917,134 | | | 1,916,473 | | | 2,059,500 | | |
| | Totals | \$ 7,434,923 | 2,948,713 | 40% | \$ 7,396,633 | 3,120,390 | 42% | \$ 7,389,976 | 3,314,401 | 45% | 42% |
| Wabash Valley | Bills | | 1,217,813 | | | 1,361,489 | | | 1,328,314 | | |
| | Payroll | | 1,222,599 | | | 1,174,476 | | | 1,214,767 | | |
| | Totals | \$ 6,115,012 | 2,440,412 | 40% | \$ 6,083,520 | 2,535,965 | 42% | \$ 6,078,045 | 2,543,081 | 42% | 42% |
| Workforce Educ. | Bills | | 1,312,413 | | | 1,361,536 | | | 1,787,800 | | |
| | Payroll | | 544,399 | | | 499,437 | | | 610,131 | | |
| | Totals | \$ 5,377,687 | 1,856,812 | 35% | \$ 5,297,022 | 1,860,973 | 35% | \$ 5,742,255 | 2,397,931 | 42% | 42% |
| District Office | Bills | | 92,152 | | | 109,228 | | | 130,823 | | |
| | Payroll | | 353,814 | | | 365,190 | | | 381,098 | | |
| | Totals | \$ 1,285,431 | 445,966 | 35% | \$ 1,266,150 | 474,418 | 37% | \$ 1,289,241 | 511,921 | 40% | 42% |
| District Wide | Bills | | 794,982 | | | 791,986 | | | 740,195 | | |
| | Payroll | | 321,316 | | | 351,246 | | | 294,693 | | |
| | Totals | \$ 3,519,446 | 1,116,298 | 32% | \$ 3,329,156 | 1,143,232 | 34% | \$ 3,263,846 | 1,034,888 | 32% | 42% |
| GRAND TOTALS | | \$32,677,557 | \$ 12,137,817 | 37% | \$32,183,365 | \$ 12,494,443 | 39% | \$32,116,317 | \$12,771,055 | 40% | 42% |

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
November 30, 2013

| | FY 2014 | | FY 2013 | | Increase (Decrease) |
|----------------------------|-------------------|----------------|-------------------|----------------|------------------------|
| | Amount | % of Total | Amount | % of Total | |
| Salaries | 6,262,824 | 49.04% | 6,114,083 | 48.93% | 148,741 |
| Employee Benefits | 871,278 | 6.82% | 869,508 | 6.96% | 1,770 |
| Contractual Services | 330,647 | 2.59% | 382,323 | 3.06% | (51,676) |
| Materials | 743,144 | 5.82% | 592,015 | 4.74% | 151,129 |
| Travel & Staff Development | 103,963 | 0.81% | 106,534 | 0.85% | (2,571) |
| Fixed Charges | 129,999 | 1.02% | 128,427 | 1.03% | 1,572 |
| Utilities | 389,393 | 3.05% | 418,723 | 3.35% | (29,330) |
| Capital Outlay | 36,972 | 0.29% | 174,665 | 1.40% | (137,693) |
| Other | 3,902,835 | 30.56% | 3,708,165 | 29.68% | 194,670 |
| | <u>12,771,055</u> | <u>100.00%</u> | <u>12,494,443</u> | <u>100.00%</u> | <u>276,612</u> |

Agenda Item #11
Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

- A. Written Executive Session Minutes**
- B. Audio Executive Session Minutes**
- C. Semi-Annual Review of Executive Session Minutes**

Agenda Item #14

Approval of Personnel Report

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Other Items

Agenda Item #18

Adjournment

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

| | Funding Source | Estimated Budget | | | | | | | | |
|-------------------------------------|----------------|--------------------|-----------------------|------------------|---------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|
| FY 2012 Capital Renewal @ LTC & WVC | CDB | \$397,900 | | | | | | | | |
| OCC - Collision Repair Tech Center | CDB | \$1,500,000 | | | | | | | | |
| HVAC Replacement | PHS | \$477,400 | | | | | | | | |
| Security Camera Surveillance | PHS | \$200,900 | | | | | | | | |
| ADA Compliance | PHS | \$227,000 | | | | | | | | |
| Lighting Replacement | PHS | \$158,200 | | | | | | | | |
| Asbestos Abatement | PHS | \$150,700 | | | | | | | | |
| Roof Replacement | PHS | \$1,202,900 | | | | | | | | |
| Window Replacement | PHS | \$62,300 | | | | | | | | |
| Energy Savings Lighting | PHS | \$106,600 | | | | | | | | |
| Flooring Replacement | PHS | \$107,200 | | | | | | | | |
| Solarium & Floor Replacement - OCC | PHS | \$112,500 | | | | | | | | |
| GRAND TOTAL | | \$4,703,600 | Board Approval | Materials | Begin Construction | 30% Completed | 60% Completed | 80% Completed | 100% Completed | Fully Accepted |

11/30/2013