

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**January 15, 2013**



**Location:**

**Frontier Community College  
2 Frontier Drive  
Fairfield IL 62837**

**Dinner – 6:00 p.m. – Foundation Hall  
Meeting – 7:00 p.m. – Foundation Hall**

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

**Illinois Eastern Community Colleges  
Board Agenda**

**January 15, 2013**

**7:00 p.m.**

**Frontier Community College  
Foundation Hall**

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. Credit Card Security 100.26
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Phase 10 Roof Replacement – Proposed Deductions ..... Browning
  - B. Phase 10 Carryover – PHS Project Application ..... Browning
  - C. Resolution for PHS Carryover Project Application ..... Browning
  - D. Agreement with Illinois Critical Access Hospital Network ..... Bruce
  - E. Affiliation Agreements
    - Crawford Memorial Hospital - Phlebotomy
    - Horizon Health Care – Health Informatics
    - Marion Eye Care – Health Informatics
    - Way Fair Nursing Home – Health Informatics
    - Street Chiropractic – Health Informatics
    - Brookstone Estates – Health Informatics
    - Richland Memorial Hospital – Health Informatics
    - Fairfield Memorial Hospital – Health Informatics
    - Southern Illinois Hospital Services – Health Informatics

- 9. Bid Committee Report ..... Bruce
  - A. None
  
- 10. District Finance
  - A. Financial Report ..... Browning
  - B. Approval of Financial Obligations ..... Browning
  
- 11. Chief Executive Officer’s Report..... Bruce
  
- 12. Executive Session..... Bruce
  
- 13. Approval of Executive Session Minutes
  - A. Written Executive Session Minutes ..... Bruce
  - B. Audio Executive Session Minutes ..... Bruce
  
- 14. Approval of Personnel Report..... Bruce
  
- 15. Litigation ..... Bruce
  
- 16. Other Items
  
- 17. 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, December 11, 2012.

**AGENDA #1 – “Call to Order & Roll Call”** – In the absence of Chairman G. Andrew Fischer, the meeting was called to order by Vice-Chairman Marilyn J. Wolfe at 7:00 p.m.

(Trustee Gary Carter made a motion that Vice-Chairman Marilyn Wolfe be appointed to Chair this meeting. Trustee Michael Correll seconded the motion. A viva voce (by the voice) vote was taken. The motion carried and Trustee Marilyn Wolfe assumed the Chair.)

The Chair 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, Marilyn J. Wolfe. Also present was Logan Carlson, student trustee. Trustees absent: G. Andrew Fischer, William C. Hudson “Jr.” There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.  
Matt Fowler, President of Wabash Valley College.  
Mitch Hannahs, President of Lincoln Trail College.  
Rodney Ranes, President of Olney Central College.  
Timothy Taylor, President of Frontier Community College.  
Roger Browning, Chief Finance Officer/Treasurer.  
Christine Cantwell, Associate Dean of Academic & Student Support Services.  
Alex Cline, Director of Information & Communications Technology.  
LeAnn Hartleroad, Associate Dean, Institutional Development.  
Renee Smith, Executive Assistant to CEO.  
Kim Underwood, Associate Dean, Coal Mining Technology.

Abbreviations Used in Minutes:

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, November 20, 2012 were presented for disposition.

**Board Action to Approve Minutes:** Trustee Gary Carter made a motion to approve minutes of the foregoing meeting as prepared. 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.

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

**#3-A. Visitors & Guests:** Visitors & guests present were recognized, including several college staff members.

**#3-B. IECEA Representative:** None.

**AGENDA #4 – “Public Comment”** – None.

**AGENDA #5 – “Reports”** –

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

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

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

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

**#6-A. Policy for Credit Equivalency by Licensure or Certification (500.25):** IECC does not currently award credit for specific course equivalency based on external licensure or certification. The Board may develop a policy on awarding credit equivalency, and in a review of other college policies in preparation of the HLC visit in 2015, it was noted that many colleges do grant credit based on external licensure or certification. The following policy allows IECC to grant college credit for specific professional certificates and federal and state licenses or certificates as determined by an evaluative process administered by the Dean of the College. The CEO recommended that second reading be waived and the following Policy 500.25 be adopted.

### **Policy for Credit Equivalency by Licensure or Certification (500.25)**

College credit may be granted for specific professional certificates and federal and state licenses or certificates as determined by an evaluative process administered by the Dean of the College.

**Board Action:** Trustee Brenda Culver made a motion that second reading be waived and that the Policy for Credit Equivalency by Licensure or Certification (500.25) be adopted as recommended. Student Trustee Logan Carlson 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, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Andrew Fischer, William Hudson. The motion having received 5 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. Report on Assessment 2011-2012:** Nixie Hnetkovsky, Faculty Director of Student Learning Assessment, reviewed the annual report on assessment for the 2011-2012 Academic Year.

IECC continues to participate in the Higher Learning Commission’s Assessment Academy through the Open Pathways Accreditation Demonstration Project. Participation in this project is providing a unique opportunity to transform HLC’s Academy into an accrediting pathway for use on student learning. The Assessment Academy continues to guide IECC in the assessment of student learning.

Ms. Hnetkovsky has worked closely with her four faculty coordinators, including Scott Balding, Jason Hortin, Kelly Payne, and Kim Stevens and with her Students First team leaders, including Chris Cantwell, Jeff Cutchin, Kathy Harris, Jervaise McDaniel, and Cora Weger.

The assessment team has made significant accomplishments and has had a great deal of impact on assessment at the colleges. They have increased communication and developed a very comprehensive general education rubric.

This annual report illustrates the preparation being made on assessment for the Spring 2015 HLC visit.

The CEO recommended acceptance of the Report on Assessment for the 2011-2012 academic year.

**Board Action:** Trustee Michael Correll made a motion to accept the Report on Assessment 2011-2012 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.

**#8-B. Amended Certification of Tax Levy for Calendar Year 2012:** Because of a publication error made by a local newspaper, the District must amend its calendar year 2012 tax levy, which was adopted on October 16, 2012. By adopting a reduced tax levy, the aggregate amended levy will be less than 105% of the aggregate amount of property taxes extended for the previous year, and a Truth in Taxation Hearing will not be required.

The Board adopted a levy on October 16 that was 105.0038 percent above the prior year's extension. This Amended Levy will be 104.7500 percent above the prior year's extension and therefore, will not require a Truth in Taxation Hearing.

The amended Certificate of Tax Levy will show the following sums to be levied on the taxable property of this community college district:

Educational Purposes \$2,353,750; Operations & Maintenance Purposes \$1,008,750; Local Government & Governmental Employees Tort Immunity Act purposes \$55,000; Social Security & Medicare Insurance purposes \$280,000; Financial Audit purposes \$80,000; Worker's Compensation & Unemployment purposes \$240,000. Number of bond issues which have not been paid in full: 2.

The CEO recommended that the Amended Certificate of Tax Levy for calendar year 2012 be approved as presented.

**Board Action:** Trustee Gary Carter made a motion to approve the Amended Certificate of Tax Levy for calendar year 2012 as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Andrew Fischer, William Hudson. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Amended Certificate of Compliance with the Truth in Taxation Law:** On October 16, 2012, following the Truth in Taxation Hearing and the adoption of the 2012 Tax Levy, the Board approved a Certificate of Compliance with the Truth in Taxation Law. With the adoption of an Amended 2012 Tax Levy, the Board must approve an amended Truth in Taxation Certificate of Compliance stating that the Amended Tax Levy provides for an aggregate levy which does not exceed 105% of the aggregate amount of property taxes extended in the prior year. Therefore, the Amended Certificate of Compliance with the Truth in Taxation Law will indicate that the District's aggregate levy did not exceed a 5 percent increase over the prior year's extension and that a notice and hearing were not necessary.

The CEO recommended approval of the Amended Certificate of Compliance with the Truth in Taxation Law as outlined.

**Board Action:** Trustee Brenda Culver made a motion to approve the Amended Certificate of Compliance with the Truth in Taxation Law as outlined and recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Andrew Fischer, William Hudson. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Articulation Agreement with Saint Mary-of-the-Woods College:** Chris Cantwell reviewed an Articulation Agreement between Illinois Eastern Community Colleges and Saint Mary-of-the-Woods College (SMWC). The agreement facilitates transfer for IECC students who plan to continue their education at SMWC. Through this agreement, IECC and SMWC are forming a cooperative relationship to better serve IECC students in their transfer experience and to provide them with an advising and planning resource. Saint Mary-of-the-Woods courses are offered in the traditional on-campus format as well as offered in the innovative non-traditional Woods Online Program (WOL), a program guided study that does not require time on campus. The campus format

is female only and the distance format allows men and women to pursue the education they need and want without disrupting their lives. The CEO recommended approval of this agreement.

**Board Action:** Trustee John Brooks made a motion to approve the Articulation Agreement with Saint Mary-of-the-Woods College as recommended. Student Trustee Logan Carlson 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, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Andrew Fischer, William Hudson. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. Extension of Existing Agreement with Ameren Energy Marketing:** Prior to October 2009, the District did not have a purchase power agreement. In October 2009, the District approved the first two year contract with Ameren Energy Marketing (AEM), a non-regulated subsidiary of Ameren CIPS. The Board approved a second contract with AEM covering the period Nov 2011 - Nov 2013. This is the history of the District's purchase power agreements:

Prior to Contract: 7.223 cents per kWh

2009-2011: 5.502

2011-2013: 4.813

The District has been monitoring the trends in electrical rates and has contacted AEM to see if they would be interested in extending the District's contract which expires in November 2013. AEM has indicated that the cost of power has declined and they would be willing to negotiate an extension of the District's existing contract.

AEM has offered to provide the following options and prices for the electrical power portion of the District's electricity bill:

12 Months	Nov 2013 – Nov 2014	4.150 cents per kWh
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24 Months	Nov 2013 – Nov 2015	4.265 cents per kWh
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36 Months	Nov 2013 – Nov 2016	4.395 cents per kWh
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The CEO recommended that the Board approve a 36 month contract with AEM for the time period November 2013 through November 2016 at a price of 4.395 cents per kWh for electric power service.

**Board Action:** Trustee Gary Carter made a motion to approve a 36 month contract with AEM for the time period November 2013 through November 2016 at a price of 4.395 cents per kWh for electric power service as recommended. Trustee John Brooks 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, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Andrew Fischer, William Hudson. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. Board Meeting Dates and Locations for 2013:** The CEO recommended adoption of the following resolution setting meeting dates and locations for the IECC Board of Trustees for 2013.

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2013:

Tuesday, January 15, 2013, 7 p.m., Frontier Community College

Tuesday, February 19, 2013, 7 p.m., Lincoln Trail College

Tuesday, March 19, 2013, 7 p.m., Olney Central College

Tuesday, April 16, 2013, 7 p.m., Wabash Valley College

Tuesday, May 21, 2013, 7 p.m., Frontier Community College

Tuesday, June 18, 2013, 7 p.m., Lincoln Trail College

Tuesday, July 16, 2013, 7 p.m., Olney Central College



Tuesday, August 20, 2013, 7 p.m., Wabash Valley College

Tuesday, September 17, 2013, 7 p.m., Frontier Community College

Tuesday, October 15, 2013, 7 p.m., Lincoln Trail College

Tuesday, November 19, 2013, 7 p.m., Olney Central College

Tuesday, December 10, 2013, 7 p.m., Wabash Valley College

Regular meetings are held on the third Tuesday of each month, except the December meeting, which is held on the second Tuesday.

**Board Action:** Student Trustee Logan Carlson made a motion to adopt the foregoing resolution setting meeting dates and locations for the Board of Trustees for calendar 2013 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, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Andrew Fischer, William Hudson. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-G Affiliation Agreement with Financial Healthcare Resources – Medical Office**

**Assistant:** IECC wishes to enter into a new affiliation agreement with Financial Healthcare Resources, Inc., located in Lawrenceville, Illinois. This affiliation agreement is for the Medical Office Assistant Program at Olney Central College and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Medical Office Assistant Program with Financial Healthcare Resources, Lawrenceville, Illinois, 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, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Andrew Fischer, William Hudson. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**A. Illinois Eastern Community Colleges**

1. Roof Replacement – District Wide – Phase 10

Based on the recommendation of Image Architects Inc., the Bid Committee recommended acceptance of the low bid that meets all specifications from Lakeside Roofing Co., Collinsville, IL, for a total bid of \$1,096,970.

The work includes, but is not limited to the following projects:

Frontier Community College: At Foundation Hall and Mason Building, remove the existing shingles down to the wood deck and provide new shingles at both buildings.

Olney Central College: At Wattleworth Hall, remove the existing roof system down to the existing deck and install a modified coal tar coating with a 30 year warranty.

Lincoln Trail College: At Williams Hall, remove the existing roof system down to the existing deck and install a modified coal tar coating with a 30 year warranty.

Wabash Valley College: At the International Building, remove the existing shingles down to the wood deck and provide new shingles at both buildings. At the Book Store, remove the existing roof system down to the existing deck and install a modified coal tar coating with a 30 year warranty. At the Advanced Technology Building and Advanced Technology 2 Bay Storage Building, remove the existing roof system down to the existing deck and install modified coal tar roofing system with a 30 year warranty.

**Board Action:** Trustee Brenda Culver made a motion to accept the foregoing recommendation of the Bid Committee for the Phase 10 district wide roof replacement project as recommended. Student Trustee Logan Carlson 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, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Andrew Fischer, William Hudson. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of November 30, 2012. The State of Illinois currently owes the District \$6,844,465 in state grants in the Education Fund.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for December 2012, totaling \$614,246.15, 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 December 2012, in the amounts listed, and payments from the revolving fund for November 2012. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Andrew Fischer, William Hudson. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

1. Ameren Assessment of Newton Power Plant.
2. Mandated Reporters of Abuse.
3. Attorney General Open Meetings Training Requirement Compliance.
4. LTC NJCAA Response Due December 31, 2012/May 31, 2013.
5. Preparation for Affordable Care Act.
6. Enrollment: Enrollment is down about 6% compared with one year ago.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** –

**#13-A. Written Executive Session Minutes:** No executive session was held during the regular meeting, Tuesday, November 20, 2012.

**#13-B. Audio Recordings of Executive Sessions:** No executive session was held during the regular meeting, Tuesday, November 20, 2012.

**#13-C. Semi-Annual Review of Executive Session Minutes:** The Board of Trustees having conducted a semi-annual review of executive session minutes as mandated by Section 2.06 of the Open Meetings Act, the CEO presented the following report and recommendations:

A. The following written executive session minutes were reviewed in June 2012 and the decision was made at that time to keep them closed:

1. Tuesday, June 20, 1995.
2. Tuesday, August 15, 1995.
3. Tuesday, September 19, 1995.
4. Friday, August 2, 1996.
5. Tuesday, January 20, 1998.
6. Tuesday, June 15, 1999.
7. Tuesday, July 20, 1999.
8. Tuesday, February 20, 2001.
9. Tuesday, March 20, 2001.
10. Tuesday, June 19, 2001.
11. Tuesday, July 17, 2001.
12. Tuesday, August 21, 2001.
13. Tuesday, September 18, 2001.
14. Tuesday, June 18, 2002.
15. Tuesday, July 16, 2002.
16. Tuesday, August 20, 2002.
17. Tuesday, September 17, 2002.
18. Tuesday, December 10, 2002.
19. Tuesday, February 18, 2003.
20. Tuesday, June 17, 2003.
21. Tuesday, August 19, 2003.
22. Tuesday, September 16, 2003.
23. Tuesday, August 17, 2004.
24. Tuesday, December 14, 2004.
25. Tuesday, June 21, 2005.
26. Tuesday, July 19, 2005.
27. Tuesday, August 16, 2005.
28. Tuesday, April 18, 2006.
29. Tuesday, November 21, 2006.

B. The following written executive session minutes have been approved, but remain closed, and are being subjected to the semi-annual review for the first time in December 2012:

1. None.

C. The following written executive session minutes have been approved and opened to the public record:

1. None.

D. Audio recordings of previously approved executive sessions will remain closed to the public record and these audio executive session recordings will remain in the custody of the Board Secretary until 18 months following the executive session at which the audio recordings were made:

1. Tuesday, January 17, 2012.

E. As part of the Board of Trustees semi-annual review of executive sessions, the Board notes that the audio tape recordings of the following meetings have been held by the Secretary for more than the 18 months required, and the Secretary is directed to destroy these recordings after this meeting:

1. None.

F. As part of the Board of Trustees semi-annual review of executive session minutes, the Board notes that executive sessions were not held on the following dates:

1. Tuesday, June 19, 2012.
2. Tuesday, July 17, 2012.
3. Tuesday, August 21, 2012.
4. Tuesday, September 18, 2012.
5. Tuesday, October 16, 2012.

G. It is recommended that the following previously approved closed meeting minutes be open to the public record:

1. None.

**Board Action:** Trustee Gary Carter made a motion to adopt the foregoing report and recommendations as outlined, for minutes of executive sessions held on the dates listed. Student Trustee Logan Carlson 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.

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

#### **400.1. Termination**

A. Classified

1. Sheri Diaz, TRiO Upward Bound Office Assistant, effective December 12, 2012.

#### **Personnel Report Addendum**

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

A. Faculty

1. Susan Adams, Nursing Instructor, effective January 1, 2013.
2. Jayson Hoffman, Mining Instructor, WED, effective January 1, 2013.
3. Andrew Pittman, Vocal Music Instructor, effective January 1, 2013.

B. Professional/Non-Faculty

1. Mark Davidson, Manufacturing Project Coordinator (GR) DO, effective January 1, 2013.

#### **400.3. Termination**

A. Classified

1. Dawn Ferguson, Office Assistant, LTC, effective December 11, 2012.

**#14-A. Board Action to Amend Personnel Report (add Sections 400.2 & 400.3):**

Trustee Brenda Culver made a motion to amend the Personnel Report, to add an addendum containing Sections 400.2 and 400.3, as recommended. Student Trustee Logan Carlson seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

**#14-B. Board Action to Approve Amended Personnel Report:**

Student Trustee Logan Carlson made a motion to approve the amended Personnel Report as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Andrew Fischer, William Hudson. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #15 – “Litigation”** – The CEO presented an update on pending litigation matters affecting the IECC District.

**AGENDA #16 – “Other Items”** – None.

**AGENDA #17 – “Adjournment”** – Student Trustee Logan Carlson made a motion to adjourn. Trustee Gary Carter seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:45 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)**

**Credit Card Security 100.26**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: January 15, 2013  
RE: Credit Card Security Policy 100.26

Illinois Eastern Community Colleges (IECC) accepts credit card payment for charges at the business offices, bookstores, cafeterias, performing arts box offices, and for Workforce Education training courses. IECC processes these credit card transactions through a partnership with the First National Bank of Olney. The First National Bank partners with Trustwave to handle credit card transactions and Trustwave requires that IECC be compliant with the Payment Card Industry (PCI) security policy.

I ask the Board's approval of the attached Credit Card Security Policy.

TLB/rs

Attachment

**Credit Card Security Policy (100.26)**

Date Adopted: January 15, 2013

IECC is committed to the implementation of the Payment Card Industry (PCI) security policies that protect information utilized by IECC in attaining its business goals. All IECC employees are required to adhere to the policies in the PCI standard.

The PCI requirements apply to all systems that store, process or transmit cardholder data. IECC's current card holder environment consists of imprint machines, standalone dial-out terminals and limited payment applications (typically point-of-sale systems) connected to the internet. IECC's environment does not include storage of credit holder data on any computer system. Should IECC implement additional acceptance channels, begin storing, processing, or transmitting cardholder data in an electronic format, it will be the responsibility of IECC to determine the appropriate compliance criteria and implement additional PCI policies and controls as needed. In addition, IECC shall establish and maintain a formal security awareness program to make all IECC staff aware of the importance of cardholder data security.

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Phase 10 Roof Replacement – Proposed Deductions**



**Agenda Item #8A**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: January 15, 2013  
RE: Phase 10 Roof Replacement – Proposed Deductions

On December 11, 2012, the Board awarded the Phase 10 Roofing Replacement project to Lakeside Roofing.

Upon design review between the architect and the contractor, recommendations have been made to save the District money on this project. The proposed changes include:

1. At the Foundation Building and the International Building delete the .050 gutters and provide .032 seamless gutters. Deduct \$ 6,460
2. On the Mason Building, Advanced Technology Building, and 2 Bay Storage Building change the gutter thickness from .050 to .040. Deduct \$ 793
3. On Williams Hall, Advanced Technology Building, and 2 Bay Storage Building Provide 1 layer of 2" and 1 layer of 1 ½" flat board insulation in lieu of 2 layers of 2" flat board insulation. Do not delete the 1/2" high density fiber board on these buildings. Deduct \$ 8,700

Total Deduct	\$ 15,953
5% O&P Credit	<u>\$ 840</u>
Deduct Grand Total	\$ 16,793

We have been assured by both the architect and the contractor that these proposed changes will not sacrifice workmanship and the suggested changes will continue to comply with all applicable building codes and related requirements.

Mr. Chairman, I recommend accepting these suggested changes in the design of the Phase 10 Roof Replacement project to save the District approximately \$ 16,793.

TLB/rs

IMAGE ARCHITECTS INC.  
 1118 W.Main Street  
 Carbondale, Illinois 62901

CHANGE ORDER NO. <u>          R-1          </u>	DATE <u>          January 15, 2013          </u>
TO <u>          Lakeside Roofing Co. Inc.          </u>	PROJECT NO. <u>          12036A PROJECT          </u> <u>          Roof          </u>
<u>          2205 Vandalia          </u>	<u>          Replacement Phase 10          </u>
<u>          Collinsville, IL 62234          </u>	<u>          District Wide          </u>
<u>  </u>	<u>          Illinois Eastern Comm. Colleges          </u>
<u>  </u>	<u>          Olney, Illinois          </u>

The following change(s) in the contract shall be made; the contract sum being adjusted accordingly:

Contractor to furnish labor and materials necessary to complete the following work:

- |    |   |                   |
|----|---|-------------------|
| 1. | At the Foundation Building and the International Building delete the .050 gutters and provide .032 seamless gutters.  | Deduct \$6,460.00 |
| 2. | On the Mason Building, Advanced Technology Building, and 2 Bay Storage Building change the gutter thickness from .050 to .040.  | Deduct \$793.00   |
| 3. | On Williams Hall, Advanced Technology Building, and 2 Bay Storage Building Provide 1 layer of 2" and 1 layer of 1 1/2" flat board insulation in lieu of 2 layers of 2" flat board insulation. Do not delete the 1/2" high density fiber board on these buildings. | Deduct \$8,700.00 |

	Total Deduct	\$15,953.00
	5% O&P Credit	<u>          \$840.00          </u>
	Deduct Grand Total	\$16,793.00

Contract sum shall be **decreased** by Sixteen Thousand Seven Hundred Ninety Three 00/100 Dollars (\$16,793.00).

TOTAL DEDUCT \$ 16.793.00

Illinois Eastern Community Colleges District No. 529

\_\_\_\_\_  
OWNER

Lakeside Roofing Company Inc.

Image Architects Inc.

\_\_\_\_\_  
CONTRACTOR

BY \_\_\_\_\_  
ARCHITECT

**Agenda Item #8B**

**Phase 10 Carryover – PHS Project Application**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: January 15, 2013  
RE: Phase 10 Carryover – PHS Project Application

In December of 2011 the Board approved Capital Renewal projects at OCC, LTC, and WVC. These projects were subsequently approved by the ICCB and also the Capital Development Board (CDB), and are in various stages of progress. The HVAC replacement at LTC is scheduled for this fall 2013, while the Solarium and Floor replacement at OCC and Chemistry Lab upgrade at WVC are scheduled for the summer of 2014.

The OCC solarium has deteriorated to a point where it needs immediate attention to preserve the structural integrity of the building and to prevent further damage to the floor.

After discussion with the college Presidents, Marion Poggas of Image Architects, and the CDB, it was recommended that the best course of action would be to pull the OCC project from the list of ongoing Capital Renewal Projects.

The District could use this change in PHS funds to complete the Solarium and Flooring replacement project at OCC, assuming there are “Carryover” funds available after the other Phase 10 projects have been completed. This particular project does qualify for PHS funding according to the architect, and also according to a preliminary review of the project by the ICCB.

The attached Capital Project Application requests approval from the ICCB for this particular project to be funded with PHS funds. Once the other Phase 10 projects have been bid and awarded in February and March of 2013, we will then know how much potential “Carryover” funding will be available. At that point, the OCC project will have already been approved, allowing the District to bid and complete that work this summer, assuming there is sufficient carryover funds available.

The District will also make a modification to the CDB Capital Renewal Projects to remove the OCC project. These funds would then be transferred to the WVC project to allow for additional much needed upgrades to their chemistry lab.

Should there not be sufficient funds to complete this carryover project at OCC, then we will not pull it from Capital Renewal and will not complete it with PHS funds, and will cancel this application with the ICCB.

I recommend that the following Capital Renewal Project Application Form be approved so that it can be submitted to the ICCB for their approval.

TLB/rs

(Revised 11/3/99)

**CAPITAL PROJECT APPLICATION FORM**  
(One Application Form per Project)

District/College and District # Illinois Eastern Community Colleges District 529  
Contact Person Mr. Roger Browning Phone # 618-393-2982  
Project Title Solarium and Flooring Replacement – OCC Theater/Gym Lobby  
Project Budget \$ 112,500 ( ) check  here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2  
Date January 12, 2013

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

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

**Section I (submit for ALL project approval requests)**

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

**Section II**

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

**Section III**

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

**Solarium and Flooring Replacement – OCC Theater/Gym Lobby**  
**Project Budget \$ 112,500**

**Programmatic Justification**

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

The glass solarium along the east side of the Theater/Gymnasium Lobby at Olney Central College is original to the building (approximately 35 years old) and constructed of steel mullions with glazing held in place with rubber gaskets. The gaskets have been constant sources of leaks for many years and continue to be so, even after replacement of the gaskets. The gypsum board ceiling at the solarium head has deteriorated due to water infiltration. The ceramic floor tile has loosened and buckled along the entire length of the solarium due to the water infiltration creating a hazardous walking surface condition due to both the loose and buckled floor tile and water on the surface. This project will replace the solarium, repair the ceiling, and replace the loosened and buckled ceramic floor tile. Replacement of the solarium will prevent further damage to the ceiling and protect the steel lintel from deterioration, and keep the floor dry to eliminate deteriorated ceramic floor tile and hazardous walking surface conditions. 2009 International Property Maintenance Code 304.13, 305.4

**Scope of Work**

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

The existing glass and steel-framed solarium will be removed and replaced with a prefabricated aluminum and glass unit. The gypsum board ceiling at the head of the solarium will be removed and repaired. The damaged ceramic floor tile will be removed and new tile will be installed in its place. The existing exit doors will be replaced with new doors compatible with the prefabricated solarium.

**Attachment #1  
Project Budget**

**Check One:**

- New Construction**
- Remodeling**

**Project Name**

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land		
Site Development		
Construction (including Fixed Equipment)		
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

**Protection, Health, and Safety Project Name** Solarium and Flooring Replacement – OCC Theater/Gym Lobby

	<u>Budget Amounts</u>
Project Costs	<u>93,000</u>
Contingency	<u>9,300</u>
A/E Professional Fees & Reimb	<u>10,200</u>
Total	<u>\$ 112,500</u>



**Attachment #2  
Funding Source**

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

**Project Name** Solarium and Flooring Replacement – OCC Theatre/Gym Lobby

**Check the source(s) of funds:**

Available fund balance  
(Including excess funds from  
previously approved protection,  
health, and safety projects)

  x   Fund name (s): O & M (Restricted) – Excess  
funds from previously approved  
protection, health & safety projects

Bond Proceeds  
(including protection, health,  
and safety bonds)

       Type of bond issuance (s):

Protection, Health, and  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

       Tax rate/fiscal year:

Contract for Deed  
(ILCS 805/3-36)

       Term of Contract for Deed in months:

Lending Arrangement with a  
Financial Institution  
(ILCS 805/3-37)

       Term of Lending Arrangements in months:

Lease Agreement  
(ILCS 805/3-38)

       Term of Lease in months:

Capital Renewal Funding

       Proposed Fiscal Year Source(s):

ADA

Access for All Funding

       Proposed Fiscal Year Source(s):

**Protection, Health, and Safety Signature/Certification Page**

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)

Structural Integrity Certification (see attachment, if applicable)

\_\_\_\_\_x

Budget Certification (see attachment, always required)

\_\_\_\_\_x

Feasibility Study Identifying Need of the Project

Other Documentation which May Support the Justification  
of this Project

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Illinois Eastern Community Colleges Board of Trustees

Date

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**PROTECTION, HEALTH, AND SAFETY PROJECT**

**Budget and Certification**

Name and address of architect/engineer providing the estimate:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>	<u>January 12, 2013</u>
Architect/Engineer's Signature	Date
 <hr style="border: none; border-top: 1px solid black; margin-top: 10px;"/>	
001-010485	
Illinois Registration or License Number	

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Demolition	9,100
New Construction	<u>83,900</u>
Subtotal	93,000
Contingency - 10%	9,300
A/E Compensation and Reimbursables	<u>10,200</u>
Project Total	\$ 112,500

Note: Project not yet designed.

**PROTECTION, HEALTH, AND SAFETY PROJECT**

**Structural Integrity**

Name and address of architect/engineer providing the estimate:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

I certify that the proposed project is necessary because the current conditions of the facilities pose a threat to the structural integrity of the facilities.

\_\_\_\_\_  
Architect/Engineer's Signature

January 12, 2013

Date

001-010485  
Illinois Registration or License Number

Seal

**Agenda Item #8C**

**Resolution for PHS Carryover Project Application**

**Agenda Item #8C**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: January 15, 2013  
RE: Resolution for PHS Carryover Project Application

In addition to the ICCB Project Application, a Board Resolution must also be submitted as well.

I recommend that the Board approve the attached resolution and that it be submitted along with the PHS Project Application Form for the Solarium and Floor Replacement project at Olney Central College.

TLB/cr

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT # 529  
Solarium and Flooring Replacement – Olney Central College  
January 15, 2013

Resolution to Approve PHS Construction Project

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

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

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

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

WHEREAS, the projects recommended for repair and alterations are:

Solarium and Flooring Replacement – OCC Theater/Gym Lobby

Total estimated cost including fees and contingency: \$112,500

WHEREAS, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are not routine maintenance projects.

NOW, be it resolved by the Board of Trustees of Illinois Eastern Community College District 529 as follows:

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

Resolution adopted by roll call vote this 15th day of January, 2013.

Approved: Chairman: \_\_\_\_\_

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

**Agenda Item #8D**

**Agreement with Illinois Critical Access Hospital Network**



**Agenda Item #8D**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: January 15, 2012  
RE: Agreement with Illinois Critical Access Hospital Network

The University of Illinois received a federal grant through its Rockford Medical School for the development and implementation of a Southeastern Illinois Rural Health Workforce Development Network. Under the grant, the grant's goals were to create a better understanding of southeastern Illinois Regional needs in rural health, workforce development; to identify and recruit potential students in rural health careers; to provide community based educational experiences; to develop an on-going recruitment and retention of health career students; to establish a regional approach to recruitment and retention of health care professionals; and to evaluate a plan for monitoring the impact of this program and activities.

Frontier Community College was asked to be a secondary party to the grant and as a consultant to the University of Illinois. The grant provides \$4,950.00 for the development and implementation of the goals of the grant. This is the final year of a three year contract.

FCC has developed a Health Careers Camp and has actively recruited 8<sup>th</sup> and 9<sup>th</sup> grade students from Cisne, Albion, and Fairfield to participate in an all day health careers camp. The students met at Frontier Community College and Fairfield Memorial Hospital and visited all departments in the hospital and were exposed to many classes at FCC.

I ask the Board's approval of this agreement.

TLB/rs

Attachment

**MEMORANDUM OF UNDERSTANDING**

**Purpose:** This is an agreement between the Illinois Critical Access Hospital Network, hereinafter referred to as "ICAHN", and **Frontier Community College**, hereinafter referred to "Participating Organization", to establish terms of payment for participation in the development and implementation of the Southeastern Illinois Rural Health Workforce Development Network (also referred to as the 'Network').

**Objectives:** Specific objectives of the Network in which Participating Organization is involved:

1. Better understand southeastern Illinois regional needs related to rural health workforce development
2. Identify and recruit potential students, using multiple strategies, for rural health careers to serve the needs of southeastern Illinois.
3. Provide community-based educational experiences for health careers students
4. Establish a regional approach to ongoing recruitment and retention of health careers students
5. Establish a regional approach to ongoing recruitment and retention of health professionals in the targeted 13 counties of rural Illinois through development of a network strategic plan.
6. Set up and implement a longitudinal evaluation plan for monitoring the impact of project programs and activities on health professions recruitment and retention in the southeastern Illinois counties.

**Period of Agreement:** The Participating Organization agrees to carry out their roles and responsibilities for a period of at least three years, from September 1, 2012 to August 31, 2013

**Payment of Project Fees & Expenses:** ICAHN will provide \$4,950.00, payable in two installments of \$2,475.00, to Participating Organization for participation in development and implementation of the Network. The first installment will be made no later than December 31, 2012 and the second no later than June 30, 2013.

Travel and other approved expenses are not included in the project fee payment of \$4,950.00 and will be paid separately upon submission of required documentation. Payment of approved expenses will be made within 10 days of receipt by ICAHN.

FOR PARTICIPATING ORGANIZATION

FOR ICAHN:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Execution Date

**Agenda Item #8E**

**Affiliation Agreements**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: January 15, 2013  
RE: Affiliation Agreements for Phlebotomy and Health Informatics Programs

IECC wishes to enter into new affiliation agreements with the following facilities:

Crawford Memorial Hospital (Robinson) – LTC - Phlebotomy  
Horizon Health Care (Fairfield) – FCC - Health Informatics  
Marion Eye Care (Fairfield) – FCC - Health Informatics  
Way Fair Nursing Home (Fairfield) – FCC - Health Informatics  
Street Chiropractic (Olney) – FCC - Health Informatics  
Brookstone Estates (Fairfield) – FCC - Health Informatics  
Richland Memorial Hospital (Olney) – FCC - Health Informatics  
Fairfield Memorial Hospital (Fairfield) – FCC - Health Informatics  
Southern Illinois Hospital Services (Carbondale) – FCC – Health Informatics

. I ask the Board's approval of these affiliation agreements.

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 \_\_\_\_\_ day of \_\_\_\_\_, 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

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

THIS AGREEMENT made and entered into this 20th 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 Horizon Healthcare (hereinafter referred to as AGENCY):Horizon Healthcare

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 20th day of November.

Horizon Healthcare  
1021 Harding St.  
Fairfield, IL. 62450  
618-842-4617

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

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

THIS AGREEMENT made and entered into this 28th 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 Marion Eye Care (hereinafter referred to as AGENCY):Marion Eye Care.

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 28th day of November.

Marion Eye Care  
101E. Main St.  
Fairfield, IL. 623687  
618-842-3228

ILLINOIS EASTERN COMMUNITY COLLEGES  
FRONTIER COMMUNITY COLLEGE,

---

Chairman, IECC Board of Trustees

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Administrator, Hospital or Agency

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President, Frontier Community College

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Dean, Frontier Community College

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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

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

THIS AGREEMENT made and entered into this 26th 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 Way Fair Nursing Home (hereinafter referred to as AGENCY):Way Fair Nursing Home

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 26th day of November.

Way Fair Nursing Home  
305 Northwest 11<sup>th</sup> St.  
Fairfield, IL. 62837  
618-842-2609

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

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Adopted 6-2005

## **Agenda Item #9**

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

THIS AGREEMENT made and entered into this 1st 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 Street Chiropractic (hereinafter referred to as AGENCY):Street Chiropractic

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 1st day of November.

Street Chiropractic  
400 S. West St.  
Olney, IL. 62450  
618-395-3162

ILLINOIS EASTERN COMMUNITY COLLEGES  
FRONTIER COMMUNITY COLLEGE,

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Chairman, IECC Board of Trustees

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Administrator, Hospital or Agency

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President, Frontier Community College

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Dean, Frontier Community College

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Internship Program Coordinator

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Chief Executive Officer,  
Illinois Eastern Community Colleges

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Adopted 6-2005

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

THIS AGREEMENT made and entered into this 28 th 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 Brookstone Estates (hereinafter referred to as AGENCY): Brookstone Estates

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 28 th day of November.

Brookstone Estates  
315 Market Ave.  
Fairfield, IL. 62837  
618-842-5875

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

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Adopted 6-2005

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

THIS AGREEMENT made and entered into this 27th 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 Richland Memorial Hospital (hereinafter referred to as AGENCY):Richland Memorial Hospital

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 27th day of November.

Richland Memorial Hospital  
800 E. Locust St.  
Olney, IL. 62450  
618-395-2131

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

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

THIS AGREEMENT made and entered into this 19th 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 Fairfield Memorial Hospital (hereinafter referred to as AGENCY):Fairfield Memorial Hospital

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 19th day of November.

Fairfield Memorial Hospital  
303 N.W. 11th  
Fairfield, IL. 62837  
618-842-2611

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

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Adopted 6-2005

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

THIS AGREEMENT made and entered into this 28th 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 Southern Illinois Hospital Services (hereinafter referred to as AGENCY):. Southern Illinois Hospital Services

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 7th day of January.

Southern Illinois Hospital Services  
1239 E. Main  
P.O. Box 3988  
Carbondale, IL. 62902  
618-457-5200

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

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Adopted 6-2005

**Bid Committee Report**

**None**



**Agenda Item #10**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
December 31, 2012**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$3,109,632.34
Operations & Maintenance	\$254,535.68
Operations & Maintenance (Restricted)	\$2,602,776.43
Bond & Interest	\$259,391.42
Auxiliary	\$765,968.05
Restricted Purposes	(\$468,905.76)
Working Cash	\$2,193,127.94
Trust & Agency	\$412,720.34
Audit	(\$9,400.26)
Liability, Protection & Settlement	\$264,898.36
<b>TOTAL ALL FUNDS</b>	<b>\$9,384,744.54</b>

Respectfully submitted,

Roger Browning, Treasurer

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

	<b>ALL FUNDS</b>
	<b>Fiscal Year 2013</b>
<b>ASSETS:</b>	
CASH	9,384,745
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	21,090,000
RECEIVABLES	3,933,792
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	624,458
OTHER ASSETS	466,102
TOTAL ASSETS AND OTHER DEBITS:	35,533,497
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	185,184
ACCOUNTS PAYABLE	60,345
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	765,760
TOTAL LIABILITIES:	1,011,289
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	3,099,351
OTHER RESTRICTED	724,669
 <b>FUND BALANCES:</b>	
FUND BALANCE	22,113,607
RESERVE FOR ENCUMBRANCES	8,584,581
TOTAL EQUITY AND OTHER CREDITS	34,522,208
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 35,533,497

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

ALL FUNDS

FY 2013  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	10,247,704
STATE GOVT SOURCES	0
STUDENT TUITION & FEES	11,153,697
SALES & SERVICE FEES	1,788,594
FACILITIES REVENUE	1,255
INVESTMENT REVENUE	70,618
OTHER REVENUES	57,083
TOTAL REVENUES:	23,318,951

EXPENDITURES:

INSTRUCTION	6,074,444
ACADEMIC SUPPORT	211,844
STUDENT SERVICES	624,510
PUBLIC SERV/CONT ED	34,300
OPER & MAINT PLANT	1,227,409
INSTITUTIONAL SUPPORT	4,946,890
SCH/STUDENT GRNT/WAIVERS	4,190,796
AUXILIARY SERVICES	2,448,090
TOTAL EXPENDITURES:	19,758,283

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	3,560,668
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**Illinois Eastern Community Colleges**  
**Operating Fund Analysis**  
**CASH BASIS**  
**July 1, 2012 -- December 31, 2012**

<b>REVENUES:</b>	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
Local Government Sources	2,230,847	955,868	3,186,715
State Government Sources - Current Year	-	-	-
State Government Sources - Prior Year	5,320,158	-	5,320,158
Net Tuition and Fees	3,401,782	-	3,401,782
Sales & Service Fees	18,032	-	18,032
Facilities Revenue	-	970	970
Investment Revenue	38,683	7,703	46,386
Other Revenues	35,223	1,450	36,673
<b>TOTAL REVENUES:</b>	<b><u>11,044,725</u></b>	<b><u>965,991</u></b>	<b><u>12,010,716</u></b>
<b>EXPENDITURES:</b>			
Salaries	7,139,355	384,043	7,523,398
Employee Benefits	986,297	73,119	1,059,416
Contractual Services	299,409	140,561	439,970
Materials	595,818	128,939	724,757
Travel & Staff Development	120,515	2,529	123,044
Fixed Charges	109,637	27,615	137,252
Utilities	33,755	407,957	441,712
Capital Outlay	169,207	34,557	203,764
Other	65,054	-	65,054
<b>TOTAL EXPENDITURES:</b>	<b><u>9,519,047</u></b>	<b><u>1,199,320</u></b>	<b><u>10,718,367</u></b>
<b>TRANSFERS :</b>			
Interfund Transfers	(1,153,635)	-	(1,153,635)
<b>TOTAL TRANSFERS:</b>	<b><u>(1,153,635)</u></b>	<b><u>-</u></b>	<b><u>(1,153,635)</u></b>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<b><u>372,043</u></b>	<b><u>(233,329)</u></b>	<b><u>138,714</u></b>

**OPERATING FUNDS  
COMPARISON REPORT FY11-13**

College	Category	FISCAL YEAR 2011			FISCAL YEAR 2012			FISCAL YEAR 2013			% of Year
		Estimated Budget	Spent Thru December	% of Bdg	Estimated Budget	Spent Thru December	% of Bdg	Estimated Budget	Spent Thru December	% of Bdg	
Frontier	Bills		\$ 841,206		\$ 870,995		\$ 874,755				
	Payroll		986,936		1,015,579		1,010,498				
	Totals	\$ 4,352,051	1,828,142	42%	\$ 4,378,358	1,886,574	43%	\$ 4,312,683	1,885,253	44%	50%
Lincoln Trail	Bills		816,913		844,929		1,000,577				
	Payroll		1,066,430		1,193,063		1,175,493				
	Totals	\$ 4,436,027	1,883,343	42%	\$ 4,566,700	2,037,992	45%	\$ 4,498,201	2,176,070	48%	50%
Olney Central	Bills		1,037,996		1,172,562		1,361,792				
	Payroll		2,285,580		2,374,383		2,365,933				
	Totals	\$ 7,257,531	3,323,576	46%	\$ 7,434,923	3,546,945	48%	\$ 7,396,633	3,727,725	50%	50%
Wabash Valley	Bills		1,353,177		1,379,605		1,551,804				
	Payroll		1,454,941		1,529,756		1,484,662				
	Totals	\$ 5,907,806	2,808,118	48%	\$ 6,115,012	2,909,361	48%	\$ 6,083,520	3,036,466	50%	50%
Workforce Educ.	Bills		1,331,067		1,491,403		1,574,827				
	Payroll		648,697		659,729		628,988				
	Totals	\$ 4,731,642	1,979,764	42%	\$ 5,377,687	2,151,132	40%	\$ 5,297,022	2,203,815	42%	50%
District Office	Bills		116,099		111,893		127,833				
	Payroll		383,879		425,164		439,680				
	Totals	\$ 1,168,424	499,978	43%	\$ 1,285,431	537,057	42%	\$ 1,266,150	567,513	45%	50%
District Wide	Bills		720,184		850,775		869,010				
	Payroll		336,547		386,706		418,144				
	Totals	\$ 2,538,417	1,056,731	42%	\$ 3,519,446	1,237,481	35%	\$ 3,329,156	1,287,154	39%	50%
<b>GRAND TOTALS</b>		<b>\$30,391,898</b>	<b>\$ 13,379,652</b>	<b>44%</b>	<b>\$32,677,557</b>	<b>\$ 14,306,542</b>	<b>44%</b>	<b>\$ 32,183,365</b>	<b>\$14,883,996</b>	<b>46%</b>	<b>50%</b>

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

	<u>FY 2013</u>		<u>FY 2012</u>		<u>Increase (Decrease)</u>
	Amount	% of Total	Amount	% of Total	
Salaries	7,523,398	50.55%	7,584,380	53.01%	(60,982)
Employee Benefits	1,059,416	7.12%	1,005,746	7.03%	53,670
Contractual Services	439,970	2.96%	299,483	2.09%	140,487
Materials	724,757	4.87%	878,591	6.14%	(153,834)
Travel & Staff Development	123,044	0.83%	115,455	0.81%	7,589
Fixed Charges	137,252	0.92%	326,955	2.29%	(189,703)
Utilities	441,712	2.97%	468,570	3.28%	(26,858)
Capital Outlay	203,764	1.37%	31,240	0.22%	172,524
Other	4,230,683	28.42%	3,596,122	25.14%	634,561
	<u>14,883,996</u>	<u>100.00%</u>	<u>14,306,542</u>	<u>100.00%</u>	<u>577,454</u>

**Agenda Item #11**  
**Chief Executive Officer's Report**



**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive Session Minutes**

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

**Agenda Item #14**

**Approval of Personnel Report**

**None**

**Agenda Item #15**

**Litigation**

**Agenda Item #16**

**Other Items**

**Agenda Item #17**

**Adjournment**

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

	Funding Source	Estimated Budget								
FY 2012 Capital Renewal @ LTC, OCC, & 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	████████							
<b>GRAND TOTAL</b>		<b>\$4,591,100</b>	<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Fully Accepted</b>

12/31/2012