

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

March 15, 2011



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**

March 15, 2011

7:00 p.m.

Frontier Community College

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
6. Policy First Reading (and Possible Approval) Bruce
 - A. None
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Special Recognition of Student Board Member Laurel Pennington Bruce
 - B. 403(b) Plan Calendar Year 2010 Report..... Browning
 - C. Campus Emergency Plans 2011 Cantwell
 - D. Identity Theft Prevention Report Cantwell
 - E. LTC Lab Fees Bruce
 - F. Basic Nurse Assistant Training Handbook Bruce
 - G. Memorandum of Understanding with Wayne County Health Department Bruce
 - H. Project Application – FCC Classroom Conversion Project..... Bruce
 - I. ICCB Resolution on FCC Classroom Conversion Bruce
 - J. Motorcycle Training Facility Use Agreement with SIU-Carbondale – FCC Bruce
 - K. Motorcycle Training Facility Use Agreement with SIU-Carbondale – LTC Bruce
 - L. Motorcycle Training Facility Use Agreement with SIU-Carbondale – OCC..... Bruce
 - M. Motorcycle Training Facility Use Agreement with SIU-Carbondale – WVC Bruce
 - N. Affiliation Agreement with Newton Rest Haven (Basic Nurse Assistant)..... Bruce
 - O. Affiliation Agreement with Crawford Memorial Hospital (Basic Nurse Assistant) Bruce
 - P. Affiliation Agreement with Way-Fair Nursing & Rehab (Basic Nurse Assistant) Bruce

- 9. Bid Committee Report..... Bruce
 - A. Frontier Community College
 - 1. Remodel for Classrooms
- 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. Collective Bargaining Bruce
- 16. Litigation Bruce
- 17. Acquisition and Disposition of Property Bruce
- 18. Other Items
- 19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, February 15, 2011.

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

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

John D. Brooks, Michael K. Correll, G. Andrew Fischer, William C. Hudson “Jr.,” Marilyn J. Wolfe. Also present was Laurel Pennington, student trustee. The Chair noted the presence of a quorum in the meeting room. Under the Open Meetings Act, additional members may be considered present via telephone. Trustees Brenda K. Culver and Walter L. Koertge answered present via telephone conference call. Trustees absent: None. 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.
Wayne Morris, Interim Dean of Wabash Valley College.
Mitch Hannahs, Interim President of Lincoln Trail College.
Rodney Ranes, Interim 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.
Pamela Schwartz, Associate Dean of Institutional Development.
Renee Smith, Executive Assistant to CEO.
Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office
DOC – Department of Corrections
FCC – Frontier Community College
HLC – Higher Learning Commission
HRSA – Health Resources & Services Administration
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, January 18, 2011 were presented for disposition.

Board Action to Approve Minutes: Student Trustee Laurel Pennington made a motion to approve minutes of the foregoing meeting as prepared. Trustee William Hudson 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 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.

#5-D. Special Presentation: Tayna Smith and five students in her Student Advantage Network Leadership Development class presented a review of a project they are designing for the community. The project involves working with the “Thinking for a Change” program, where they will be tutoring and mentoring at-risk high school students. As a separate project, the students involved in the Career Exploration class talked about their career choices and the steps they took to get where they are.

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

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

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

#8-A. Statements of Final Construction Compliance: The CFO reviewed the Statements of Final Construction Compliance. IECC is required by the Illinois Community College Board (ICCB) to take Board action on Protection, Health and Safety, Capital Renewal and state and locally funded projects completed each year. Statements of Final Construction Compliance for Illinois Eastern Community Colleges projects have been prepared as required by the ICCB and were presented. There are \$397,522 in construction costs for Protection, Health and Safety and locally funded projects which were completed this past year as outlined below, listing Project Number, Project Name, Actual Costs, and Funds used.

2066-0110 – Emergency Lighting, Electric & ADA Updates, \$267,253, TE.

2045-1109 – Roof Replacement - District & WVC, 130,269, TE.

Recommendation: The CEO recommended that IECC's statements of final construction compliance be approved as presented for submission to the ICCB.

Board Action: Trustee William Hudson made a motion to approve IECC's statements of final construction compliance as presented and recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Revised Energy Agreement with Ameren: The CEO recommended approval of a new 24 month contract with Ameren Energy Marketing (AEM), a non-regulated subsidiary of Ameren-CIPS. A two-year contract with AEM was approved in October 2009, which saved the District more than \$104,000, or 25%. The new contract will result in similar savings, beginning with the November 2011 meter read dates. AEM has offered to provide the following price for the electrical power portion of the District's electricity bill: 24 months at a rate of 4.813 cents per kWh. Electric power is delivered to the four IECC colleges from three different electrical distribution entities. Ameren-CIPS delivers electric power to Lincoln Trail College and Olney Central College. Electric power to Frontier Community College is supplied by the City of Fairfield. Wabash Valley College is supplied by Mt. Carmel Public Utility Company.

Board Action: Trustee John Brooks made a made a motion to approve a new 24 month contract with Ameren Energy Marketing, as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Frontier Construction Project: Frontier Community College President Tim Taylor has received approval to expend \$250,000 in locally raised funds for the expansion of classrooms at Frontier Community College. The project will involve remodeling the existing workforce education building to change what is currently 7,088 square feet of lab space, into classroom space and restrooms. There are six components to the classroom expansion: Materials, Plumbing, Fire Safety, Heating & Air Conditioning, Electrical, and new Transformer/Panel Installation.

Although the estimated cost may exceed the funds available, the project can be modified to stay within the money available once bids have been received, or additional local funds will be raised to pay for additional costs, or if funds cannot be raised locally, the project will not go forward. FCC may utilize locally budgeted funds to cover some costs. Once the bids are analyzed, if they exceed the \$250,000 ICCB threshold, an application can be submitted to the ICCB, if approved by the Board of Trustees.

The CEO recommended approval to bid the project for a classroom expansion at Frontier Community College as outlined.

Board Action: Trustee Michael Correll made a motion to bid the foregoing FCC construction project 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, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. International Transportation Fee and International Tuition: Pam Swanson-Madden, Director of the International Program, has recommended an increase in the transportation fee and tuition rate for International students. International student transportation costs have continued to increase and it is proposed that the transportation fee be increased to \$200 per semester from its current \$175 per semester effective Summer Term 2011. It is also proposed that International student tuition for independent scholarship students be increased to \$200 per semester hour from its current \$175 per semester hour, effective Summer Term 2011. The CEO recommended approval of the proposed increase in transportation and tuition rates for International students.

Board Action: Trustee William Hudson made a motion to approve the proposed increase in transportation and tuition rates for International students as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Resolution to Reinstate Paid Holidays for FY 2011; Resolution to Establish Paid Holidays for FY2012: The Illinois General Assembly has approved and the Governor has signed an income tax increase that will generate approximately \$5.6 billion annually in additional revenue in the State of Illinois. This additional revenue should allow for the prompt payment of money due the District. The CEO reported that, although there are many additional steps required to establish the financial stability of the State of Illinois, the revenue situation of the District has improved sufficiently to allow the payment to the employees of FY2011 furlough days and establish the holidays for FY2012 as paid holidays for the employees listed.

Recommendation: The CEO recommended adoption of the following resolution providing for reinstatement of the FY2011 Furlough Days as Paid Holidays and the approval of the FY2012 Paid Holidays.

RESOLUTION TO REINSTATE PAID HOLIDAYS FOR FY2011

RESOLUTION TO ESTABLISH PAID HOLIDAYS FOR FY2012

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges, District Number 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, has the authority to change the holiday calendar for Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff; and

WHEREAS, the Board had implemented budget-required furlough days for all Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff.

NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT NUMBER 529, COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON, JASPER, LAWRENCE, WABASH, WAYNE AND WHITE, AND THE STATE OF ILLINOIS; as follows:

1. That the following unpaid holidays shall now be paid holidays for all Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff for FY2011 and shall be paid on or after March 4, 2011 to all employees who were still employed as of February 15, 2011 and were eligible to be paid for the holidays: Independence Day, Labor Day, Columbus Day, Veterans Day, Friday after Thanksgiving, Martin Luther King Jr. Day.

2. That the following holidays shall be paid and observed for FY2011 by Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff: Presidents Day, Spring Holiday, Memorial Day.

3. That the following holidays shall be paid holidays for all Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff beginning with FY2012: Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Thursday and Friday, Winter Break, Christmas, New Year's Day, Martin Luther King Jr. Day, Presidents Day, Spring Break, Memorial Day.

4. That this resolution shall be in full force and effective immediately upon its adoption.

Board Action: Trustee Marilyn Wolfe made a motion to adopt the foregoing resolution regarding paid holidays as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted as follows: John Brooks, nay; Michael Correll, yea; Brenda Culver, yea; Andrew Fischer, yea; William Hudson, yea; Walter Koertge, yea; Marilyn Wolfe, yea. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 1 nay vote, the Chair declared the motion carried.

#8-F. Affiliation Agreement with AM Transport Services – Administrative Information Technology: IECC wishes to enter into a new affiliation agreement with AM Transport Services, located in Olney, Illinois. This affiliation agreement is for the OCC Administrative Information Technology Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

Board Action: Student Trustee Laurel Pennington made a motion to approve the affiliation agreement for the Administrative Information Technology Program with AM Transport Services, Olney, Illinois, as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. Affiliation Agreement with Good Samaritan Hospital – Phlebotomy: IECC wishes to enter into a new affiliation agreement with Good Samaritan Hospital, located in Mt. Vernon, Illinois. This affiliation agreement is for the OCC Phlebotomy Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

Board Action: Student Trustee Laurel Pennington made a motion to approve the affiliation agreement for the Phlebotomy Program with Good Samaritan Hospital, Mt. Vernon, Illinois, as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H. Affiliation Agreement with Good Samaritan Physician Services – Medical Office Assistant: IECC wishes to enter into a new affiliation agreement with Good Samaritan Physician Services, whose headquarters are located in Vincennes, Indiana. This affiliation agreement is for the OCC Medical Office Assistant Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

Board Action: Student Trustee Laurel Pennington made a motion to approve the affiliation agreement for the Medical Office Assistant Program with Good Samaritan Physician Services, Vincennes, Indiana, as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-I. Affiliation Agreement with Jogendra S. Chhabra, MD – Medical Office Assistant: IECC wishes to enter into a new affiliation agreement with the medical office of Jogendra S. Chhabra, MD, located in Norris City, Illinois. This affiliation agreement is for the OCC Medical Office Assistant Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

Board Action: Student Trustee Laurel Pennington made a motion to approve the affiliation agreement for the Medical Office Assistant Program with the Medical office of Jogendra S. Chhabra, MD, Norris City, Illinois, as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson,

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

#8-J. Affiliation Agreement with Fairfield Memorial Hospital – Non-Clinical Internships: IECC wishes to enter into a new affiliation agreement with Fairfield Memorial Hospital, located in Fairfield, Illinois. This affiliation agreement is for the FCC Non-Clinical Internships and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

Board Action: Student Trustee Laurel Pennington made a motion to approve the affiliation agreement for Non-Clinical Internships with Fairfield Memorial Hospital, Fairfield, Illinois, as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” – None.

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report showing the balance in all funds as of January 31, 2011. The CFO presented reports on IECC fleet management for calendar year 2010, state grants receivable in the Education Fund, and a utilities recap for calendar year 2010.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for February 2011, totaling \$932,742.03, 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 February, 2011, in the amounts listed, and payments from the revolving fund for January 2011. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer's Report” – CEO Terry L. Bruce Presented an informational report on the financial condition of the State of Illinois, covering the following topics:

1. The state’s financial condition has been bad for some time. Realizing the depth of the problem, the state increased the income tax rate on individuals from 3% to 5%, and on corporations from 4.8% to 7%, effective January 1, 2011. The tax rate on individuals is to reduce back to 3.75% in 2015.

2. To pass the income tax increase there was an agreement to cut expenditures. These spending caps will have a real impact on spending for current services like education, healthcare, human services and public safety in real terms, requiring cuts of \$1.69 billion in the 4 year cycle or an average of \$560 million per year.

3. The tax increase does not close the state's deficit gap. Unless there are reductions in expenditures, even with higher taxes, the state budget deficit will continue with expenditures exceeding revenue by \$4.4 billion in FY2012, and deficits close to \$10 billion in FY2016.

4. The state will not be able to pay outstanding bills without issuing bonds. Absent a bond issue, creditors could wait a long time for payment.

5. Payments to community colleges for FY2011 and FY2012 will not be current. In FY2010 community colleges were paid all payments due, but final payments were 6 months late. FY2011 payments are 5 months behind, but payments should be current by August 30, 2011. FY2012 payments should start two months late, but be paid monthly thru August 30, 2012.

6. Passage of a new Capital bond issue is difficult and time consuming. Consideration and passage of a Capital bill will take time and direct the focus of the General Assembly away from the financial problems of the state.

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

AGENDA #13 – “Approval of Executive Session Minutes” – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, January 18, 2011.

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

400.1. Employment of Personnel

A. Professional/Non-Faculty

1. Tanya Pfeifer, Business and Industry Trainer/Technician, effective February 16, 2011.

400.2. Change In Status

A. Professional/Non-Faculty

1. Kevin Pierce, Project Manager Healthcare Grant, DO, to Project Manager Workforce and IRHA Grants, DO, effective March 1, 2011.

400.3. Faculty Seniority List for 2010-2011

The Faculty Seniority List for 2010-2011 was presented for approval.

400.4. Reemployment of Faculty for 2011-2012 Academic Year

A. Continuation of Tenure: Gary Adams, Tom Baird, Scott Balding, Mary Jane Beckett, Shasta Bennett, Lisa Benson, C. Allen Brown, Carrie Brown, James Burnett, Penny Campbell, Jay Carter, Byford Cook, Laurel Cutright, John Day, David Denton, Teresa Diekmann, Cheryl Gill, Suzanne Downes, Holly Farley, Mark Fitch, Carole Fusco, Andrea Gere, David Goodson, Brenda Grove, Nixie Hnetkovsky, Steve Hnetkovsky, Larry Hoeszle, Ruby Houldson, Judith Hudson, Kathleen Hudson, Anne Hustad, Russell Jausel, Carmen Jones, Hollie Kelly, Janet Kinkade, Linda Kolb, Don Leynaud, Theresa Marcotte, Rob Mason, Christian Mathews, Travis Matthews, Rodney Maxey, Amie Mayhall, Judy Neikirk, Yvonne Newlin, Patricia Owens, Kelly Payne, Kyle Peach, Brenda Phegley, Lori Phillips, Richard Poskin, Gazir Rahman, Doug Robb, Anurahda Roy, Barbara Shimer, Nick Short, Shirley Smithenry, Kimberley Stevens, Paul Stouse, James Tucker, William Tucker, Brian Wick, David Wilderman, Angelia Williams, Jill Winter, Gary Wise, Sharen Wolke, Winifred Ann Wolven.

B. Initial Tenure: Tyler Boyles, Michael Conn, Mary Doerner, Steve Rafferty, Christopher Teague, Nick Wright.

C. Non-Tenure: Christopher Boyd, Pauletta Gullett, Anne Hahn, Jason Hortin, Andrew King, Vicky Lemons, Lisa Maple, Mary McGlasson, Mary (Linda) Monge, Philip Thorsen.

400.5. Reemployment of Non-Bargaining Unit Faculty 2011-2012

A. Continuation of Tenure: James Beers, Phillip Edmondson, John Nutter, Fred Schwappach, Kim Underwood, Gary Wangler, Mitchell Wolfe.

B. Initial Tenure: Donald Bennett.

C. Non-Tenure: Donald Cruz, Stephen Questelle, William Rogers.

400.6. Notice of Intent to Renew CEO Contract

The Board of Trustees gave notice of intent to renew the contract of Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.

400.7. Notice of Intent to Renew President Contracts

The Board of Trustees gave notice of intent to renew the contracts of Matt Fowler, President of Wabash Valley College; Mitch Hannahs, President of Lincoln Trail College; Rodney Ranes, President of Olney Central College; and Timothy Taylor, President of Frontier Community College.

400.8. Retirement

A. Classified

1. Debra Wolfe, International Student Liaison, LTC/DO, effective July 1, 2011.

400.9. Resignation

A. Classified

1. Ashley Bussard, Upward Bound Counselor, OCC/DO, effective January 28, 2011.

Board Action to Approve Personnel Report: Student Trustee Laurel Pennington made a motion to approve the Personnel Report as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18– “Other Items” – None.

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

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

**Visitors and Guests
IECEA Representatives**

Agenda Item #4

Public Comment

Agenda Item #5

Reports

**Trustees
Presidents
Cabinet**

Agenda Item #6

Policy First Reading (and Possible Approval)

None

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Special Recognition of Student Board Member Laurel Pennington

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2011
RE: Special Recognition of Student Board Member

Each year the students of a college within the IECC system select a member of the student body to serve as Student Trustee to the Board of Trustees. The colleges make the selection on a rotating basis.

Since April 2010, Laurel Pennington from Frontier Community College has served as Student Trustee to the IECC Board. She has served with distinction and provided useful insights to the Board of Trustees during her tenure on the board. Her advice and counsel has been appreciated by the Board and the Administration.

Laurel will graduate from Frontier Community College with an ADN Degree in May of this year. Her insights to the nursing program have been very much appreciated by all members of the Board and the administration.

The Board and the administration wish Laurel Pennington success in her future endeavors and hope that she will continue to provide her insights to the Board.

TLB/rs

Agenda Item #8B

403(b) Plan Calendar Year 2010 Report

MEMORANDUM

TO: Board of Trustees
FROM: Roger Browning
DATE: March 15, 2011
RE: 403(b) Annual Report

Pursuant to the requirements of federal law, the Board of Trustees chose The Standard as administrator for an approved 403(b) program for the employees of the District. The 403(b) program has just completed its second calendar year and a formal Executive Summary of the Plan has been e-mailed under separate cover. This plan summary will be reviewed at the Board meeting.

Since its inception under the new federal requirements, the 403(b) plan has done well. At the end of the second year, the plan had assets of \$649,103.00. For calendar year 2010 the average return on investment within the plan was 8.3%. The plan currently has 77 active participants.

The administration continues to be extremely well satisfied with the performance of The Standard in the operation of the District's 403(b) plan.

I ask the Board's acceptance of the annual report of the District's 403(b) plan.

RB/rs

Agenda Item #8C

Campus Emergency Plans 2011

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: March 15, 2011

RE: Campus Emergency Plans

In the wake of the Virginia Tech shootings in 2007, the State of Illinois Campus Security Task Force was established, comprised of leaders in college administration, law enforcement, public safety and mental health. In 2008, the Campus Security Enhancement Act (110 Illinois Compiled Statutes 12/1; Public Act 95-0881) was passed and signed into law. Illinois became the first state in the nation to require all colleges in the state to develop and exercise an all-hazards emergency response plan

Each of the four IECC colleges have reviewed and revised their Campus Emergency Plans to provide an organized plan to facilitate the safety of their students, faculty and staff. The plans outline each of the college's procedures for managing major emergencies and incidents that may threaten the health, safety and welfare of the campus community or disrupt its programs and activities. Each plan contains the following information:

- Plan Approval, Record of Change and Distribution List
- Emergency Contact List
- College Map and Building Directory
- Emergency Response Situations and Program Requirements
 - Assault/Battery
 - Sexual Assault/Rape
 - Bomb Threat
 - Cyber Threat
 - Designated Shelter Areas
 - Disturbance and Demonstrations
 - Earthquake
 - Emergency Alert Notification System
 - Fire
 - First Aid Kits and AED Locations
 - Hazardous Materials
 - Mass Casualty Event
 - Medical Emergencies (Injury, Illness, First Aid)
 - Severe Weather
 - Structural Failure
 - Utility Emergencies
 - Weapons Situation

The Campus Emergency Plans were sent by email to the Board. I recommend the Board's acceptance of each of the Campus Emergency Plans.

Agenda Item #8D

Identity Theft Prevention Report

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: March 15, 2011

RE: Identity Theft Prevention Program Status Report for 2010

Illinois Eastern Community Colleges participates in the Federal Direct Student Loan Program, offers institutional loans to students, and administers a tuition payment plan that allows qualified students to pay their tuition and fees throughout the semester. Therefore, IECC is a “creditor” and student accounts are “covered accounts” subject to the Red Flags Rule which required IECC to develop and implement an identity theft prevention program. IECC’s Identity Theft Prevention Program and Identity Theft Prevention Policy 100.23 were developed and approved by the Board on March 17, 2009.

A district-wide Identity Theft Prevention Team was formed and included members representing various departments and areas that work closely with all types of student accounts. A Release of Student Information Guidelines was developed by the Team for use when training staff on the prevention program. Each Team member was assigned specific departments and committees to oversee the Identify Theft and Red Flag training. Training was completed in these areas between March 2010 and October 2010.

IECC’s Identity Theft Prevention Program has been sent to service providers who perform activities within student accounts and who are required to perform their activity in accordance with the policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. All new service providers who perform activities within student accounts are sent IECC’s Identity Theft Prevention Program requesting they abide by our policy and they report any Red Flags to the employee within their organization that has oversight of the services provided under their agreement with IECC.

STATUS REPORT: On February 15, 2011, the Identity Theft Prevention Team reviewed and updated the prevention program. Minor updates to the plan included removing IECC’s participation in the Federal Perkins Loan Program and listing Federal Direct Student Loan Program in place of the Federal Family Education Loan Program. No major updates were made to the current Identity Theft Prevention Program. The Team will continue to annually review the program and provide identity theft and red flag training annually with their assigned departments and areas. There were no reports regarding the detection of any red flags in 2010.

I recommend the Board’s acceptance of the IECC’s Identity Theft Prevention Program Status Report for 2010.

TLB/rs

Agenda Item #8E

LTC Lab Fees

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2011
RE: Lab Fee Changes

Student fees for the Health Information Management Program, the Medical Assistant Program, and the Telecommunications Program need to be changed.

The Health Information Management Program examination fee should be increased from its current \$150.00 to the proposed \$168.00 because the test fees have been increased.

The Medical Assistant Program National Health Association Testing Fee should be increased from its current \$150.00 to the proposed \$205.00.

Three fee changes are recommended because of new course requirements in the Telecomm Program. Cable maintenance lab fee should be reduced from its current fee of \$96.00 to the proposed fee of \$90.00. Advanced cable splicing should be reduced from the current fee of \$254.00 to the proposed fee of \$242.00. Introduction to Fiber Optics which currently has no lab fee will add a proposed lab fee of \$178.00.

I ask the Board's approval of these fee changes.

TLB/rs

Agenda Item #8F

Basic Nurse Assistant Training Handbook

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2011
RE: Basic Nurse Assistant Training Handbook

The Board has approved a Basic Nurse Assistant Student Handbook for OCC students. This change to the handbook will require Basic Nurse Assistant students to complete a Health Form at the beginning of the course. This will allow the instructor to be aware of any health concerns/needs of the student. It is the student's responsibility to notify the instructor of any changes in his/her health condition throughout the course.

I ask the Board's approval of this change to the Basic Nurse Assistant Training Handbook.

TLB/rs

Agenda Item #8G

Memorandum of Understanding with Wayne County Health Department

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2011
RE: Memorandum of Understanding with Wayne County Health Department

The Wayne County Health Department (WCHD) has asked Frontier Community College to become a “Closed Point of Dispensing” organization in the event of a public health emergency requiring mass dispensing of medication. FCC is being asked to perform the task of dispensing vaccine or oral medication to its employees and their families. Frontier would use personnel trained by the WCHD to perform these duties.

The WCHD must complete a Mass Dispensing Plan as required by law and are asking that FCC become a Closed Point of Dispensing as part of that plan. I have attached the Memorandum of Understanding proposed by the WCHD for your review.

I ask the Board’s approval of the Memorandum of Understanding.

TLB/rs

Attachment

Memorandum of Understanding
Between
Wayne County Health Department
and
Frontier Community College

Purpose: The purpose of this Agreement is to define the relationship between the Wayne County Health Department and Illinois Eastern Community College District #529, Frontier Community College. This Memorandum of Understanding focuses on issues relating to the receipt and provision of emergency prophylactic medications and/or vaccinations within the health department's jurisdiction in response to a public health emergency or disaster of natural or manmade origin.

Areas of Agreement and Cooperation:

1. The local health department is responsible for the delivery and safe administration of medical countermeasures to all residents of Wayne County during a public health emergency.
2. Dissemination of medications and/or vaccinations must be accomplished in the timeliest manner possible.
3. The health department may need to access the services of community partners to accomplish this mission.
4. Medication and/or vaccination requests for the entire Wayne County jurisdiction may be coordinated through the local Emergency Management Agency or the Wayne County Health Department.
5. The health department shall provide Frontier Community College with education and training about closed Points of Dispensing, criteria in establishing a closed Point of Dispensing site, and protocols/procedures for operation including any guidance updates and revisions.
6. The health department shall provide, at its discretion, emergency medicine/vaccine, when it becomes available locally, once Frontier Community College meets closed Point of Dispensing criteria.
7. The health department will not be responsible for any additional costs related to this Agreement, but will be supplying medications, required medical supplies, educational materials, forms and directions for use.

Therefore, Frontier Community College pledges its support to the Wayne County Health Department in the event of a public health emergency or disaster of natural or manmade origin necessitating the distribution of prophylactic medications and/or administration of vaccinations to internal and other targeted publics. In order to establish itself as an authorized closed Point of Dispensing, Frontier Community College agrees to meet Centers for Disease Control, Illinois Department of Public Health, and Wayne County Health Department operational, reporting, and other criteria/guidelines, which might include but may not be limited to the following:

1. Completion of Illinois Department of Public Health provider agreement and acquisition of a provider pin number.

2. Once a pin number has been secured, Frontier Community College needs to contact the health department for information to be used to document vaccine/medication receipt, tracking and administration.
3. Frontier Community College will provide a primary and secondary point of contact, with after hours contact information, to function as organization's liaison. Additionally, the names of staff designated to sign for, pick-up, and transfer emergency medication/vaccine shall be provided.
4. Frontier Community College will adhere to health department guidelines for emergency medicine/vaccine pick-up and shall be responsible for the medication/vaccine signed for by authorized pick-up staff person.
5. Frontier Community College shall be responsible for coordinating the administration of medication and/or vaccine at their closed Point of Dispensing and will designate an authorized individual to dispense/vaccinate closed Point of Dispensing populations.
6. Upon establishing itself as an authorized closed Point of Dispensing, it is at Frontier Community College's discretion on whether it will open/operate as a closed Point of Dispensing.
7. Frontier Community College will keep a log of medication dispensed which will be shared with the health department.
8. Frontier Community College acknowledges that closed Point of Dispensing criteria, protocols and/or procedures may change at any time based on the unique public health emergency, and pledges to adhere to and incorporate any changes made by the Wayne County Health Department, Illinois Department of Public Health, and Centers for Disease Control if receiving emergency medicine/vaccine from the health department and operating a closed Point of Dispensing.

Effective Date, Modification and Termination: This Agreement shall go into effect on the date signed and remain in place unless otherwise agreed upon by both parties.

Wayne County Health Department

Illinois Eastern Community College
District #529, Frontier Community College

Clark Griffith, Administrator

Chairman, IECC Board of Trustees

Date

CEO, Illinois Eastern Community Colleges

President, Frontier Community College

Date

Wayne County Health Department
Contact Information for Closed Point of Dispensing Sites

Facility: **Frontier Community College**

Address: 2 Frontier Drive
Fairfield IL 62837

Phone #: 618-842-3711

Primary Contact	
Work	
Cell	
Home	

Secondary Contact	
Work	
Cell	
Home	

Agenda Item #8H

Project Application – FCC Classroom Project

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2011
RE: Project Application – FCC Classroom

At the last Board meeting, the Board approved bidding the conversion of 7,088 square feet of lab space, into classroom space and restrooms at the Workforce Education Building at Frontier. The District has now received bids for that project. The bid committee report will be reviewed and considered by the Board this evening.

The District had hoped that the project would not exceed the \$250,000 which had been pledged by the City of Fairfield. The bids received totaled \$299,000. The project is very close to what we anticipated.

However, because the project now will exceed \$250,000, we have prepared the attached project application for Board of Trustee approval. This application calls for the use of all local funds, but the District still has to seek ICCB approval, which should come very quickly.

If approved by the Board, this application, which includes architect's fees, a 10% contingency and anticipated labor costs, will be submitted to the ICCB for their approval. FCC will then proceed to raise the additional funds necessary, in excess of the \$250,000 already pledged by the City of Fairfield, to proceed and complete this project.

I ask the Board's approval of this Capital Project Application Form for submission to the Illinois Community College Board.

TLB/rs

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

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

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

Project Title Remodel for Classrooms, FCC Workforce Development

Project Budget \$ 392,000 () 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 March 15, 2011

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 x

The generous donation from the City of Fairfield and other various donors was unforeseen. However, these funds will help alleviate problems with classroom shortages due to Frontier's unexpected significant growth, and will allow Frontier Community College to meet the educational needs of the community it serves. The District site and construction master plan will be updated accordingly and submitted to the ICCB right away.

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 _____ Not Applicable – Existing Building

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*)

Remodel for Classrooms, FCC Workforce Development
Project Budget \$ 392,000

Programmatic Justification

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

Frontier Community College is proposing to construct five additional classrooms located within the existing Workforce Development Center Building, where the space is currently used as an open lab area. In addition to the classrooms there will be restrooms, mechanical space, and custodial space. The project totals approximately 6,700 gross square feet, and would convert this space into five classrooms rather than one lab. There would be no additional space added.

The additional classrooms will provide the space to allow the college to expand its programs and services. Currently the college has or is developing five new career and technical education (CTE) programs which would be housed in the expanded classroom space. This would be in addition to the two existing CTE programs currently utilizing the Workforce Development Center.

Additionally, all campus classrooms are currently being utilized at peak schedule times, which severely hinder the college's ability to expand its current course and program offerings. In fact, there are situations when the college has faculty available, students are requesting a certain class, and space is not available.

As a community college that utilizes a non-traditional class scheduling system to serve the non-traditional nature of its students, it is critical that additional classroom space be made available. Without the space Frontier Community College will not be able to meet the educational needs of the community it serves.

Scope of Work

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

The work consists of construction of classrooms, toilets, corridors, and support spaces in the existing Workforce Development Center Building, as described above. A portion of the existing laboratory space will be remodeled to provide the new spaces.

The existing building is a single story, pre-engineered steel building.

Wall construction will consist of metal studs and gypsum board with sound insulation on the existing concrete slab on grade floor. The floor will be removed and patched for underfloor plumbing work. Interior and exterior doors and frames will be painted hollow metal. The ceilings will be 2x4 suspended lay-in acoustical panels throughout. Interior finishes will include painted walls and sealed concrete floors.

New toilets will be provided to supplement the existing toilets in the building, to comply with fixture count requirements of the Illinois Plumbing Code. Toilet partitions and accessories will be included as part of the project. Toilets will comply with the Illinois Accessibility Code.

The existing sprinkler system, which is currently installed directly below the roof structure, will be lowered to provide fire protection in all of the new spaces.

Heating and cooling will be provided by grade-mounted roof top units, similar to the existing classrooms that were built in this building in 2004.

Lighting, power and fire alarm systems will be provided in accordance with the National Electric Code and the Illinois Accessibility Code.

There will be no sitework, other than gas, water, and sewer, as a part of this project.

**Attachment #1
Project Budget**

Check One:

- New Construction**
- Remodeling**

Project Name Remodel for Classrooms, FCC Workforce Development

Budget Amounts

	<u>New Construction</u>	<u>Remodeling</u>
Land		
Site Development		---
Construction (including Fixed Equipment)		---
Mechanical		60,000
Electrical		210,000
General Conditions		50,000
Contingency (10%)		---
A/E Professional Fees & Reimbursables		32,000
		40,000
Total		392,000

Protection, Health, and Safety Project Name

	<u>Budget Amounts</u>
Project Costs	_____
Contingency	_____
A/E Professional Fees	_____
Total	\$ _____

(Revised 11/3/99)

**Attachment #2
Funding Source**

District/College Name Illinois Eastern Community College District No. 529
Project Name Remodel for Classrooms, FCC Workforce Development

Check the source(s) of funds:

Available fund balance x Fund name (s):

Approximately \$250,000 of the project will be funded with a donation from the City of Fairfield. An additional \$50,000 from various donations will go to fund this project. The remainder will be funded with Frontier Community College reserves specifically set aside for campus development.

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

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

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

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

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

Capital Renewal Funding _____ Proposed Fiscal Year Source(s):

ADA _____ Proposed Fiscal Year Source(s):
Access for All Funding

Square Footage Summary

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

Project Name Remodel for Classrooms, FCC Workforce Development

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

Net Assignable Square Feet

	New Square Footage	Existing Square Footage	Remodeled Square Footage
Classrooms	_____	_____	_____ 4,518
Laboratories	_____	_____	
Offices	_____	_____	
Study	_____	_____	
Special Use	_____	_____	
Support	_____	_____	_____ 312
Other	_____	_____	
Total NASF	_____	_____	_____ 4,830
Total Gross Square Feet (GSF)	_____	_____	_____ 6,700
Efficiency (NASF / GSF)*	_____ %	_____ %	_____ 72.1 %

*Minimum acceptable efficiency is 70 percent.

Agenda Item #8I

ICCB Resolution on FCC Classroom Conversion

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2011
SUBJECT: ICCB Resolution on FCC Classroom Conversion

For locally funded projects exceeding \$250,000, the Board must approve an Application and a Resolution which commits the Board to completion of the proposed project.

I ask the Board's approval of the attached Resolution to approve Frontier Community College's classroom conversion project.

TLB/rs

Attachment

**Resolution for Capital Project Application
Remodel Classrooms - Workforce Development Center
Frontier Community College**

BE IT RESOLVED, by the Board of Trustees of Illinois Eastern Community College District No. 529, State of Illinois, that the Board hereby approves a Capital Project Application for the locally funded remodel of classrooms in the Workforce Development Center at Frontier Community College, Fairfield, IL.

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

Resolution adopted by roll call vote at Fairfield, Illinois, this 15th day of March 2011.

Chairman of the Board of Trustees

Secretary of the Board of Trustees

Agenda Item #8J

Motorcycle Training Facility Use Agreement with SIU-Carbondale – FCC

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2011
RE: Motorcycle Training Facility Use Agreement with SIU-Carbondale
IECC – Frontier Community College

Southern Illinois University (SIU) has agreed to offer Motorcycle Rider Courses at FCC. SIU has proposed a Motorcycle Training Facility Use Agreement for the Board's consideration.

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

The agreement may be terminated by either party with 30 days notice. The parties may renew this agreement by written mutual agreement.

The actual classroom instruction will be conducted at Foundation Hall. Elastac/American Marine, a new environmental products company in Fairfield, has recently purchased the parking lot of the former Wal-Mart store in Fairfield, where the driving (skill development) portion of this course will be conducted. Elastac/American Marine has already executed/completed an agreement with SIUC concerning the driving portion of the course.

I ask the Board's approval of this agreement.

TLB/rs

Attachment

FACILITY USE AGREEMENT

This Agreement entered into this ___1st___ day of ___April_____, 2011, between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Illinois and the Frontier Community College (“FCC”) in Fairfield, Illinois.

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

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

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

iii. Workers' compensation and employer liability is provided through the State of Illinois Self-Insured Workers' Compensation Plan, providing statutory limits of coverage for all State employees;

iv. Educator's professional liability coverage limited to \$1,000,000 per occurrence.

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

B. For the term of this Agreement, FCC shall procure and maintain the following types of insurance:

i. Commercial general liability insurance "occurrence" basis coverage for bodily injury liability, including death, property damage liability, in connection with the performance of this Agreement with minimum limits of \$1,000,000 per occurrence.

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

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

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

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

Agenda Item #8K

Motorcycle Training Facility Use Agreement with SIU-Carbondale – LTC

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2011
RE: Motorcycle Training Facility Use Agreement with SIU-Carbondale
IECC – Lincoln Trail College

Southern Illinois University (SIU) has agreed to offer Motorcycle Rider Courses at LTC. SIU has proposed a Motorcycle Training Facility Use Agreement for the Board's consideration.

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

The agreement may be terminated by either party with 30 days' notice. The parties may renew this agreement by written mutual agreement.

I ask the Board's approval of this agreement.

TLB/rs

Attachment

FACILITY USE AGREEMENT

This Agreement entered into this ___1st___ day of ___April_____, 2011, between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Illinois and the Lincoln Trail College (“LTC”) in Robinson, Illinois.

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

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

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

iv. Educator's professional liability coverage limited to \$1,000,000 per occurrence.

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

B. For the term of this Agreement, LTC shall procure and maintain the following types of insurance:

i. Commercial general liability insurance "occurrence" basis coverage for bodily injury liability, including death, property damage liability, in connection with the performance of this Agreement with minimum limits of \$1,000,000 per occurrence.

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

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

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

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

of the negligent acts or omissions of LTC, its agents or employees, during the term of this Agreement.

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

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

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

6. This Agreement shall be in effect as of April 1, 2011, through the end of the approve course schedule for 2011, unless either party terminates this Agreement as set forth in Section 4 herein. The parties may renew this agreement by written mutual agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as to the day and year first written above.

BOARD OF TRUSTEES
SOUTHERN ILLINOIS UNIVERSITY

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529
LINCOLN TRAIL COLLEGE

By: _____
Wallace Burman Date
Director
Purchasing
Southern Illinois University Carbondale

By: _____
Terry L Bruce Date
Chief Executive Officer
Illinois Eastern Community Colleges

Agenda Item #8L

Motorcycle Training Facility Use Agreement with SIU-Carbondale – OCC

Agenda Item #8L

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2011
RE: Motorcycle Training Facility Use Agreement with SIU-Carbondale
IECC – Olney Central College

Southern Illinois University (SIU) has agreed to offer Motorcycle Rider Courses at OCC. SIU has proposed a Motorcycle Training Facility Use Agreement for the Board's consideration.

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

The agreement may be terminated by either party with 30 days notice. The parties may renew this agreement by written mutual agreement.

I ask the Board's approval of this agreement.

TLB/rs

Attachment

FACILITY USE AGREEMENT

This Agreement entered into this ___1st___ day of ___April_____, 2011, between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Illinois and the Olney Central College (“OCC”) in Olney, Illinois.

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

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

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

iii. Workers' compensation and employer liability is provided through the State of Illinois Self-Insured Workers' Compensation Plan, providing statutory limits of coverage for all State employees;

iv. Educator's professional liability coverage limited to \$1,000,000 per occurrence.

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

B. For the term of this Agreement, OCC shall procure and maintain the following types of insurance:

i. Commercial general liability insurance "occurrence" basis coverage for bodily injury liability, including death, property damage liability, in connection with the performance of this Agreement with minimum limits of \$1,000,000 per occurrence.

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

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

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

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

harmless the University, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of OCC, its agents or employees, during the term of this Agreement.

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

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

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

6. This Agreement shall be in effect as of April 1, 2011, through the end of the approved course schedule for 2011, unless either party terminates this Agreement as set forth in Section 4 herein. The parties may renew this agreement by written mutual agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as to the day and year first written above.

BOARD OF TRUSTEES
SOUTHERN ILLINOIS UNIVERSITY

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529
OLNEY CENTRAL COLLEGE

By: _____
Wallace Burman Date
Director
Purchasing
Southern Illinois University Carbondale

By: _____
Terry L Bruce Date
Chief Executive Officer
Illinois Eastern Community Colleges

Agenda Item #8M

Motorcycle Training Facility Use Agreement with SIU-Carbondale – WVC

Agenda Item #8M

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: March 15, 2011

RE: Motorcycle Training Facility Use Agreement with SIU-Carbondale
IECC – Wabash Valley College

Southern Illinois University (SIU) has agreed to offer Motorcycle Rider Courses at WVC. SIU has proposed a Motorcycle Training Facility Use Agreement for the Board's consideration.

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

The agreement may be terminated by either party with 30 days notice. The parties may renew this agreement by written mutual agreement.

I ask the Board's approval of this agreement.

TLB/rs

Attachment

FACILITY USE AGREEMENT

This Agreement entered into this ___1st___ day of ___April_____, 2011, between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Illinois and the Wabash Valley College (“WVC”) in Mt Carmel, Illinois.

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

WHEREAS, WVC owns property in Mt Carmel suitable for offering said courses. The parties mutually agree as follows:

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

iii. Workers' compensation and employer liability is provided through the State of Illinois Self-Insured Workers' Compensation Plan, providing statutory limits of coverage for all State employees;

iv. Educator's professional liability coverage limited to \$1,000,000 per occurrence.

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

B. For the term of this Agreement, WVC shall procure and maintain the following types of insurance:

i. Commercial general liability insurance "occurrence" basis coverage for bodily injury liability, including death, property damage liability, in connection with the performance of this Agreement with minimum limits of \$1,000,000 per occurrence.

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

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

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

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

harmless the University, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of WVC, its agents or employees, during the term of this Agreement.

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

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

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

6. This Agreement shall be in effect as of April 1, 2011, through the end of the approve course schedule for 2011, unless either party terminates this Agreement as set forth in Section 4 herein. The parties may renew this agreement by written mutual agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as to the day and year first written above.

BOARD OF TRUSTEES
SOUTHERN ILLINOIS UNIVERSITY

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529
WABASH VALLEY COLLEGE

By: _____
Wallace Burman Date
Director
Purchasing
Southern Illinois University Carbondale

By: _____
Terry L Bruce Date
Chief Executive Officer
Illinois Eastern Community Colleges

Agenda Item #8N

Affiliation Agreement with Newton Rest Haven (Basic Nurse Assistant)

Agenda Item #8N

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2011
RE: Affiliation Agreement with Newton Rest Haven – Basic Nurse Assistant

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

This affiliation agreement is for the Basic Nurse Assistant Program at Lincoln Trail College and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Basic Nurse Assistant Program #NA-5 (hereinafter referred to as LTC) and Newton Rest Haven, Newton IL (hereinafter referred to as AGENCY). *Agency* *City* *State*

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of LTC'S Basic Nurse Assistant Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of Instruction on behalf of Lincoln Trail College and the Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. LTC will be responsible for the teaching and guidance of the students in the clinical nursing assistant laboratory practice, and will be available to the nursing assistant students.

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Nursing Assistant Faculty on behalf of LTC will be responsible for maintaining proper standards of nursing assistant care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing assistant students.
5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of LTC, and will comply with the policies of the health AGENCY.

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

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

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

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. LTC Nursing Assistant Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Assistant Faculty member of LTC participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Assistant Faculty member to any clinical area.
7. LTC will provide orientation for the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Nursing Assistant Faculty and nursing assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.
11. A review of the agreement will be made annually. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2011.

AGENCY

LINCOLN TRAIL COLLEGE

Director of Nursing Services

Nursing Assistant Faculty Member

Administrator, Hospital or Agency

Dean of Instruction

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

Agenda Item #80

Affiliation Agreement with Crawford Memorial Hospital (Basic Nurse Assistant)

Agenda Item #80

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2011
RE: Affiliation Agreement with Crawford Memorial Hospital – Basic Nurse Assistant

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

This affiliation agreement is for the Basic Nurse Assistant Program at Lincoln Trail College and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Basic Nurse Assistant Program #NA-5 (hereinafter referred to as LTC) and Crawford Memorial Hospital Robinson, IL (hereinafter referred to as AGENCY). *Agency* *City* *State*

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of LTC'S Basic Nurse Assistant Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of Instruction on behalf of Lincoln Trail College and the Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. LTC will be responsible for the teaching and guidance of the students in the clinical nursing assistant laboratory practice, and will be available to the nursing assistant students.

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Nursing Assistant Faculty on behalf of LTC will be responsible for maintaining proper standards of nursing assistant care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing assistant students.
5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of LTC, and will comply with the policies of the health AGENCY.

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

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

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

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. LTC Nursing Assistant Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Assistant Faculty member of LTC participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Assistant Faculty member to any clinical area.
7. LTC will provide orientation for the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Nursing Assistant Faculty and nursing assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.
11. A review of the agreement will be made annually. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2011.

AGENCY

LINCOLN TRAIL COLLEGE

Director of Nursing Services

Nursing Assistant Faculty Member

Administrator, Hospital or Agency

Dean of Instruction

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

Agenda Item #8P

**Affiliation Agreement with Way-Fair Nursing & Rehabilitation Center – Basic Nurse
Assistant**

Agenda Item #8P

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2011
RE: Affiliation Agreement with Way-Fair Nursing & Rehab – Basic Nurse Assistant

IECC wishes to enter into a new affiliation agreement with Way-Fair Nursing and Rehabilitation Center, located in Fairfield, Illinois.

This affiliation agreement is for the Basic Nurse Assistant Program at Frontier Community College and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

AFFILIATION AGREEMENT

Between
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529
FRONTIER COMMUNITY COLLEGE
and
Way-Fair Nursing & Rehabilitation Center
for
Basic Nurse Assistant Training Program

THIS AGREEMENT made and entered into this 1st day of March, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE (hereinafter referred to as DISTRICT), for its BASIC NURSE ASSISTANT TRAINING Programs (hereinafter referred to as PROGRAM) and Way-Fair Nursing & Rehabilitation Center, Fairfield, Illinois (hereinafter referred to as AGENCY). WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of AGENCY's facilities for clinical laboratory practice by students of the PROGRAM, and

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

NOW, THEREFORE, for and in 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 PROGRAM for observation and participation by the students and faculty of the DISTRICT's PROGRAM, subject to the conditions and limitations contained herein;
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of Instruction and/or PROGRAM faculty on behalf of the DISTRICT and the AGENCY designated Administrator on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses;
3. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the PROGRAM faculty, on behalf of the DISTRICT will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY's Administrator will retain full authority and make final decisions for procedures assigned to PROGRAM students;
4. The care of the patients will at all times remain the full responsibility of the AGENCY;
5. DISTRICT will be responsible for the administration of the program, including admissions, academic guidance, and registration of students; supervision of program students; supervising program faculty; curriculum quality; and ensuring that the program stays in compliance with State and National accrediting agency guidelines;

6. Persons enrolled and provided instruction at AGENCY shall be DISTRICT students and shall be entitled to all benefits and privileges and subject to all obligations contained in DISTRICT catalog, which is included by reference and made a part of this contract;
7. The DISTRICT shall coordinate with the AGENCY to identify the exact number of students to be enrolled in the PROGRAM. Admission is subject to all obligations contained in the DISTRICT's and AGENCY's admission policies and procedures, which is included by reference and made part of this contract;
8. DISTRICT faculty will:
 - a. be responsible for the guiding students and teaching the didactic portion of the PROGRAM;
 - b. work with the staff of the AGENCY in coordination of the clinical laboratory objectives to be completed at the AGENCY;
 - c. coordinate the student clinical assignment with the AGENCY designated Administrator; and
 - d. review and evaluate, in cooperation with the Agency, the student's progress in the clinical setting;
9. The AGENCY's Administrator will coordinate with the DISTRICT and the AGENCY's preceptor to ensure that specific assignment of learning experiences to specific students is consistent with PROGRAM outcomes/objectives. Assigned experiences will be selected for the educational benefit of the student. The District will provide the AGENCY a written set of clinical outcomes/objectives;
10. Students will not be assigned experiences in a manner that would permit them to replace a regular employee;
11. Supervision of the health of all students making use of any of the AGENCY's facilities, as contemplated herein; will be the responsibility of the DISTRICT, and will comply with the policies of the AGENCY;
12. PROGRAM 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;
13. 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;
14. Prior to the use of any AGENCY facilities, under the contemplated program, the DISTRICT 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;
15. The DISTRICT or AGENCY will provide verification of a criminal background check as provided by Illinois law for health care workers for each Student prior to that Student's assignment at the AGENCY. In the event such Authorization and Release are not given by the Student, the Student shall be disqualified from participation at the AGENCY. The results of the check must be satisfactory to the AGENCY;
16. The AGENCY shall have responsibility for the services provided at the AGENCY. If the AGENCY makes a good faith determination that the student's status or performance places the AGENCY in jeopardy, the DISTRICT will withdraw the student from the

- PROGRAM at the AGENCY. In the event AGENCY makes this determination, it will discuss matters with the DISTRICT prior to its exercising this right, except in extreme cases;
17. The faculty and students of the DISTRICT participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT PROGRAM faculty may be included in demonstrations of new equipment and techniques;
 18. The DISTRICT will provide a PROGRAM orientation for the AGENCY staff;
 19. PROGRAM students and faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records;
 20. The DISTRICT will provide a PROGRAM orientation, upon request, for the AGENCY staff;
 21. This agreement forbids discrimination against any student on the basis of age, color, race, national origin, creed, gender, sexual orientation, religion, veterans status, or disability unrelated to the reasonable physical requirements of the job; If a complaint or allegation of discrimination is made by a participating student against the AGENCY, its employees, agents or representatives, the AGENCY shall conduct an investigation that is consistent with AGENCY policy and report findings to the DISTRICT;
 22. 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. PROGRAM Faculty and students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY;
 23. To the extent permitted by law, DISTRICT shall indemnify, defend, and hold harmless the AGENCY, its agents and employees, from any claims, demands, or actions out of the negligent acts or omissions of the DISTRICT, its agents or employees, during the students' participation in the PROGRAM at the AGENCY;
 24. The AGENCY hereby assumes all risk of damage to and loss or theft of property at the AGENCY's facilities. Further, the AGENCY agrees to indemnify and hold harmless the DISTRICT, its officers, trustees, agents, and employees from cause whatsoever resulting in injury or death to persons related to, or involved in, or participating in PROGRAM activities and hereby waives all claims in respect thereof against DISTRICT. The AGENCY further agrees to indemnify and hold harmless the DISTRICT, its officers, trustees, agents, and employees, from and against any and all claims, suits, liabilities, costs, damages, and expenses (including reasonable attorney's fees) arising out of or in connection with:
 - a. Any loss, injury, death, or damage to persons or property on or about the AGENCY's Facilities and/or Grounds by reason of any act, omission or negligence on AGENCY's part;
 - b. Any breach or default in the performance of any obligation on AGENCY's part to be performed under the terms of this Agreement;
 25. At all times while this Agreement is in effect, DISTRICT, at its sole cost and expense, agrees to procure and maintain, either through commercial policies or self-insurance:
 - a. Professional liability coverage for losses arising out of the acts or omissions of DISTRICT or its employees and agents or students in the minimum amounts of One

Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate;

- b. Commercial general liability coverage for losses arising out of the acts or omissions of DISTRICT or its employees or students in the minimum amounts of One Million Dollars (\$1,000,000) per occurrence and two Million Dollars (\$2,000,000) annual aggregate. In the event that DISTRICT provides professional liability coverage on a claims-made basis, then coverage (which may include self-insurance coverage) for professional liability resulting from acts or omissions of DISTRICT or DISTRICT's employees or students occurring while this Agreement was in effect;

26. During the term of this Agreement and thereafter, AGENCY and DISTRICT and their employees and students shall hold information in the strictest confidence except as otherwise required by this Agreement or by Federal law,. Such information includes, but is not limited to: patient records and peer review and utilization review documents; the terms of this Agreement; and the finances, earnings, volume of business, systems, practices, plans, contracts, and similar information of each party;

27. An annual review may be requested by either party by June 1 of each calendar year. A formal review shall be made every three years. Either party hereto may terminate this agreement provided all currently enrolled students have adequate time to complete PROGRAM requirements. Upon request for termination by either party, no new students shall be assigned to the AGENCY.

- a. Notice of termination to AGENCY shall be directed to:

Way-Fair Nursing & Rehabilitation Center
305 NW 11th
Fairfield, IL 62837

- b. Notice of termination to DISTRICT shall be directed to:

Frontier Community College
Attn: Dean of Instruction
#2 Frontier Drive
Fairfield, IL 62837

28. This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof and constitutes the entire agreement between the parties;

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by duly authorized officials of the DISTRICT and AGENCY this 1st day of March 2011.

WAY-FAIR NURSING & REHABILITATION
CENTER

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529, FRONTIER
COMMUNITY COLLEGE

Administrator

Chairman, IECC Board of Trustees

Agency Representative

CEO, Illinois Eastern Community Colleges

President, Frontier Community College

Agenda Item #9

Bid Committee Report

Frontier Community College
Remodel for Classrooms

BID COMMITTEE REPORT

March 15, 2011

Frontier Community College

1. Remodel for Classrooms

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation –Remodel for Classrooms at FCC
DATE: March 15, 2011

Based upon the bid tabulation attached and also the recommendation from Image Architects, the Bid Committee recommends acceptance of the low bids received as follows, all recommendations contingent upon approval of the project by the Illinois Community College Board:

General Work	Illini Builders of Olney Olney, IL	Base Bid	\$57,738.00
Plumbing Work	Industrial Mechanical Contractors Centralia, Illinois	Base Bid	44,850.00
		Alt. Bid P-1	<u>9,050.00</u>
		Total	53,900.00
HVAC Work	J & R Mechanical, Inc. Nashville, Illinois	Base Bid	138,100.00
Electrical Work	Skill Electric, LLC Vincennes, Indiana	Base Bid	39,790.00
Fire Protection Work	Illini Builders of Olney Olney, Illinois	Base Bid	9,576.45

Respectfully Submitted,

Tim Taylor
Terry L. Bruce
Harry Hillis, Jr.

Source of Funds: Local Funds

The "Advertisement for Bids" was placed in the Wayne County Press for one (1) day.



image Architects inc.

1118 West Main Street P.O. Box 850 Carbondale, Illinois 62901

618.457.2128 618.549.5725 fax
www.imageArchitects.com

March 9, 2011

Mr. Roger Browning, CFO
Illinois Eastern Community Colleges
233 E. Chestnut St.
Olney, Illinois 62450

Re: New Classrooms and Toilets Phase 2
Frontier Community College
Workforce Development Center
Fairfield, Illinois

Dear Mr. Browning:

We have reviewed the submitted bids for the work on the referenced project. We are unaware of any reason to prevent award of bids as follows, pending approval of the project application by the Illinois Community College Board:

General Work	Illini Builders of Olney Olney, Illinois	Base Bid	\$57,738.00
Plumbing Work	Industrial Mechanical Contractors Centralia, Illinois	Base Bid	\$44,850.00
		Alt. Bid P-1	<u>\$9,050.00</u>
		Total	\$53,900.00
HVAC Work	J & R Mechanical, Inc. Nashville, Illinois	Base Bid	\$138,100.00
Electrical Work	Skill Electric, LLC Vincennes, Indiana	Base Bid	\$39,790.00
Fire Protection Work	Illini Builders of Olney Olney, Illinois	Base Bid	\$9,576.45

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

Sincerely,

IMAGE ARCHITECTS INC.


Marion J. Poggas, AIA
Senior Architect

MJP/sw

IMAGE ARCHITECTS INC.

**NEW CLASSROOMS AND TOILETS – PHASE 2
FRONTIER COMMUNITY COLLEGE
WORKFORCE DEVELOPMENT CENTER
FAIRFIELD, ILLINOIS**

IA PROJECT NO. 10035A

Bid Tabulation

**Tuesday, March 8, 2011 at 2:00 p.m.
Administration Conference Room, Frontier Community College
Fairfield, Illinois**

DIVISION I – GENERAL WORK

BIDDER	BID SECURITY	ADDENDUM NO.1	MATERIALS LIST	BASE BID
Southern Illinois Lumber Fairfield, Illinois	Cashier's check \$3,080.00	yes	no	\$61,600.00
Kincaid Hardware Fairfield, Illinois	INCOMPLETE BID			
Illini Builders of Olney Olney, Illinois	Bid Bond 5%	yes	yes	\$57,738.00
Puntney Construction Crossville, Illinois	NO BID			

**NEW CLASSROOMS AND TOILETS – PHASE 2
FRONTIER COMMUNITY COLLEGE
WORKFORCE DEVELOPMENT CENTER
FAIRFIELD, ILLINOIS**

DIVISION II – PLUMBING WORK

BIDDER	BID SECURITY	ADDENDUM NO.1	BASE BID	ALT. BID NO.P-1 (Add two hand washing stations)
Hayes Plumbing & Heating Fairfield, Illinois	NO BID			
Wente Plumbing & Heating Effingham, Illinois	NO BID			
Industrial Mechanical Contractors Centralia, Illinois	Bid Bond 5%	yes	\$44,850.00	\$9,050.00

DIVISION III – HVAC WORK

BIDDER	BID SECURITY	ADDENDUM NO. 1	BASE BID
Hayes Plumbing & Heating Fairfield, Illinois	NO BID		
Merz Sheet Metal, Inc. Effingham, Illinois	NO BID		
J & R Mechanical, Inc. Nashville, Illinois	Bid Bond 5%	yes	\$138,100.00

**NEW CLASSROOMS AND TOILETS – PHASE 2
FRONTIER COMMUNITY COLLEGE
WORKFORCE DEVELOPMENT CENTER
FAIRFIELD, ILLINOIS**

DIVISION IV – ELECTRICAL WORK

BIDDER	BID SECURITY	ADDENDUM NO. 1	MATERIALS LIST	BASE BID
Brown Electric Goreville, Illinois	NO BID			
S & K Smith Electric Mt. Carmel, Illinois	NO BID			
Healy Electric Enfield, Illinois	Bid Bond 5%	yes	no	\$49,368.00
F.W. Electric Benton, Illinois	NO BID			
Skill Electric Vincennes, Indiana	Bid Bond 5%	yes	yes	\$39,790.00
Illini Builders of Olney Olney, Illinois	Bid Bond 5%	yes	yes	\$59,686.00
Tracy Electric Lawrenceville, Illinois	NO BID			

DIVISION IV – FIRE PROTECTION WORK

BIDDER	BID SECURITY	ADDENDUM NO. 1	BASE BID
Tri-State Fire Protection Newburgh, Indiana	NO BID		
Prairie Fire Sprinkler Inc. Decatur, Illinois	NO BID		
F.E. Moran Fire Protection Champaign, Illinois	Bid Bond 5%	yes	\$13,990.00
L & K Fire Protection Marion, Illinois	NO BID		
Illini Builders of Olney Olney, Illinois	Bid Bond 5%	yes	\$9,576.45
Automatic Fire Sprinkler Normal, Illinois	Bid Bond 5%	yes	\$10,340.00

ADVERTISEMENT FOR BIDS

NEW CLASSROOMS AND TOILETS PHASE 2
FRONTIER COMMUNITY COLLEGE
WORKFORCE DEVELOPMENT CENTER
FAIRFIELD, ILLINOIS

FRONTIER COMMUNITY COLLEGE, FAIRFIELD, ILLINOIS issues the following Invitation to Bidders desiring to submit proposals for work at the above titled project.

Bids will be received for the following work:

- DIVISION I - GENERAL WORK
- DIVISION II - PLUMBING WORK
- DIVISION III - HVAC WORK
- DIVISION IV - ELECTRICAL WORK
- DIVISION V - FIRE PROTECTION WORK

at **2:00 p.m. on Tuesday, March 8, 2011** in the Administrative Conference Room, Richard L. Mason Building, 2 Frontier Drive, Fairfield, Illinois 62837.

A pre-bid meeting will not be held. Contractors may contact Frontier Community College by calling 618-842-3711 to obtain permission and schedule a time to document existing conditions.

Immediately after closing time for receiving bids, they will be publicly opened, read aloud and taken under advisement. Owner reserves the right to reject any or all bids or any part thereof, to waive any informalities in bidding and to accept bids deemed most favorable to the Owner.

DESCRIPTION OF WORK

Work consists of construction of new classrooms and toilets in the existing Workforce Development Center. Construction will be metal studs and gypsum board partitions, suspended acoustical ceilings, hollow metal doors and frames, sealed concrete floors, and associated plumbing, fire protection, hvac and electrical work.

Bidding will be as follows:

General Work: Materials only.

Plumbing: Labor and materials.

HVAC Work: Labor and materials.

Electrical Work: Materials and supervision, and labor and materials, as described in bidding documents.

Fire Protection Work: Labor and materials.

Bonafide prime bidders may obtain an individual electronic CD-Rom (which includes specifications and drawings in PDF Format) at the office of Frontier Community College by depositing \$25.00. Those who submit prime bids may obtain refund of deposit by returning CD-Rom in good condition within fifteen (15) days after bid opening. Those Prime Bidders who do not submit a prime bid or those who do not return the CD-Rom within time stipulated above, or who returns damaged CD-Rom shall forfeit entire deposit.

Material suppliers other than bonafide prime bidders and subcontractors may purchase for \$25.00 an individual electronic CD-Rom (which includes specifications and drawings in PDF Format), plus shipping charges, non-refundable.

Bidding documents, Plans and Specifications may be examined by prospective bidders and material suppliers at the office of Frontier Community College.

Bid security in amount and form stipulated in INSTRUCTIONS TO BIDDERS will be required with each bid. No bid may be withdrawn within 30 days after opening of bids.

Successful bidders shall be required to observe 820 ILCS 130/0.01 et. seq., pertaining to wages and known as the "Prevailing Wage Act" as issued by the Illinois Department of Labor.

Successful bidders shall also observe 30 ILCS 560/0.01 et. seq., pertaining to hiring Illinois labor and known as the "Public Work Preference Act" Furthermore, successful bidders shall observe the "Illinois Human Rights Act, as Amended", 775 ILCS 5/1-101 et. seq. and the Rules and Regulations, Title 44, Section 750 of the Illinois Administrative Code, Illinois Department of Human Rights.

The successful bidders and subcontractors shall comply with the Illinois Procurement Code, 30 ILCS 500/30-22, to determine their need for Apprenticeship and Training Program requirement as defined in Project Manual, Section 00 21 13 Instruction to Bidders.

FRONTIER COMMUNITY COLLEGE
FAIRFIELD, ILLINOIS

Agenda Item #10

District Finance

**Financial Report
Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

**TREASURER'S REPORT
February 28, 2011**

FUND	BALANCE
Educational	\$9,685,520.02
Operations & Maintenance	\$1,637,975.80
Operations & Maintenance (Restricted)	\$137,695.61
Bond & Interest	\$305,819.62
Auxiliary	\$1,085,828.43
Restricted Purposes	(\$270,166.75)
Working Cash	\$2,201,334.87
Trust & Agency	\$395,167.08
Audit	(\$15,247.36)
Liability, Protection & Settlement	\$325,588.90
TOTAL ALL FUNDS	\$15,489,516.22

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
February 28, 2011

	ALL FUNDS
	Fiscal Year 2011
ASSETS:	
CASH	15,489,516
IMPREST FUND	22,000
CHECK CLEARING	12,500
INVESTMENTS	8,690,000
RECEIVABLES	3,958,434
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	651,529
OTHER ASSETS	1,416,560
TOTAL ASSETS AND OTHER DEBITS:	30,240,539
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	187,943
ACCOUNTS PAYABLE	46,235
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	803,213
TOTAL LIABILITIES:	1,037,391
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	3,030,328
PR YR BDGTED CHANGE TO FUND BALANCE	621,990
FUND BALANCES:	
FUND BALANCE	20,572,208
RESERVE FOR ENCUMBRANCES	4,978,622
TOTAL EQUITY AND OTHER CREDITS	29,203,148
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	30,240,539

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF February 28, 2011

ALL FUNDS

FY 2011
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	7,726,192
STATE GOVT SOURCES	5,704,848
STUDENT TUITION & FEES	13,138,197
SALES & SERVICE FEES	2,484,694
FACILITIES REVENUE	6,810
INVESTMENT REVENUE	120,370
OTHER REVENUES	129,390
TOTAL REVENUES:	<u>29,310,501</u>

EXPENDITURES:

INSTRUCTION	7,401,181
ACADEMIC SUPPORT	274,550
STUDENT SERVICES	812,623
PUBLIC SERV/CONT ED	39,774
OPER & MAINT PLANT	1,860,852
INSTITUTIONAL SUPPORT	5,204,726
SCH/STUDENT GRNT/WAIVERS	4,499,098
AUXILIARY SERVICES	3,233,633
TOTAL EXPENDITURES:	<u>23,326,437</u>

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	2,125,000
TOTAL TRANSFERS AMONG FUNDS:	<u>2,125,000</u>

NET INCREASE/DECREASE IN NET ASSETS	<u>8,109,064</u>
-------------------------------------	------------------

Illinois Eastern Community Colleges
Operating Fund - Income Statement
CASH BASIS
July 1, 2010 -- February 28, 2011

	Education Fund	O & M Fund	Total Operating Funds
REVENUES:			
Local Government Sources	2,453,759	1,052,968	3,506,727
State Government Sources	3,641,596	2,063,252	5,704,848
Net Tuition and Fees	5,204,971	-	5,204,971
Sales & Service Fees	19,409	-	19,409
Facilities Revenue	3,100	3,160	6,260
Investment Revenue	68,930	18,338	87,268
Other Revenues	82,453	-	82,453
TOTAL REVENUES:	<u>11,474,218</u>	<u>3,137,718</u>	<u>14,611,936</u>
 EXPENDITURES:			
Salaries	9,022,398	501,136	9,523,534
Employee Benefits	1,170,366	93,623	1,263,989
Contractual Services	185,935	151,335	337,270
Materials	704,742	162,496	867,238
Travel & Staff Development	123,102	2,134	125,236
Fixed Charges	169,688	187,360	357,048
Utilities	75,321	677,972	753,293
Capital Outlay	46,876	14,878	61,754
Other	58,328	1,621	59,949
TOTAL EXPENDITURES:	<u>11,556,756</u>	<u>1,792,555</u>	<u>13,349,311</u>
 TRANSFERS :			
Funding Bond Proceeds	2,125,000	-	2,125,000
Interfund Transfers	(1,095,182)	-	(1,095,182)
TOTAL TRANSFERS:	<u>1,029,818</u>	<u>-</u>	<u>1,029,818</u>
 NET INCREASE/DECREASE IN NET ASSETS	 <u><u>947,280</u></u>	 <u><u>1,345,163</u></u>	 <u><u>2,292,443</u></u>

**OPERATING FUNDS
COMPARISON REPORT FY09-11**

College	Category	FISCAL YEAR 2009			FISCAL YEAR 2010			FISCAL YEAR 2011			
		Estimated Budget	Spent Thru February	% of Bdgt	Estimated Budget	Spent Thru February	% of Bdgt	Estimated Budget	Spent Thru February	% of Bdgt	% of Year
Frontier	Bills		\$1,846,026			\$1,228,863			\$1,186,460		
	Payroll		\$1,278,068			1,357,938			1,282,800		
	Totals	\$4,345,598	3,124,094	72%	\$4,389,054	2,586,801	59%	\$4,213,492	2,469,260	59%	67%
Lincoln Trail	Bills		\$1,514,391			1,068,657			1,069,397		
	Payroll		\$1,649,188			1,645,988			1,417,250		
	Totals	4,575,110	3,163,579	69%	\$4,620,861	2,714,645	59%	\$4,436,027	2,486,647	56%	67%
Olney Central	Bills		\$1,979,773			1,484,508			1,466,619		
	Payroll		\$3,018,417			3,214,273			3,019,930		
	Totals	7,117,178	4,998,190	70%	\$7,188,350	4,698,781	65%	\$6,900,816	4,486,549	65%	67%
Wabash Valley	Bills		\$2,372,221			1,785,714			1,624,348		
	Payroll		\$2,206,472			2,083,611			1,904,141		
	Totals	6,340,835	4,578,693	72%	\$6,404,243	3,869,325	60%	\$5,955,946	3,528,489	59%	67%
Workforce Educ.	Bills		\$1,361,529			1,571,019			1,889,851		
	Payroll		\$797,284			833,173			919,628		
	Totals	3,887,648	2,158,813	56%	\$4,150,932	2,404,192	58%	\$4,109,423	2,809,479	68%	67%
District Office	Bills		\$177,609			176,203			153,825		
	Payroll		\$604,270			553,221			523,051		
	Totals	1,322,403	781,879	59%	\$1,217,108	729,424	60%	\$1,168,424	676,876	58%	67%
District Wide	Bills		\$1,150,123			1,110,751			922,891		
	Payroll		\$584,239			522,433			456,734		
	Totals	4,294,128	1,734,362	40%	4,477,402	1,633,184	36%	3,607,771	1,379,625	38%	67%
GRAND TOTALS		\$31,882,900	\$20,539,610	64%	\$32,447,950	\$18,636,352	57%	\$30,391,898	\$17,836,925	59%	67%

Excludes DOC

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
February 28, 2011

	FY 2011		FY 2010		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	9,523,534	53.39%	10,210,637	54.79%	(687,103)
Employee Benefits	1,263,989	7.09%	1,478,450	7.93%	(214,461)
Contractual Services	337,270	1.89%	456,446	2.45%	(119,176)
Materials	867,238	4.86%	844,106	4.53%	23,132
Travel & Staff Development	125,236	0.70%	112,272	0.60%	12,964
Fixed Charges	357,048	2.00%	345,496	1.85%	11,552
Utilities	753,293	4.22%	737,860	3.96%	15,433
Capital Outlay	61,754	0.35%	143,267	0.77%	(81,513)
Other	4,547,563	25.50%	4,307,818	23.12%	239,745
	<u>17,836,925</u>	<u>100.00%</u>	<u>18,636,352</u>	<u>100.00%</u>	<u>(799,427)</u>

Agenda Item #11
Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

Written Executive Session Minutes

Audio Executive Session Minutes

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 10, 2011
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1, 400.2., 400.3. and 400.4. will be mailed under separate cover.

INDEX

400.1. Employment of Personnel

400.2. Change-In-Status

400.3. Temporary Contractual Employment

400.4. Resignations

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Phillip Brooks, Workforce Education Instructor, effective March 16, 2011

B. Classified

1. Tiffany Cowger, Upward Bound Counselor (GR), OCC/DO, effective March 17, 2011, contingent upon continued grant funding.

400.2. Change-In-Status

A. Professional/Non-Faculty

1. Kevin Bowers, Interim Head Baseball Coach and Interim Athletic Director, LTC to Head Baseball Coach/Athletic Director, effective March 16, 2011.

400.3. Temporary Contractual Employment

A. Professional/Non-Faculty

1. Tamala Stanley, Temporary Assistant Program Director of Cosmetology, OCC, effective March 17, 2011

400.4. Resignation

A. Classified

1. Darby Dishong, Career Advisor, LTC, effective March 19, 2011
2. Tressie Facculyn-Gous, Library Assistant, OCC, effective April 30, 2011

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Adjournment