

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

October 16, 2012



Location:

**Frontier Community College
2 Frontier Drive
Fairfield, Illinois 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**

October 16, 2012

7:00 p.m.

**Frontier Community College
Foundation Hall**

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes CEO Bruce
3. Public Hearing on 2012 Tax Levy..... Fischer
4. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
5. Public Comment
6. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
7. Policy First Reading (and Possible Approval) Bruce
 - A. None
8. Policy Second Reading..... Bruce
 - A. None
9. Staff Recommendations for Approval
 - A. Certificate of Compliance with the Truth in Taxation Law Bruce
 - B. GASB Designation of Tax Levy Year Browning
 - C. Certification of Tax Levy for Calendar Year 2012..... Browning
 - D. Health Savings Accounts, Calendar Year 2013..... Browning
 - E. Consideration and Action on a Resolution Ratifying the Order Calling the Bond Issuance Notification Hearing Bruce
 - F. Public Hearing Concerning the Intent of the District to Sell Protection, Health and Safety Bonds and Working Cash Fund Bonds Bruce
 - G. Eligibility for Special Tax Levy Bruce
 - H. Tuition Increase Required by Equalization Bruce
 - I. Employee Health and Dental Insurance Renewal Bruce
 - J. Insurance Service Agreement..... Bruce
 - K. Affiliation Agreement with Lawrence County Ambulance – Emergency Response ... Bruce
 - L. Affiliation Agreement with Williamson County Ambulance – Emergency Response Bruce
 - M. Affiliation Agreement with Edwards County Ambulance – Emergency Response Bruce
 - N. Affiliation Agreement with Wolf Eye Care – Medical Office Assistant Bruce

- O. Affiliation Agreement with Richland County Health – Medical Office Assistant Bruce
 - P. Affiliation Agreement with Cotillion Ridge Nursing Center – Basic Nurse Assistant Bruce
 - Q. Addendum to Affiliation Agreement with Women’s Hospital – ADN Bruce
10. Bid Committee Report..... Bruce
 - A. None
 11. District Finance
 - A. Financial Report Browning
 - B. Approval of Financial Obligations Browning
 12. Chief Executive Officer’s Report Bruce
 13. Executive Session Bruce
 14. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes Bruce
 - B. Audio Executive Session Minutes Bruce
 15. Approval of Personnel Report Bruce
 16. Litigation Bruce
 17. Other Items
 18. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, September 18, 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, Gary Carter, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson “Jr.,” Marilyn J. Wolfe. Also present was Logan Carlson, student trustee. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Matt Fowler, President of Wabash Valley College.
Mitch Hannahs, President of Lincoln Trail College.
Rodney Ranes, President of Olney Central College.
Timothy Taylor, President of Frontier Community College.
Roger Browning, Chief Finance Officer/Treasurer.
Tara Buerster, Director of Human Resources.
Christine Cantwell, Associate Dean of Academic & Student Support Services.
Alex Cline, Director of Information & Communications Technology.
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, August 21, 2012 were presented for disposition.

Board Action to Approve Minutes: Trustee Gary Carter made a motion to approve minutes of the August 21, 2012 meeting as prepared. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

AGENDA #3 – “Budget Hearing” – The Chairman announced that the next agenda item for the Board of Trustees is a public hearing to receive comments on the fiscal year 2013 budget. The Chair asked for a motion that the Board recess its regular meeting and reconvene immediately following the budget hearing. Trustee Brenda Culver made a motion that the Board recess its regular meeting and reconvene immediately following the budget hearing. 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.

A. Motion to Convene Budget Hearing: Trustee Brenda Culver made the following motion: “I move that Illinois Eastern Community College District 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White now convene a budget hearing on this 18th day of September, 2012. The purpose of the budget hearing is to receive public comments on the FY2013 Budget of the District.” Trustee Marilyn Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

B. Hearing on FY2013 Budget: The Chairman declared that the Board is now in a hearing on the FY2013 budget and directed the Secretary to call the roll for Board attendance. The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present: John D. Brooks, Gary Carter, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson “Jr.,” Marilyn J. Wolfe. Also present was Logan Carlson, student trustee. Trustees absent: None. The Chair declared that a quorum is present and the budget hearing is now open.

C. Public Oral Testimony: The Chairman asked if any member of the public wished to provide oral testimony on the FY2013 budget. There was no oral testimony presented.

D. Public Written Testimony: The Chairman asked if any member of the public wished to provide written testimony on the FY2013 budget. There was no written testimony presented.

E. Public Hearing Adjourned: The Chairman announced that all persons desiring to be heard have been given an opportunity to provide oral or written testimony with respect to the FY2013 community college district budget and asked for a motion to adjourn the hearing. Trustee Brenda Culver made a motion that the public hearing be adjourned. Trustee Michael Correll seconded the motion and on a roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and that the budget hearing was adjourned and the Board of Trustees was now in open, public session for the transaction of business, a quorum being present.

AGENDA #4 – “Recognition of Visitors & Guests” –

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

#4-B. IECEA Representative: Rob Mason, President of Illinois Eastern Colleges Education Association, expressed appreciation to all individuals involved in the collective negotiations process for the cooperation that resulted in a new contract with the full-time faculty union.

AGENDA #5 – “Public Comment” – The Board of Trustees recognized Harry Hillis, Board Secretary, for 45 years of service to the District. He has been the only Board Secretary since the District’s formation. A cake in honor of Hillis said “45 years down, 45 to go.”

AGENDA #6 – “Reports” –

#6-A. Report from Trustees: None.

#6-B. Report from Presidents: Written reports were presented from each of the colleges. LTC President Hannahs reported that an open house will be held in the Welding Department on October 5, 2012. OCC President Raney reported that the Radiology Lab has been completed.

#6-C. Report from Cabinet: None.

AGENDA #7 – “Policy First Readings (and Possible Approval)” – None.

AGENDA #8– “Policy Second Readings” – None.

AGENDA #9 – “Staff Recommendations for Approval” – The following staff recommendations were presented for approval.

#9-A. IECC 2012 Fact Book: Chris Cantwell reviewed the IECC 2012 Fact Book. The Fact Book contains basic information about the community college district. The book gathers information from various sources into one central document regarding students, enrollment history, degrees and certificates granted, financial aid received and distributed, and the district’s

annual budgets and operation. The time period covered, in most cases, is academic year 2011-2012. Total annual enrollment of credit students was 31,557, generating a total of 145,887 credit hours. In-district student residency enrollment comprised 68% of the total, while out-of-district students totaled 30%, 1% out-of-state students, and 1% foreign students. The IECC district employs a total of 297 full-time faculty and staff, and 663 part-time faculty and staff. A total of \$12,419,087 in federal and state financial aid was received by IECC students in fiscal year 2011.

The CEO recommended approval of the IECC 2012 Fact Book.

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

#9-B. IECC Self-Study and Application for Recognition: Chris Cantwell reviewed the IECC Self-Study and Application for Recognition for submission to the Illinois Community College Board. ICCB requires that community colleges apply for recognition to qualify for state funding. Recognition is a statutory term describing the status of a district which meets instructional, administrative, financial, facility and equipment standards by statute. On a five year cycle, ICCB conducts recognition evaluations to assure that each college is in compliance with these standards. As required, the IECC District has reviewed the standards identified in the ICCB Recognition Manual and has determined that the District consistently exceeds or meets the standards required for recognition. The CEO recommended approval.

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

#9-C. Certification of Chargeback: Roger Browning reviewed the Illinois Community College Board Certification of Chargeback form for fiscal year 2013. The out-of-district cost per semester hour is \$245.96. Chargeback reimbursement per semester credit hour is \$119.76. Cost per semester credit hour for out-of-state and international students is \$310.05. The CEO recommended approval of the Certification of Chargeback document as presented.

Board Action: Trustee Marilyn Wolfe made a motion to adopt the ICCB Certification of Chargeback document for FY2013 as presented and recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-D. 2012 Estimated Tax Levy Resolution: Roger Browning reviewed the Estimated Tax Levy Resolution. The CEO recommended adoption of the following resolution regarding estimated amounts necessary to be levied in 2012.

**RESOLUTION REGARDING ESTIMATED AMOUNTS
NECESSARY TO BE LEVIED FOR THE YEAR 2012**

WHEREAS, the Truth in Taxation Law requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended or estimated to be extended for 2011 was:

Education Purposes	\$2,235,492
Operations and Maintenance Purposes	967,060
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	569,588
Audit	64,470
Other	0
 Total	 \$3,836,610

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2012 is as follows:

Education Purposes	\$2,362,500
Operations and Maintenance Purposes	1,012,500
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	575,000
Audit	80,000
Other	0
 Total	 \$4,030,000

WHEREAS, the Truth in Taxation Law, as amended, requires that all taxing districts in the State of Illinois provide a date in the Notice concerning the levies made for debt service made pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the aggregate amount of property taxes extended for the bond and interest purposes for 2011 was \$1,861,250; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2012 is \$864,875.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees, Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, as follows:

Section 1: The aggregate amount of taxes estimated to be levied for the year 2012 is \$4,030,000.

Section 2: The aggregate amount of taxes estimated to be levied for the year 2012 does exceed 105% of the taxes extended by the district in the year 2011.

Section 3: The aggregate amount of taxes estimated to be levied for the year 2012 for debt service is a 53% decrease over the taxes extended for debt service for 2011.

Section 4: Public notice shall be given in the following newspapers of general circulation in said district,

Albion Journal Register, Edwards County
Bridgeport Leader, Lawrence County
Carmi Times, White County
Clay County Republican, Clay County
Daily Republican Register, Wabash County
Lincoln Trail Publishing, Clark County
McLeansboro Times Leader, Hamilton County
Newton Press-Mentor, Jasper County
Olney Daily Mail, Richland County
Robinson Daily News, Crawford County
Toledo Democrat, Cumberland County
Wayne County Press, Wayne County

and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with type no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

NOTICE OF PROPOSED TAX INCREASE FOR
ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529

- I. A public hearing to approve a proposed property tax levy increase for Illinois Eastern Community Colleges District No. 529 for 2012 will be held on October 16, 2012 at 7:00 p.m. at Frontier Community College, Fairfield, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Roger Browning, Chief Finance Officer, 233 East Chestnut Street, Olney, IL 62450; phone: (618-393-2982).

- II. The corporate and special purpose property taxes extended or abated for the year 2011 were \$3,836,610.

The proposed corporate and special purpose property taxes to be levied for 2012 are \$4,030,000. This represents a 5% increase over the previous year extension.

III. The property taxes extended for debt service for 2011 were \$1,861,250.

The estimated property taxes to be levied for debt service and public building commission leases for 2012 are \$864,875. This represents a 53% decrease over the previous year.

IV. The total property taxes extended or abated for 2011 were \$5,697,860.

The estimated total property taxes to be levied for 2012 are \$4,894,875. This represents a 14% decrease over the previous year extension.

Section 5: This resolution shall be in full force and effect forthwith upon its passage.

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

#9-E. Resolution Establishing Tax Levy Hearing: The CEO recommended adoption of the following resolution providing for a tax levy hearing:

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community College District No. 529 of the State of Illinois, that the following requirements are hereby established relative to the tax levy for said community college district for 2012 for taxes due and collectible in 2013:

1. Date of Fiscal Year: July 1, 2013 - June 30, 2014.
2. Publication of Notice of Public Hearing on Tax Levy: After October 3, 2012 and before October 8, 2012.
3. Public Hearing on Tax Levy: October 16, 2012, at the hour of 7:00 p.m. local time, Frontier Community College, Fairfield, Illinois.
4. Adoption of Tax Levy: October 16, 2012, following the Public Hearing.

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

#9-F. FY2013 Budget: A public hearing having been held, the CEO recommended adoption of the following resolution approving the FY2013 budget.

Budget of Illinois Eastern Community Colleges, Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, for the Fiscal Year beginning July 1, 2012 and ending June 30, 2013.

WHEREAS the Board of Trustees of Illinois Eastern Community Colleges, Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 18th day of September, 2012, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with:

NOW, THEREFORE, be it Resolved by the Board of Trustees of said district as follows:

Section 1. That the fiscal year of the Community College District be and the same hereby is fixed and declared to be beginning July 1, 2012 and ending June 30, 2013.

Section 2. That the following budget containing an estimate of amounts available in each Fund, separately, and of expenditures from each be and the same is hereby adopted as the budget of this Community College District for the said Fiscal Year.

SUMMARY STATEMENT OF OPERATING FUNDS – REVENUES AND EXPENDITURES

EDUCATION FUND: Revenue 28,846,138; Expense (28,891,138); Transfer-Out (1,178,635); Excess (Deficiency) (1,223,635); Transfer-In 45,000; Reserve for Contingencies (1,201,965); Cash Balance Beginning of Year 2,380,600; Cash Balance End of Year 0.

OPERATIONS & MAINTENANCE FUND: Revenue 3,392,227; Expense (3,392,227); Transfer-Out 0; Excess (Deficiency) 0; Transfer-In 0; Reserve for Contingencies (328,571); Cash Balance Beginning of Year 328,571; Cash Balance End of Year 0.

TOTAL OPERATING FUNDS: Revenue 32,138,365; Expense (32,138,365); Transfer-Out (1,178,635); Excess (Deficiency) (1,223,635); Transfer-In 45,000; Reserve for Contingencies (1,530,536); Cash Balance Beginning of Year 2,709,171; Cash Balance End of Year 0.

SUMMARY STATEMENT OF SPECIAL FUNDS

OPERATIONS & MAINTENANCE FUND RESTRICTED: Revenue 2,500,000; Expense (1,500,000); Excess (Deficiency) 1,000,000; Reserve for Contingencies (1,001,731); Cash Balance Beginning of Year 1,731; Cash Balance End of Year 0.

BOND & INTEREST FUND: Revenue 1,861,250; Expense (1,861,250); Excess (Deficiency) 0; Reserve for Contingencies (324,438); Cash Balance Beginning of Year 324,438; Cash Balance End of Year 0.

AUXILIARY FUND: Revenue 3,327,138; Expense (4,826,493); Transfer-Out (25,000); Excess (Deficiency) (1,524,355); Transfer-In 1,178,635; Reserve for Contingencies (717,594); Cash Balance Beginning of Year 1,063,314; Cash Balance End of Year 0.

WORKING CASH FUND: Revenue 2,020,000; Expense 0; Excess (Deficiency) 2,020,000; Reserve for Contingencies (2,182,583); Transfer-Out (20,000); Cash Balance Beginning of Year 182,583; Cash Balance End of Year 0.

AUDIT FUND: Revenue 80,000; Expense (71,523); Excess (Deficiency) 8,477; Reserve for Contingencies (8,477); Cash Balance Beginning of Year 0; Cash Balance End of Year 0.

LIABILITY & PROTECTION FUND: Revenue 565,000; Expense (624,168); Excess (Deficiency) (59,168); Reserve for Contingencies 0; Cash Balance Beginning of Year 59,168; Cash Balance End of Year 0.

Board Action: Trustee John Brooks made a motion to adopt the budget for Illinois Eastern Community Colleges District No. 529 for fiscal year 2013 as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-G. FY2012 Audit: The Illinois Community College Board (ICCB) requires the Board of Trustees to complete and approve an annual audit and that it be forwarded to the ICCB for filing by October 15. The Audit Committee comprised of Trustee Marilyn Wolfe and Trustee John Brooks met with the Chief Executive Officer, the Chief Finance Officer, and the independent auditors on September 12, 2012. The draft audit was reviewed in detail. The audit indicated that there were no adverse findings and that the District complied with generally accepted accounting principles. The Audit Committee reported on its review of the audit and its meeting with the auditors. The auditors were complimentary concerning the staff, the audit, procedures that are in place, and the financial status of the District.

The CEO recommended that the Board adopt the following resolution to accept the audit and to authorize forwarding the audit to the Illinois Community College Board.

WHEREAS, 110 ILCS 805/3-22.1 of the Illinois Public Community College Act requires the conduct of an annual audit for Illinois Eastern Community Colleges District #529.

WHEREAS, it is required that the Board of Trustees review and accept the annual audit.

WHEREAS, it is required that the audit be submitted to the Illinois Community College Board.

THEREFORE, SO BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community Colleges District #529, accepts and approves the annual audit of the district as submitted by CliftonLarsonAllen LLP.

FURTHER, BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community Colleges District #529 authorizes the Chief Executive Officer to submit the audit to the Illinois Community College Board.

Board Action: Trustee John Brooks made a motion to accept the FY2012 audit and to adopt the foregoing resolution to authorize the CEO to submit the annual financial audit to the ICCB as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-H. Underwriter & Bond Counsel for Issuance of PHS & Working Cash fund

Bonds: To prepare for the issuance of PHS and Working Cash Fund bonds, the Board needs to retain an underwriter and bond counsel. First Mid-State Inc. was retained by the Board to be the underwriters with respect to the District's last bond issuance and performed quite well.

First Mid-State will make a debt analysis of bonds presently outstanding and the tax rates required to service both principal and interest payments of the proposed bonds. First Mid-State would recommend maturity schedules, prepare preliminary and final issuance statements, make recommendations as to possible issuance dates, and cooperate with the District's architect, attorneys and bond counsel. In addition, they would assist in meeting all disclosure requirements of the State of Illinois, the Securities Exchange Commission, and the Financial Industry Regulatory Authority. First Mid-State will coordinate the printing, distribution and bond closing, and act as underwriter for the issuer in the marketing of the bonds.

The Board also must retain Bond Counsel and First Mid-State recommends that the firm of Chapman and Cutler LLP be retained as bond attorneys and if the principal amount of bonds issued is \$200,000.00 or greater, First Mid-State will pay the expenses of Chapman and Cutler.

The PHS bonds may be structured as tax exempt obligations, which will require that the District comply with various Internal Revenue Service requirements and restrictions relating to how the District uses and invests the proceeds of the bonds. The Working Cash Fund bonds will not be tax exempt.

The CEO recommended that Chapman and Cutler, Chicago, Illinois, be authorized to prepare the necessary legal documents for the proposed issuance of \$4,690,000.00 in bonds and execute an agreement retaining First Mid-State Inc., Bloomington, Illinois, as underwriter for the bonds.

Board Action: Trustee Marilyn Wolfe made a motion that Chapman and Cutler be authorized to prepare the necessary legal documents for the proposed issuance of \$4,690,000.00 in bonds and execute an agreement retaining First Mid-State Inc. as underwriter for the bonds as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-I. Ameren Assessment Complaint for 2010: At the June 19, 2012 Board of Trustees meeting, a resolution was approved dealing with the 2009 assessment of property owned by the Ameren Energy Generating Company located in Jasper County.

Since that action, the Jasper County Board of Review (BOR) and Ameren Energy Generating Company are in a dispute over the 2010 assessment of property in Jasper County. The BOR assessed the property for assessment year 2010 at \$123,937,875.00. Ameren has appealed and asked for a property tax assessment of \$101,475,390.00.

The Board of Trustees of Illinois Eastern Community Colleges, a taxing body within Jasper County, has the right to intervene before the Illinois Property Tax Appeal Board (PTAB) with other taxing bodies in Jasper County. Fred Lane, attorney, has represented the District in the past and would handle the appeal. The fees involved will be equally split between the taxing bodies based upon their percent of funds collected from the Ameren property. In the past, the cost to the District has been less than \$8,000.00.

The CEO recommended adoption of the following resolution, giving the Board's approval to intervene in the Ameren Energy Generating Company assessment matter before the Property Tax Appeal Board.

Resolution

In the Matter of: STATE PROPERTY TAX APPEAL - AMEREN ENERGY GENERATING CO., PROPERTY INDEX NUMBER 83-11-23-300-001 (SEE ATTACHMENT)

WHEREAS, AMEREN ENERGY GENERATING CO. has filed an appeal of the Decision of the Jasper County Board of Review to the State of Illinois Property Tax Appeal Board; and

WHEREAS, it is in the best interests of the citizens of ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT that the BOARD intervenes in this appeal.

NOW, THEREFORE, THE ILLINOIS EASTERN COMMUNITY COLLEGE 529 BOARD OF TRUSTEES DOES HEREBY RESOLVE AS FOLLOWS:

The ILLINOIS EASTERN COMMUNITY COLLEGE 529 BOARD OF TRUSTEES shall intervene in the AMEREN ENERGY GENERATING CO. Property Tax Appeal. The law firm of Robbins Schwartz Nicholas Lifton & Taylor, Ltd., Fred Lane Attorney, is hereby authorized to file the necessary paperwork with State of Illinois Property Tax Appeal Board.

Board Action: Trustee Brenda Culver made a motion adopt the foregoing resolution, to intervene in the Ameren Energy Generating Company assessment matter before the Property Tax Appeal Board as recommended. Student Trustee Logan Carlson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-J. Appointment of Election Clerk and Deputy Election Clerk: The Board of Trustees is responsible for various election duties for the Board of Trustees election to be held on April 9, 2013. The CEO recommended that Harry Hillis, Board Secretary, be appointed Election Clerk, and Susan Renee Smith be appointed Deputy Election Clerk to assist in various election duties, and that they serve in these positions until such time as successors are appointed and qualified.

Board Action: Trustee Gary Carter made a motion to appoint Harry Hillis to be Election Clerk and Susan Renee Smith to be Deputy Election Clerk as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-K. Medical Director Services Agreement: Frontier Community College operates an Emergency Response Training Program. The college wishes to retain Dr. Kyle Kakac, M.D. and Dr. Christopher Ballard, M.D. to oversee the medical aspects of the program. The District agrees to pay each physician at its existing adjunct faculty pay scale rate for instructing two paramedic courses per year. Dr. Kakac or Dr. Ballard may act as medical directors of the Emergency Response Training Program or they may decide to split the duties and become co-directors.

FCC will coordinate course instruction and skills examinations with the physicians involved and develop a written set of clinical outcomes and objectives. An evaluation form will be prepared for use by clinical supervisors and field training officers. FCC will administer the program, and provide admission, academic and guidance services. The agreement will begin on October 1, 2012 and will be subject to an annual review by June 1st of each year.

The CEO recommended approval of the Medical Director Services Agreements with Drs. Kakac and Ballard and to correct the agreement with Dr. Kakac to show his name in the document where appropriate.

Board Action: Trustee Michael Correll made a motion to approve the Medical Director Services Agreements with Drs. Kakac and Ballard and to correct the agreement with Dr. Kakac to show his name in the document where appropriate, as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-L. Electronic Medical Records Program Handbook: Changes have been made in Lincoln Trail College's Electronic Medical Records Certificate Program, formerly H.I.M. The following changes need to be made beginning with the 2013 Summer Term. The exam fee needs to be increased from the current \$168.00 to \$273.00. This fee will allow students to take the Certified Billing and Coding Specialist Test, the Clinical Medical Administrative Assistant Test, and the Certified Electronic Health Records Specialist Test. The one fee will pay for all the exams. Additionally, the program will assess a \$5.00 Handbook Fee.

The CEO recommended approval of LTC's Electronic Medical Records Program Handbook, the Test Assessment Fee, and the Handbook Fee.

Board Action: Trustee Brenda Culver made a motion to approve LTC's Electronic Medical Records Program Handbook, the Test Assessment Fee, and the Handbook Fee as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #10 – “Bid Committee Report” – The Bid Committee presented the following recommendations and the CEO recommended approval:

A. Frontier Community College

1. Tractor-Mower

The Bid Committee recommended acceptance of the low bid that meets all specifications from McLean Implement, Inc., Wayne City, IL, for a total bid of \$8,452.00, including trade-in.

Source of Funds: Operations & Maintenance Fund. Department: Operations & Maintenance.

This piece of equipment will replace two aging pieces of grounds equipment.

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

B. Lincoln Trail College

1. Theatre Sound System

The Bid Committee recommended acceptance of the low bid that meets all specifications from ProSource (F & G), Urbana, IL, for a total bid of \$47,419.00.

Source of Funds: Auxiliary Fund. Department: Performing Arts Department.

Rationale for Purchase: Replacement of outdated equipment.

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

AGENDA #11 – “District Finance” – The following district financial matters were presented:

#11-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of August 31, 2012.

#11-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for September 2012, totaling \$866,160.99, 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 September 2012, in the amounts listed, and payments from the revolving fund for August 2012. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #12 – “Chief Executive Officer's Report” – CEO Terry Bruce presented reports on the following informational items:

1. Concussion Management Training: The IECC District has a concussion management policy in place.

2. Illinois Community College Board: Terry Bruce, IECC CEO/COO, has been appointed by Gov. Patrick Quinn to the Illinois Community College Board.

3. Attorney General Training – Open Meetings Act: Reminder that training must be completed.

4. Enrollment: Comparing September 2011 to September 2012, IECC reimbursable headcount is down 10% while FTE is down 8%.

AGENDA #13 – “Executive Session” – The Board of Trustees did not hold an executive session at this meeting.

AGENDA #14 – “Approval of Executive Session Minutes” – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, August 21, 2012.

Change Order of Agenda: Without objection, the Chair directed that the order of the agenda be changed, to consider Agenda Item #16 before Agenda Item #15.

AGENDA #16 – “Collective Bargaining” –

A. Consideration of Collective Bargaining Agreement with IECEA: The CEO presented and recommended approval of a new two-year contract between the Board of Trustees of Illinois Eastern Community Colleges, District No. 529 and the Illinois Eastern Colleges Education Association, IECEA, IEA-NEA. The contract was ratified by the Faculty Union on September 11, 2012. It calls for a 2.75% base salary increase for the 2012-2013 academic year, and a 2.75% increase for the 2013-2014 academic year. Among other topics addressed in the new contract are overload pay, summer school pay, health insurance, pay dates and various other items. The contract begins September 1, 2012 and expires at midnight on August 31, 2014, with no reopener.

Board Action: Trustee Gary Carter made a motion to approve the new two-year contract with the Illinois Eastern Colleges Education Association as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Approval of Personnel Report” – The CEO presented the following amended Personnel Report and recommended approval.

400.1. Employment of Personnel

A. Faculty

1. Megan Heindselman, Nursing Instructor, effective October 1, 2012.

400.2 FY2013 Administration and Staff Salaries: Fiscal Year 2012-2013 Guidelines for Full-Time Employee (Non-Bargaining Unit) Wage Increases:

1. Full-time employees working before June 1, 2012, are eligible for a wage increase. Employees with hire dates of June 1, 2012, to August 31, 2012, will be eligible for an

increase at the six-month anniversary date. Employees with a hire date September 1, 2012 or later are not eligible for the increase.

2. All full-time employees (non-bargaining unit) will receive a 2.75% pay increase, unless otherwise noted.
3. All increases are effective September 1, 2012, unless otherwise noted.
4. Entry levels for all non-faculty positions will be increased by 2.75%.

400.3. Administration and Staff Entry Level Rates: Increase by 2.75%.

400.4. Resignation

A. Faculty

1. Janet Kinkade, Nursing Instructor, effective September 30, 2012.

Personnel Report Addendum

400.5. Employment of Personnel

A. Professional/Non-Faculty

1. William (Derick) Robertson, Bookstore Manager (AUX), WVC, effective September 24, 2012.

400.6. Administrative Guidelines Changes

A. Administrative Guideline Changes for Full-Time Bargaining Unit Faculty

1. Internships and Independent Study (Fall and Spring Semesters)

<u>Rate</u>	<u>Effective Date</u>
\$44 per student, per credit hour	Fall 2012
\$45 per student, per credit hour	Fall 2013
2. Internships and Independent Study (Summer Semester)

<u>Rate</u>	<u>Effective Date</u>
\$51 per student, per credit hour	Summer 2013
\$52 per student, per credit hour	Summer 2014

#15-A. Board Action to Amend Personnel Report: Trustee William Hudson made a motion to amend the Personnel Report, to add an addendum containing Sections 400.5 and 400.6, as recommended. Trustee Michael Correll seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

#15-B. Board Action to Approve Amended Personnel Report: Trustee Michael Correll made a motion to approve the foregoing amended Personnel Report as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver,

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

AGENDA #17 – “Litigation” – The CEO presented an update on the status of pending litigation.

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” – Trustee Gary Carter made a motion to adjourn. Student Trustee Logan Carlson seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:55 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Public Hearing on 2012 Tax Levy

Agenda Item #4

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

Agenda Item #5

Public Comment

Agenda Item #6

Reports

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

Agenda Item #7

Policy First Reading (and Possible Approval)

None

Agenda Item #8

Policy Second Reading

None

Agenda Item #9

Staff Recommendations for Approval

Agenda Item #9A

Certificate of Compliance with the Truth in Taxation Law

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 16, 2012
SUBJECT: Certificate of Compliance with the Truth in Taxation Law

At the September 18th Board meeting, the Board approved the District's estimated aggregate tax levy and required that notice of the District's levy be placed in District newspapers and that a hearing be conducted on the levy pursuant to the Truth in Taxation Law which requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the District.

Since the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended upon the levy of the preceding year, public notice was given and a public hearing was held on the District's intent to adopt a tax levy in an amount which is more than 105% of such extension for the preceding year.

The Board estimated the aggregate amount of taxes to be levied for the year 2012 is \$4,030,000 and that the aggregate amount of taxes estimated to be levied for the year 2012 did exceed 105% of the taxes actually extended by the district in the year 2011. Public notice was placed in the following newspapers of general circulation in District,

Prairie Post, Edwards County
Bridgeport Leader, Lawrence County
Carmi Times, White County
Clay County Advocate, Clay County
Daily Republican Register, Wabash County
Lincoln Trail Publishing, Clark County
McLeansboro Times Leader, Hamilton County
Newton Press-Mentor, Jasper County
Olney Daily Mail, Richland County
Robinson Daily News, Crawford County
Toledo Democrat, Cumberland County
Wayne County Press, Wayne County

The notice was published not more than 14 days nor less than 7 days prior to the hearing. A public hearing was held in the manner and time described in the notice.

I ask the Board's approval of the attached Truth in Taxation Certificate of Compliance.
TLB/rs

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of Illinois Eastern Community College District No. 529 and as such presiding officer, I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions Sections 18-60 through 18-85 of the "Truth in Taxation" Law.

CHECK ONE OF THE CHOICES BELOW:

The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law, and a copy of the ad is attached.

The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, notice and a hearing were not necessary.

The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.

The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

This certificate applies to the 2012 levy.

Date: _____

Presiding Officer _____
(Signature)

NOTICE OF PROPOSED TAX INCREASE FOR
ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529

- I. A public hearing to approve a proposed property tax levy increase for Illinois Eastern Community Colleges District No. 529 for 2012 will be held on October 16, 2012 at 7:00 p.m. at Frontier Community College, Fairfield, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Roger Browning, Chief Finance Officer, 233 East Chestnut Street, Olney, IL 62450; phone: (618-393-2982).

- II. The corporate and special purpose property taxes extended or abated for the year 2011 were \$3,836,610.

The proposed corporate and special purpose property taxes to be levied for 2012 are \$4,030,000. This represents a 5% increase over the previous year extension.

- III. The property taxes extended for debt service for 2011 were \$1,861,250.

The estimated property taxes to be levied for debt service and public building commission leases for 2012 are \$864,875. This represents a 53% decrease over the previous year.

- IV. The total property taxes extended or abated for 2011 were \$5,697,860.

The estimated total property taxes to be levied for 2012 are \$4,894,875. This represents a 14% decrease over the previous year extension.

Section 5: This resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 18th day of September 2012.

BOARD OF TRUSTEES
ILLINOIS EASTERN COMMUNITY COLLEGES
COUNTIES OF RICHLAND, CLARK, CLAY,
CRAWFORD, CUMBERLAND, EDWARDS,
HAMILTON, JASPER, LAWRENCE, WABASH,
WAYNE AND WHITE
STATE OF ILLINOIS

By: G. Andrew Fischer
Chairman

ATTEST:
Harry Hillis, Jr.
Secretary

Agenda Item #9B

GASB Designation of Tax Levy Year

MEMORANDUM

TO: Board of Trustees
FROM: Roger Browning
DATE: October 16, 2012
RE: GASB Designation of Tax Levy Year

Under guidelines established by the Governmental Accounting Standards Board (GASB), IECC may designate the fiscal year that the District's tax levy is to be recognized as income. Currently, the District levies and extends taxes based upon a calendar year. The calendar year overlaps the District's school year and the District's fiscal year.

The following resolution clarifies that under GASB guidelines, taxes levied by the District for calendar year 2012 will be collected late in calendar year 2013, and that income from the collection of such funds will be allocated 100% to Fiscal Year 2014 (July 1, 2013 – June 30, 2014).

I ask the Board's adoption of this resolution.

RB/cr

RESOLUTION SETTING FORTH TAX LEVIES FOR 2012

Be it resolved by the Board of Trustees of Illinois Eastern Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the Board hereby incorporates, by reference, all prior resolutions adopted in calendar year 2012 concerning tax levies and extensions

Be it further resolved by the Board of Trustees of Illinois Eastern Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the sum of Two Million Three Hundred Sixty Two Thousand Five Hundred Dollars (\$2,362,500) be levied as a tax for Educational purposes; and the sum of One Million Twelve Thousand Five Hundred Dollars (\$1,012,500) be levied as a tax for Operations and Maintenance purposes; and the sum of Two Hundred Eighty Thousand Dollars (\$280,000) be levied as a special tax for Social Security and Medicare purposes; and the sum of Eighty Thousand Dollars (\$80,000) be levied as a special tax for Financial Audit purposes; and the sum of Fifty Five Thousand Dollars (\$55,000) be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunities Act; and the sum of Two Hundred Forty Thousand Dollars (\$240,000) be levied as a special tax for Worker’s Compensation and Unemployment purposes on the equalized assessed value of the taxable property of Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, State of Illinois, for the year 2012 to be collected in the year 2013; and that the income from the levy for the year 2013 be allocated 100% for Fiscal Year 2014.

Adopted this 16th day of October, A.D. 2012

AYES: _____

NAYS: _____

ABSENT: _____

Chairman, Board of Trustees Date
Community College District #529

ATTEST:

Secretary, Board of Trustees Date
Community College District #529

Agenda Item #9C

Certification of Tax Levy for Calendar Year 2012

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 16, 2012
SUBJECT: Certification of Tax Levy for Calendar Year 2012

The Board must certify IECC's tax levies for Calendar Year 2012 for taxes collected in Calendar Year 2013 and considered as income in Fiscal Year 2014. The Certificate of Tax Levy is attached for your review. Prior years' information is also presented in a fiscal year format for comparison purposes.

In addition to the education and building fund, this certificate of tax levy will carry the statement that an additional levy must be made by each County Clerk for the outstanding bond issue and tort liability, workmen's compensation, audit, unemployment, Medicare and other insurance.

The tax rate for Calendar Year 2012 is estimated at 46.32 cents per \$100 in equalized assessed valuation.

I recommend that the Certificate of Tax Levy for Calendar Year 2012 be approved as presented.

TLB/cr

CERTIFICATE OF TAX LEVY

Richland, Clark, Clay, Crawford, Cumberland,
Community College District No. 529 County(ies) Edwards, Hamilton, Jasper, Lawrence, Wayne, Wabash & White
Community College District Name Illinois Eastern Community Colleges and State of Illinois

We hereby certify that we require:

- the sum of \$ 2,362,500 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
- the sum of \$ 1,012,500 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 55,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
- the sum of \$ 280,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 80,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 0 to be levied as a special tax for protection, health and safety purposes (110 ILCS 805/3-20.3.01), and
- the sum of \$ 240,000 to be levied as a special tax for (specify) worker's compensation & unemployment purposes, on the taxable property of our community college district for the year 2012.

Signed this 16th day of October, 2012

Chairman of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 1.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

.....
(Detach and return to community college district)

This is to certify that the Certificate of Tax Levy for Community College District No. _____ County(ies) of _____
_____ and State of Illinois on the equalized assessed value of all taxable
property of said community college district for the year 20_____ was filed in the office of the County Clerk of this county on
_____, 20_____.

In addition to an extension of taxes authorized by levies made by the board of said community college district and additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20_____ is \$ _____.

Date County Clerk and County

**Illinois Eastern Community Colleges
Tax Levy History**

It is necessary to certify our tax levies for FY 2014, beginning July 1, 2013 and ending June 30, 2014. This information and that of prior years is presented below to assist in evaluating next year's levy.

FISCAL YEAR	ACTUAL EAV	EDUCATIONAL LEVY	BUILDING LEVY	OPERATING LEVY	OPERATING TAX EXTENSION	TOTAL TAX LEVY RATE	ACTUAL EXTENSION TAX RATE	
1994	710,255,106	1,313,000	562,000	1,875,000	1,775,638	45.56	43.15	
1995	743,421,002	1,330,000	570,000	1,900,000	1,858,553	43.02	42.08	
1996	789,479,991	1,400,000	600,000	2,000,000	1,973,700	42.99	42.42	
1997	840,096,133	1,555,000	667,000	2,222,000	2,100,240	42.66	40.32	
1998	904,660,676	1,610,000	690,000	2,300,000	2,261,652	46.24	45.47	
1999	945,037,299	1,800,000	765,000	2,565,000	2,362,593	48.07	44.28	
2000	983,802,073	1,820,000	780,000	2,600,000	2,459,505	46.27	43.77	
2001	980,620,689	1,837,500	787,500	2,625,000	2,451,552	44.71	41.76	
2002	1,010,227,912	1,837,500	787,500	2,625,000	2,525,570	46.91	45.13	
2003	1,019,727,226	1,925,000	825,000	2,750,000	2,549,318	47.91	44.41	
2004	1,034,733,922	1,925,000	825,000	2,750,000	2,586,835	47.24	44.44	
2005	1,023,487,154	1,925,000	825,000	2,750,000	2,558,718	46.99	43.72	
2006	1,077,939,382	1,925,000	825,000	2,750,000	2,694,848	45.91	44.99	
2007	1,101,476,437	2,100,000	900,000	3,000,000	2,753,691	46.36	42.55	
2008	1,109,341,717	2,135,000	915,000	3,050,000	2,773,354	46.97	42.71	
2009	1,373,502,477	2,135,000	915,000	3,050,000	3,019,810	45.78	39.36	
2010	1,203,320,686	2,450,000	1,050,000	3,500,000	3,008,302	48.99	42.11	
2011	1,268,645,929	2,450,000	1,050,000	3,500,000	3,171,615	45.94	41.63	
2012	1,266,328,720	2,450,000	1,050,000	3,500,000	3,165,822	48.47	43.84	
2013	1,289,013,277	2,450,000	1,050,000	3,500,000	3,202,552	48.59	44.46	
						<u>46.28</u>	<u>43.13</u>	Average
Estimated:								
2014	1,350,000,000	2,362,500	1,012,500	3,375,000	3,206,250	46.32	??	

In addition to the Educational and Building Fund, our certificate of tax levy will carry the statement that an additional levy must be made by each county clerk for each of the outstanding bond issues, for insurance purposes:(tort liability, Medicare, worker's compensation and unemployment), and for financial audit purposes. It is recommended that the tax levies as presented for FY2013 be certified.

Agenda Item #9D

Health Savings Accounts, Calendar Year 2013

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 16, 2012
RE: Health Savings Accounts, Calendar Year 2013

In February of 2010 the Board approved the offering of a Qualified High Deductible Health Plan (District Plan) to all non-faculty employees. The Board also implemented a plan allowing Health Savings Accounts (HSA) that enabled qualified employees in the District Plan to set aside money in pre-tax dollars.

Pursuant to the new faculty contract, bargaining unit faculty will be eligible to participate in the High Deductible Health Plan, effective January 1, 2013. In the contract, the Board agreed to a \$1,000 HSA contribution for both calendar years 2013 and 2014 for faculty. Since the HSA program requires equal contributions, the Board will also need to contribute \$1,000 to each non-bargaining unit employee's HSA.

The Board normally establishes the amount of the District's contribution to the District Plan participant's HSA prior to the beginning of the open enrollment period which will be the last week in October to December 7, 2012. The District has made the following contribution to each qualified employee's HSA since implementation:

Calendar Year 2010 - \$1,500
Calendar Year 2011 - 500
Calendar Year 2012 - 1,000
Calendar Year 2013 - 1,000 (Recommended)

The District's high deductible plan has been very successful in reducing health insurance premium increases. I recommend that the Board make a \$1,000 contribution for Calendar Year 2013 to each qualified employee's HSA.

TLB/rs

Agenda Item #9E

**Consideration and Action on a Resolution Ratifying the Order Calling the Bond Issuance
Notification Hearing**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: October 16, 2012

RE: Consideration and Action on a Resolution Ratifying the Order Calling the Bond Issuance Notification Hearing

At the September 18, 2012, Board meeting, the Board retained, as its underwriter, First Mid-State, Inc. and as bond counsel the firm of Chapman and Cutler. The underwriter and bond counsel were authorized to prepare the necessary documents for the proposed issuance of \$4,690,000.00 in bonds.

Pursuant to this authorization, the underwriter and bond counsel prepared the required notice of intent to issue bonds which was published October 5, 2012. Chairman G. Andrew Fischer authorized the publication of this notice.

The following notice was published concerning the intent of the Board of Trustees to issue bonds.

***NOTICE OF PUBLIC HEARING CONCERNING THE INTENT OF
THE BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT No. 529
COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS,
HAMILTON, JASPER, LAWRENCE, WABASH, WAYNE AND WHITE AND STATE OF ILLINOIS
TO SELL \$2,690,000 PROTECTION, HEALTH AND SAFETY BONDS
AND \$2,000,000 WORKING CASH FUND BONDS***

PUBLIC NOTICE IS HEREBY GIVEN that Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the "District"), will hold a public hearing on the 16th day of October, 2012, at 7:00 o'clock P.M. The hearing will be held in the Foundation Hall Building at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District in the amount of \$2,690,000 for the purpose of altering and repairing its physical facilities for energy conservation, health or safety, environmental protection or handicapped accessibility purposes and \$2,000,000 for the purpose of increasing the working cash fund of the District.

By order of the Chairman of the Board of Trustees of Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois.

DATED the 18th day of September, 2012.

*Harry Hillis, Jr.
Secretary, Board of Trustees, Illinois Eastern
Community College District No. 529, Counties
of Richland, Clark, Clay, Crawford,
Cumberland, Edwards, Hamilton, Jasper,
Lawrence, Wabash, Wayne and White and
State of Illinois*

Although Chairman Fischer is authorized by law to order the publication of the notice of intent to issue bonds, the underwriter and bond counsel wish to have the Board formally ratify the Chairman's publication of the notice.

I ask for the Board's ratification of the resolution which follows.

TLB/rs

Attachment

TLB/rs

RESOLUTION ratifying the Chairman's order calling a public hearing concerning the Board's intent to sell bonds of Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois pursuant to the Bond Issue Notification Act of the State of Illinois.

* * *

WHEREAS, Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the "*District*"), is a duly organized and existing Community College District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, including the Local Government Debt Reform Act of the State of Illinois, as amended; and

WHEREAS, on September 18, 2012, the Chairman of the Board of Trustees of the District (the "*Chairman*") issued an order calling a public hearing (the "*Order*") concerning the intent of the Board of Trustees of the District (the "*Board*") to issue protection, health and safety bonds and working cash fund bonds of the District:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. The Order. The Board hereby ratifies the Order executed by the Chairman calling a public hearing for the 16th day of October, 2012 at 7:00 P.M.

Section 3. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 4. Repealer and Effective Date. All resolutions and parts of resolutions in conflict herewith be and the same are hereby repealed and that this Resolution be in full force and effect forthwith upon its adoption.

Adopted October 16, 2012.

Chairman, Board of Trustees

Secretary, Board of Trustees

Agenda Item #9F

Public Hearing Concerning the Intent of the District to Sell Protection, Health and Safety Bonds and Working Cash Fund Bonds

Agenda Item #9F

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 16, 2012
RE: Public Hearing Concerning the Intent of the District to Sell Protection, Health and Safety Bonds and Working Cash Fund Bonds

Pursuant to the published notice ordered by the Chairman G. Andrew Fischer and ratified by the Board, the Board should conduct a hearing and accept public comment and written testimony on the proposed issuance of Protection, Health and Safety bonds in the amount of \$2,690,000.00 and Working Cash Fund Bonds in the amount of \$2,000,000.00.

Pursuant to the notice, the Board must conduct a public hearing on the issuance of both PHS Bonds and Working Cash Bonds and receive public oral and written comments. Following the receipt of these comments, the Board would conclude the hearing.

Before the regularly scheduled Board meeting on November 20, 2012, the Board will receive information from the underwriter and bond counsel concerning the details of the issuance of the PHS Bonds and Working Cash Bonds. On November 20, 2012, the Board will decide whether or not to issue bonds, and if bonds were to be issued, shall provide for a levy of a direct annual tax to pay the principle and interest of the bonds issued.

A member of the Board of Trustees should make a motion to open a public hearing on the issuance of PHS and Working Cash Bonds.

TLB/rs

Agenda Item #9G

Eligibility for Special Tax Levy

Agenda Item #9G

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 16, 2012
RE: Eligibility for Special Tax Levy

The Public Community College Act allows districts eligible for equalization to levy up to the combined state-wide average tax rate for education and operations and maintenance purposes if the District is currently levying less than that amount.

The Illinois Community College Board has certified that the average tax rate for education and operations and maintenance purposes is 25.83 cents per \$100.00 of equalized assessed valuation. Therefore, the District is eligible to levy an additional .83 cents of taxes, which would generate estimated additional tax revenue of \$105,501.00. If the Board were to utilize this additional levy authority, such levy would be subject to a back door referendum.

The Board of Trustees has never utilized this additional tax authority and I would recommend that it not levy the additional .83 cents.

TLB/rs

Agenda Item #9H

Tuition Increase Required by Equalization

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 16, 2012
RE: Tuition Increase Required by Equalization

For eligibility for equalization funding, qualified districts must maintain a minimum tuition and universal fee rate that is equal to 85% of the state-wide average tuition and universal fee rate.

The Illinois Community College Board has notified the District that the minimum tuition and universal fee rate required to qualify for fiscal year 2014 equalization funding has been established as \$91.71 per semester hour, which is 85% of the fiscal year 2013 statewide average tuition and universal fee rate.

Therefore, for Illinois Eastern to qualify, tuition and universal fees will have to be increased by at least \$2.71. The example of tuition and fees follows:

Fiscal year 2013 statewide average tuition and universal fee rate:	\$107.89
85% of the fiscal year 2013 average tuition and universal fee rate:	\$ 91.71
Current IECC tuition	\$ 74.00
Current IECC universal fee (technology fee)	\$ 5.00
Current IECC student support fee	\$ 10.00
Total current tuition and universal fees	\$ 89.00
Proposed increased IECC tuition	\$ 77.00
Universal fee (technology fee)	\$ 5.00
IECC student support fee	\$ 10.00
Total proposed increased tuition and universal fees	\$ 92.00

I ask the Board's approval of this proposed increase in tuition.

TLB/rs

Agenda Item #9I

Employee Health and Dental Insurance Renewal

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 16, 2012
SUBJECT: Employee Health and Dental Insurance Renewal

Blue Cross Blue Shield (BCBS) has proposed a 5.6% average rate increase for District employee's health coverage and a 4.5% reduction in dental rates.

Beginning in calendar year 2010, the District implemented a "Qualified High Deductible Health Plan" (QHDHP) to hold down the cost of providing health care coverage to District employees and to reduce the size of annual health insurance premium increases. The District also created Health Savings Accounts (HSA) and implemented a Medical Reimbursement Plan (MRP) for eligible employees.

The District's QHDHP and MRP have been successful in reducing the size of increases of the District's annual health care premiums. The recent history of the District's health rate increases follow.

Rate Increase History

September 1, 2009 – August 30, 2010	15.0 % Average Increase
September 1, 2010 – December 31, 2010	10.4 % Average Increase
January 1, 2011 – December 31, 2011	8.5 % Average Increase
January 1, 2012 – December 31, 2012	7.2 % Average Increase
January 1, 2013 – December 30, 2013	5.6 % Average Increase

Bargaining unit faculty become eligible to participate in the QHDHP effective January 1, 2013 and we anticipate a significant shift of participants from the Optional (PPO) Plan to the QHDHP.

BCBS has proposed a 4.5% decrease in dental premiums. The District's dental plan covers all employees.

I recommend that the Board accept the renewal as proposed by BCBS of Illinois, to be effective January 1, 2013 to December 31, 2013. The proposed rates are attached for your review.

TLB/rs

BCBS Rates and Deduction Amounts - effective 01/01/2013

DISTRICT Plan Rates - MEDICAL (High Deductible Plan)

	Monthly Rate	Employer Monthly Contribution	Employee Monthly Deduction
Employee Only	\$669.01	\$669.01	\$0.00
E & Spouse	\$1,441.41	\$669.01	\$772.40
E & Children	\$1,066.71	\$669.01	\$397.70
E & Family	\$1,946.64	\$669.01	\$1,277.63

Optional Plan Rates -MEDICAL

	Monthly Rate	Employer Monthly Contribution	Employee Monthly Deduction
Employee Only	\$787.49	\$669.01	\$118.48
E & Spouse	\$1,696.70	\$669.01	\$1,027.69
E & Children	\$1,255.63	\$669.01	\$586.62
E & Family	\$2,291.40	\$669.01	\$1,622.39

Dental Rates - Same for all Plans

	Monthly Rate	Employer Monthly Contribution	Employee Monthly Deduction
Employee Only	\$27.72	\$27.72	\$0.00
E & Spouse	\$56.62	\$27.72	\$28.90
E & Children	\$71.59	\$27.72	\$43.87
E & Family	\$76.51	\$27.72	\$48.79

Agenda Item #9J

Insurance Service Agreement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 16, 2012
RE: JW Terrill Insurance Service Agreement

The District currently covers property and casualty insurance on a July 1 – June 30 fiscal year basis. At the Board meeting when the District renewed its property and casualty coverage, the Trustees suggested that property and casualty coverage should be re-bid. The administration is in the process of bidding property and casualty coverage. The new coverage would be effective July 1, 2013.

JW Terrill (JWT) has advised the administration for several years on insurance matters. To prepare a request for proposal and review all bids submitted, JWT anticipates a cost between \$5,180.00 and \$7,000.00.

JWT, in cooperation with the District, has developed the following timeline:

October 30, 2012 – IECC will submit a tentative Request for Proposal (RFP) to JWT.
November 16, 2012 – JWT will respond with recommendations to improve the RFP.
November 30, 2012 – IECC will submit a final RFP to JWT.
December 10, 2012 – JWT will finalize RFP and provide a list of vendors to which the RFP would be sent for bidding.
January 11, 2013 – IECC will send the invitations to bid, the RFP, and a bid packet to all identified vendors.
March 20, 2013 – Bid opening.
April 5, 2013 – JWT analyzes bids received and makes a recommendation for acceptance of the bid that most closely meets the criteria set forth in the RFP.
April 16, 2013 – Final recommendations taken to the IECC Board of Trustees for action.
July 1, 2013 – New insurance coverage effective.

I ask the Board's approval to contract with JW Terrill to expend an amount under a service agreement in the amount of \$5,180.00 to \$7,000.00.

TLB/rs

Agenda Item #9K

Affiliation Agreement with Lawrence County Ambulance – Emergency Response

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 16, 2012
RE: Affiliation Agreement with Lawrence County Ambulance – Emergency Response

IECC wishes to enter into a new affiliation agreement with Lawrence County Ambulance, located in Lawrenceville, Illinois.

This affiliation agreement is for the Emergency Response Program located 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
LAWRENCE COUNTY AMBULANCE
for
EMERGENCY RESPONSE TRAINING

THIS AGREEMENT made and entered into this 20th day of September, 2012, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE (hereinafter referred to as DISTRICT), for its EMERGENCY RESPONSE TRAINING Programs (hereinafter referred to as PROGRAM) and LAWRENCE COUNTY AMBULANCE, Lawrenceville, Illinois (hereinafter referred to as AGENCY).
WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of AGENCY's facilities for clinical field training 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 Program Director of the Emergency Preparedness & Industrial Quality Management Program on behalf of the DISTRICT and the Director 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 on behalf of the DISTRICT will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY's Director will retain full authority and make final decisions for procedures assigned to PROGRAM students;
4. The care of the patient 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. The DISTRICT will maintain on file, copies of the following student information, that shall be made available to the AGENCY upon request: valid Illinois driver's license, current CPR certification, current Illinois EMT-B licensure (applicable to Paramedic students),

background screen results, drug screen results, immunization record, health examination record, proof of health coverage, proof of seasonal flu vaccination administered since August of the current academic year, and documentation by the DISTRICT instructor confirming that the student has completed and passed specific, required competencies prior to AGENCY clinical rotation.

7. 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;
8. 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;
9. DISTRICT faculty will:
 - a. be responsible for guiding students and teaching the PROGRAM;
 - b. work with the staff of the AGENCY in coordination of the clinical field training objectives to be completed at the AGENCY;
 - c. coordinate the student clinical assignment with the Agency appointed Field Training Officer; and
 - d. review and evaluate, in cooperation with the Agency, the student's progress in the clinical field training setting;
10. The AGENCY's Director will coordinate with the DISTRICT and the AGENCY's Field Training Officer 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; students will be charged with maintaining evaluation forms to be completed by the AGENCY appointed Field Training Officer;
11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee;
12. 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;
13. 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;
14. Students are responsible for seeking health care if the need arises. Students are required to carry their own health coverage and are required to pay their own health care fees;
15. This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job;
16. 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;
17. The faculty and students of the DISTRICT participating in the clinical field training 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; the AGENCY will coordinate with the DISTRICT PROGRAM faculty and director to determine AGENCY staff who will serve as Field Training Officers during the duration of the four-paramedic course series. AGENCY staff will be expected to read and acknowledge acceptance of the FCC EP's Field Training Officer Field Training Guide, read and acknowledge acceptance of a FERPA (Family Educational Rights and Privacy Act) tutorial, and complete an FTO agreement provided by the DISTRICT PROGRAM.
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. 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 (See attached Certificate of Insurance);
21. AGENCY will not request monetary reimbursement from PROGRAM students and faculty assigned to, or making use of any clinical facilities of the AGENCY under the contemplated program.
22. 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;
23. 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 20th day of September, 2012.

LAWRENCE COUNTY AMBULANCE

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529, FRONTIER
COMMUNITY COLLEGE

Director

Chairman, IECC Board of Trustees

Chairman, Lawrence County Ambulance
Board

CEO, Illinois Eastern Community Colleges

President, Frontier Community College

Agenda Item #9L

Affiliation Agreement with Williamson County Ambulance – Emergency Response

Agenda Item #9L

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 16, 2012
RE: Affiliation Agreement with Williamson County Ambulance –
Emergency Response

IECC wishes to enter into a new affiliation agreement with Williamson County Ambulance, located in Marion, Illinois.

This affiliation agreement is for the Emergency Response Program located 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
WILLIAMSON COUNTY AMBULANCE
for
EMERGENCY RESPONSE TRAINING

THIS AGREEMENT made and entered into this 21st day of September, 2012, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE (hereinafter referred to as DISTRICT), for its EMERGENCY RESPONSE TRAINING Programs (hereinafter referred to as PROGRAM) and WILLIAMSON COUNTY AMBULANCE, Marion, Illinois (hereinafter referred to as AGENCY).
WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of AGENCY's facilities for clinical field training 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 Program Director of the Emergency Preparedness & Industrial Quality Management Program on behalf of the DISTRICT and the Director 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 on behalf of the DISTRICT will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY's Director will retain full authority and make final decisions for procedures assigned to PROGRAM students;
4. The care of the patient 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. The DISTRICT will maintain on file, copies of the following student information, that shall be made available to the AGENCY upon request: valid Illinois driver's license, current CPR certification, current Illinois EMT-B licensure (applicable to Paramedic students),

background screen results, drug screen results, immunization record, health examination record, proof of health coverage, proof of seasonal flu vaccination administered since August of the current academic year, and documentation by the DISTRICT instructor confirming that the student has completed and passed specific, required competencies prior to AGENCY clinical rotation.

7. 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;
8. 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;
9. DISTRICT faculty will:
 - a. be responsible for guiding students and teaching the PROGRAM;
 - b. work with the staff of the AGENCY in coordination of the clinical field training objectives to be completed at the AGENCY;
 - c. coordinate the student clinical assignment with the Agency appointed Field Training Officer; and
 - d. review and evaluate, in cooperation with the Agency, the student's progress in the clinical field training setting;
10. The AGENCY's Director will coordinate with the DISTRICT and the AGENCY's Field Training Officer 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; students will be charged with maintaining evaluation forms to be completed by the AGENCY appointed Field Training Officer;
11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee;
12. 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;
13. 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;
14. Students are responsible for seeking health care if the need arises. Students are required to carry their own health coverage and are required to pay their own health care fees;
15. This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job;
16. 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;
17. The faculty and students of the DISTRICT participating in the clinical field training 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; the AGENCY will coordinate with the DISTRICT PROGRAM faculty and director to determine AGENCY staff who will serve as Field Training Officers during the duration of the four-paramedic course series. AGENCY staff will be expected to read and acknowledge acceptance of the FCC EP's Field Training Officer Field Training Guide, read and acknowledge acceptance of a FERPA (Family Educational Rights and Privacy Act) tutorial, and complete an FTO agreement provided by the DISTRICT PROGRAM.
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. 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 (See attached Certificate of Insurance);
21. AGENCY will not request monetary reimbursement from PROGRAM students and faculty assigned to, or making use of any clinical facilities of the AGENCY under the contemplated program.
22. 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;
23. 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 21st day of September, 2012.

WILLIAMSON COUNTY AMBULANCE

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529, FRONTIER
COMMUNITY COLLEGE

Director

Chairman, IECC Board of Trustees

Chairman, Williamson County Ambulance
Board

CEO, Illinois Eastern Community Colleges

President, Frontier Community College

Agenda Item #9M

Affiliation Agreement with Edwards County Ambulance – Emergency Response

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 16, 2012
RE: Affiliation Agreement with Edwards County Ambulance –
Emergency Response

IECC wishes to enter into a new affiliation agreement with Edwards County Ambulance, located in Albion, Illinois.

This affiliation agreement is for the Emergency Response Program located 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
EDWARDS COUNTY AMBULANCE SERVICE
for
EMERGENCY RESPONSE TRAINING

THIS AGREEMENT made and entered into this 18th day of September, 2012, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE (hereinafter referred to as DISTRICT), for its EMERGENCY RESPONSE TRAINING Programs (hereinafter referred to as PROGRAM) and EDWARDS COUNTY AMBULANCE SERVICE, Albion, Illinois (hereinafter referred to as AGENCY).
WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of AGENCY's facilities for clinical field training 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 Program Director of the Emergency Preparedness & Industrial Quality Management Program on behalf of the DISTRICT and the Director 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 on behalf of the DISTRICT will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY's Director will retain full authority and make final decisions for procedures assigned to PROGRAM students;
4. The care of the patient 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. The DISTRICT will maintain on file, copies of the following student information, that shall be made available to the AGENCY upon request: valid Illinois driver's license, current

CPR certification, current Illinois EMT-B licensure (applicable to Paramedic students), background screen results, drug screen results, immunization record, health examination record, proof of health coverage, proof of seasonal flu vaccination administered since August of the current academic year, and documentation by the DISTRICT instructor confirming that the student has completed and passed specific, required competencies prior to AGENCY clinical rotation.

7. 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;
8. 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;
9. DISTRICT faculty will:
 - a. be responsible for guiding students and teaching the PROGRAM;
 - b. work with the staff of the AGENCY in coordination of the clinical field training objectives to be completed at the AGENCY;
 - c. coordinate the student clinical assignment with the Agency appointed Field Training Officer; and
 - d. review and evaluate, in cooperation with the Agency, the student's progress in the clinical field training setting;
10. The AGENCY's Director will coordinate with the DISTRICT and the AGENCY's Field Training Officer 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; students will be charged with maintaining evaluation forms to be completed by the AGENCY appointed Field Training Officer;
11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee;
12. 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;
13. 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;
14. Students are responsible for seeking health care if the need arises. Students are required to carry their own health coverage and are required to pay their own health care fees;
15. This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job;
16. 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;
17. The faculty and students of the DISTRICT participating in the clinical field training 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; the AGENCY will coordinate with the DISTRICT PROGRAM faculty and director to determine AGENCY staff who will serve as Field Training Officers during the duration of the four-paramedic course series. AGENCY staff will be expected to read and acknowledge acceptance of the FCC EP's Field Training Officer Field Training Guide, read and acknowledge acceptance of a FERPA (Family Educational Rights and Privacy Act) tutorial, and complete an FTO agreement provided by the DISTRICT PROGRAM.
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. 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 (See attached Certificate of Insurance);
21. AGENCY will not request monetary reimbursement from PROGRAM students and faculty assigned to, or making use of any clinical facilities of the AGENCY under the contemplated program.
22. 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;
23. 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 18th day of September, 2012.

EDWARDS COUNTY AMBULANCE
SERVICE

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529, FRONTIER
COMMUNITY COLLEGE

Director

Chairman, IECC Board of Trustees

Chairman, Edwards County Ambulance
Service Board

CEO, Illinois Eastern Community Colleges

President, Frontier Community College

Agenda Item #9N

Affiliation Agreement with Wolf Eye Care – Medical Office Assistant

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 16, 2012
RE: Affiliation Agreement with Wolf Eye Care – Medical Office Assistant

IECC wishes to enter into a new affiliation agreement with Wolf Eye Care, located in Newton, Illinois.

This affiliation agreement is for the Medical Office Assistant Program located at Olney Central 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
OLNEY CENTRAL COLLEGE
MEDICAL OFFICE ASSISTANT PROGRAM**

AGENCY AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE) and WOLF EYE CARE, INC. (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Medical Office Assistant Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience in the field of Office Technologies,

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

1. The AGENCY agrees to make its facilities available for medical office assistant internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

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

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

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

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

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

8. An annual review of the agreement may be made in December of each year, as requested by facility, if either party requests the review. If AGENCY wants to continue with agreement, no action should be taken. If AGENCY wishes to review and modify AGREEMENT, contact should be made with OLNEY CENTRAL COLLEGE. Either party hereto may terminate

this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

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

The students subject to this agreement are not agents or employees of the AGENCY.

OLNEY CENTRAL COLLEGE will maintain for each Student and faculty member assigned to AGENCY professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. If OLNEY CENTRAL COLLEGE procures professional liability coverage that is not on an "occurrence basis," OLNEY CENTRAL COLLEGE or Student shall, at all times, maintain insurance coverage for medical professional liability directly or indirectly resulting from acts or omissions of OLNEY CENTRAL COLLEGE or OLNEY CENTRAL COLLEGE's employees and agents (including Student), occurring in whole or in part during the term of this Agreement ("Continuing Coverage"). In addition, OLNEY CENTRAL COLLEGE shall maintain general liability insurance on an occurrence basis for OLNEY CENTRAL COLLEGE and all its Students, employees and faculty members participating in training programs at AGENCY. The limits for general liability shall be One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. OLNEY CENTRAL COLLEGE shall also maintain workers' compensation insurance for any employees of OLNEY CENTRAL COLLEGE performing services under this Agreement. OLNEY CENTRAL COLLEGE shall furnish AGENCY with a certificate of insurance before the beginning date of each Student's assignment at the AGENCY. Such certificate of insurance shall provide that AGENCY shall receive thirty (30) days' written notice prior to the effective date of any cancellation of such insurance.

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

OLNEY CENTRAL COLLEGE shall obtain and provide verification of a criminal background check as provided by Illinois law for health care workers for each Student and faculty member prior to that person's assignment at AGENCY. In the event adverse information is obtained from the criminal background check, OLNEY CENTRAL COLLEGE shall provide the information to Affiliate after obtaining an Authorization and Release from the Student or faculty member, as necessary. In the event such Authorization and Release are not given, the Student or faculty member shall be disqualified from participation at AGENCY. The results of the check must be satisfactory to AGENCY."

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

AGENCY
Wolf Eye Care, Inc
301 S Jackson St
Newton, IL 62448

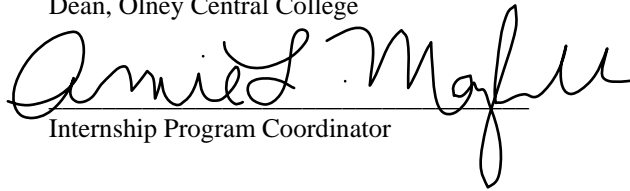
OLNEY CENTRAL COLLEGE

Chair, IECC Board of Trustees

President, Olney Central College

Dean, Olney Central College

Administrator, Hospital or Agency



Internship Program Coordinator

Chief Executive Officer,
Illinois Eastern Community Colleges

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

Agenda Item #90

Affiliation Agreement with Richland County Health – Medical Office Assistant

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 16, 2012
RE: Affiliation Agreement with Richland County Health – Medical Office Assistant

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

This affiliation agreement is for the Medical Office Assistant Program located at Olney Central 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
OLNEY CENTRAL COLLEGE
MEDICAL OFFICE ASSISTANT**

AGENCY AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE) and RICHLAND COUNTY HEALTH OFFICE (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Medical Office Assistant Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience in the field of Office Technologies,

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

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

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

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

5. If a physical exam or TB test is required, these will be scheduled at the expense of the student.

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

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

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE or AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may be made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school

calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

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

AGENCY

Richland County Health Office
Olney, IL
Updated Agreement

OLNEY CENTRAL COLLEGE

Chair, IECC Board of Trustees

President, Olney Central College

Dean, Olney Central College

Administrator, Hospital or Agency

Internship Program Coordinator

Chief Executive Officer,
Illinois Eastern Community Colleges

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

September 4, 2008

Agenda Item #9P

Affiliation Agreement with Cotillion Ridge Nursing Center – Basic Nurse Assistant

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 16, 2012
RE: Affiliation Agreement with Cotillion Ridge Nursing Center – Basic Nurse Asst.

IECC wishes to enter into a new affiliation agreement with Cotillion Ridge Nursing Center, located in Robinson, Illinois.

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

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2012, 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 Cotillion Ridge Nursing Center 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 _____, 2012.

AGENCY

LINCOLN TRAIL COLLEGE

Director of Nursing Services

Nursing Assistant Faculty Member

Administrator, Hospital or Agency

Dean of Instruction

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

Agenda Item #9Q

Addendum to Affiliation Agreement with Women's Hospital – ADN

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 16, 2012
RE: Addendum to Affiliation Agreement with Women's Hospital

IECC wishes to enter into an addendum agreement to the current affiliation agreement with Women's Hospital, located in Newburgh, Indiana.

This addendum agreement is for IECC Associate Degree Nursing Program.

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

TLB/rs

Attachment

ADDENDUM

Effective January 2013, CMS will require acute care hospitals to report healthcare worker influenza vaccination rates using standards proposed by the CDC/National Quality Forum. The reporting requirement also includes students in certain situations.

Based on this information, the university/college agrees that:

1. The university/college will provide each student's influenza vaccination status upon request by the affiliation agreement.
2. The information requested by the affiliating agency may include reason for vaccination declination by the student.

Both parties have reviewed this addendum and agree it is satisfactory to both parties in testimony whereof, witness the duly authorized signatures of the parties hereto:

Affiliating Agency

Illinois Eastern Community College

THE WOMEN'S HOSPITAL

Department Head of Nursing

Signature and Title

Date

Date

Assoc. Dean of Nursing and Allied Health

Date

President, Olney Central College

Date

Chairperson, IECC Board of Trustees

Date

Agenda Item #10

Bid Committee Report

None

Agenda Item #11

District Finance

A. Financial Report

B. Approval of Financial Obligations

TREASURER'S REPORT
September 30, 2012

FUND	BALANCE
Educational	\$5,782,599.44
Operations & Maintenance	\$896,692.38
Operations & Maintenance (Restricted)	(\$8,117.55)
Bond & Interest	\$1,184,312.19
Auxiliary	\$1,157,421.23
Restricted Purposes	(\$262,519.58)
Working Cash	\$190,914.13
Trust & Agency	\$393,035.02
Audit	(\$14,184.83)
Liability, Protection & Settlement	(\$105,194.85)
TOTAL ALL FUNDS	\$9,214,957.58

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
September 30, 2012

	ALL FUNDS
	Fiscal Year 2013
ASSETS:	
CASH	9,214,958
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	17,690,000
RECEIVABLES	5,437,380
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	624,458
OTHER ASSETS	466,102
TOTAL ASSETS AND OTHER DEBITS:	33,467,298
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	200,127
ACCOUNTS PAYABLE	42,321
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	415,725
TOTAL LIABILITIES:	658,173
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	3,099,351
PR YR BDGTED CHANGE TO FUND BALANCE	53,868
 FUND BALANCES:	
FUND BALANCE	18,772,691
RESERVE FOR ENCUMBRANCES	10,883,215
TOTAL EQUITY AND OTHER CREDITS	32,809,125
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 33,467,298

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF September 30, 2012

ALL FUNDS

FY 2013
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	2,632,509
STATE GOVT SOURCES	0
STUDENT TUITION & FEES	6,639,251
SALES & SERVICE FEES	1,332,575
FACILITIES REVENUE	1,255
INVESTMENT REVENUE	23,332
OTHER REVENUES	27,827
TOTAL REVENUES:	10,656,749

EXPENDITURES:

INSTRUCTION	2,588,091
ACADEMIC SUPPORT	97,100
STUDENT SERVICES	297,574
PUBLIC SERV/CONT ED	18,421
OPER & MAINT PLANT	556,068
INSTITUTIONAL SUPPORT	1,698,394
SCH/STUDENT GRNT/WAIVERS	2,478,287
AUXILIARY SERVICES	1,350,708
TOTAL EXPENDITURES:	9,084,643

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	1,572,106
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Illinois Eastern Community Colleges
Operating Fund - Income Statement
CASH BASIS
July 1, 2012 -- September 30, 2012

REVENUES:	Education Fund	O & M Fund	Total Operating Funds
Local Government Sources	1,039,107	445,265	1,484,372
State Government Sources	-	-	-
Net Tuition and Fees	1,341,341	-	1,341,341
Sales & Service Fees	13,031	-	13,031
Facilities Revenue	-	970	970
Investment Revenue	13,883	2,226	16,109
Other Revenues	10,788	-	10,788
TOTAL REVENUES:	<u>2,418,150</u>	<u>448,461</u>	<u>2,866,611</u>
EXPENDITURES:			
Salaries	3,086,661	188,257	3,274,918
Employee Benefits	449,375	34,910	484,285
Contractual Services	162,090	46,168	208,258
Materials	239,946	38,952	278,898
Travel & Staff Development	47,665	1,657	49,322
Fixed Charges	87,777	13,747	101,524
Utilities	20,220	204,498	224,718
Capital Outlay	135,173	11,630	146,803
Other	23,305	-	23,305
TOTAL EXPENDITURES:	<u>4,252,212</u>	<u>539,819</u>	<u>4,792,031</u>
TRANSFERS :			
Interfund Transfers	-	-	-
TOTAL TRANSFERS:	<u>-</u>	<u>-</u>	<u>-</u>
NET INCREASE/DECREASE IN NET ASSETS	<u><u>(1,834,062)</u></u>	<u><u>(91,358)</u></u>	<u><u>(1,925,420)</u></u>

**OPERATING FUNDS
COMPARISON REPORT FY11-13**

College	Category	FISCAL YEAR 2011			FISCAL YEAR 2012			FISCAL YEAR 2013			
		Estimated Budget	Spent Thru September	% of Bdgt	Estimated Budget	Spent Thru September	% of Bdgt	Estimated Budget	Spent Thru September	% of Bdgt	% of Year
Frontier	Bills		\$ 509,408			\$ 496,428			\$ 446,726		
	Payroll		368,082			469,552			449,356		
	Totals	\$ 4,352,051	877,490	20%	\$ 4,378,358	965,980	22%	\$ 4,312,683	896,082	21%	25%
Lincoln Trail	Bills		470,240			485,932			502,236		
	Payroll		362,431			512,562			508,742		
	Totals	\$ 4,436,027	832,671	19%	\$ 4,566,700	998,494	22%	\$ 4,498,201	1,010,978	22%	25%
Olney Central	Bills		607,497			629,583			705,483		
	Payroll		770,632			1,009,152			1,004,908		
	Totals	\$ 7,257,531	1,378,129	19%	\$ 7,434,923	1,638,735	22%	\$ 7,323,399	1,710,391	23%	25%
Wabash Valley	Bills		633,104			801,548			857,468		
	Payroll		470,051			633,983			604,646		
	Totals	\$ 5,907,806	1,103,155	19%	\$ 6,115,012	1,435,531	23%	\$ 6,023,287	1,462,114	24%	25%
Workforce Educ.	Bills		903,915			916,691			879,680		
	Payroll		240,144			289,664			277,128		
	Totals	\$ 4,731,642	1,144,059	24%	\$ 5,377,687	1,206,355	22%	\$ 5,297,022	1,156,808	22%	25%
District Office	Bills		51,679			50,847			58,540		
	Payroll		160,655			210,789			216,146		
	Totals	\$ 1,168,424	212,334	18%	\$ 1,285,431	261,636	20%	\$ 1,266,150	274,686	22%	25%
District Wide	Bills		493,357			639,432			543,522		
	Payroll		140,991			187,558			213,992		
	Totals	\$ 2,538,417	634,348	25%	\$ 3,519,446	826,990	23%	\$ 3,462,623	757,514	22%	25%
GRAND TOTALS		\$30,391,898	\$ 6,182,186	20%	\$32,677,557	\$ 7,333,721	22%	\$32,183,365	\$7,268,573	23%	25%

ILLINOIS EASTERN COMMUNITY COLLEGES

Operating Funds Expense Report

September 30, 2012

	FY 2013		FY 2012		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	3,274,918	45.06%	3,313,260	45.18%	(38,342)
Employee Benefits	484,284	6.66%	459,677	6.27%	24,607
Contractual Services	208,258	2.87%	181,611	2.48%	26,647
Materials	278,898	3.84%	440,997	6.01%	(162,099)
Travel & Staff Development	49,322	0.68%	31,937	0.44%	17,385
Fixed Charges	101,524	1.40%	287,270	3.92%	(185,746)
Utilities	224,718	3.09%	245,963	3.35%	(21,245)
Capital Outlay	146,803	2.02%	2,700	0.04%	144,103
Other	2,499,848	34.39%	2,370,306	32.32%	129,542
	7,268,573	100.00%	7,333,721	100.00%	(65,148)

Agenda Item #12

Chief Executive Officer's Report

Agenda Item #13

Executive Session

Agenda Item #14

Approval of Executive Session Minutes

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

Agenda Item #15

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: October 11, 2012

RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1., 400.4., and 400.5. will be mailed under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Administrative Guidelines Change**
- 400.3. Special Assignment**
- 400.4. Approval of Proposed Non-College Employment (External Report)**
- 400.5. Resignation**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Leonard Mitchell, Workforce Education Instructor, WED, effective October 17, 2012

B. Classified

1. Kyle Thomas, Library Assistant, OCC, effective October 18, 2012
2. Timothy Wease, Custodian, OCC, effective November 1, 2012

400.2. Administrative Guidelines Change

A. Administrative Guidelines Change for Part-time Faculty

1. Part-time Faculty Pay Rate

<u>Rate</u>	<u>Effective Date</u>
\$396 per equated load hour	Spring 2013
\$419 per equated load hour	Spring 2014

2. Part-time Internships/Independent Study Rate (Fall and Spring)

<u>Rate</u>	<u>Effective Date</u>
\$44 per student/per credit hour	Spring 2013
\$45 per student/per credit hour	Spring 2014

3. Part-time Internships/Independent Study Rate (Summer)

<u>Rate</u>	<u>Effective Date</u>
\$51 per student/per credit hour	Summer 2013
\$52 per student/per credit hour	Summer 2014

4. Retired IECC Faculty Rate

<u>Rate</u>	<u>Effective Date</u>
\$515 per equated load hour	Spring 2013
\$530 per equated load hour	Spring 2014

400.3. Special Assignment

A. Extra-Curricular

1. Nixie Hnetkovsky, Faculty Director of Student Learning Assessment, \$15,000 per year and 12 hours release time (6 in Fall and 6 in Spring), effective Spring 2013

400.4. Approval of Proposed Non-College Employment (External Report)

400.5. Resignation

A. Classified

1. Nicole Weber, Program Advisor, TRiO Educational Talent Search, DO (GR), effective October 6, 2012

Agenda Item #16

Litigation

Agenda Item #17

Other Items

Agenda Item #18

Adjournment

