# ILLINOIS EASTERN COMMUNITY COLLEGES

# **BOARD OF TRUSTEES**

## MONTHLY MEETING

September 18, 2012



# Location:

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

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

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

## Illinois Eastern Community Colleges Board Agenda

# September 18, 2012 7:00 p.m. Wabash Valley College Cafeteria

1. 2. 3. 4.	Call to Order & Roll Call Disposition of Minutes Budget Hearing Recognition of Visitors and Guests A. Visitors and Guests B. IECEA Representative	CEO Bruce
5.	Public Comment	
6.	Reports A. Trustees B. Presidents C. Cabinet	
7.	Policy First Reading (and Possible Approval) A. None	Bruce
8.	Policy Second Reading A. None	Bruce
9.	Staff Recommendations for Approval	
	A. IECC 2012 Fact Book	Cantwell
	B. IECC Self-Study and Application for Recognition	
	C. Certification of Chargeback	
	D. 2012 Estimated Tax Levy Resolution	
	E. Resolution Establishing Tax Levy Hearing	Browning
	F. FY2013 Budget	
	G. FY2012 Audit	Browning
	H. Underwriter & Bond Counsel for Issuance of PHS & Working Cash F	Fund Bonds . Bruce
	I. Ameren Assessment Complaint for 2010	Bruce
	J. Appointment of Election Clerk and Deputy Election Clerk	
	K. Medical Services Agreement	Bruce
	L. Electronic Medical Records Program Handbook	Bruce

10.	Bid Committee ReportBruce <u>Frontier Community College</u> 1. Tractor-Mower
	Lincoln Trail College 1. Theatre Sound System
11.	District Finance A. Financial ReportBrowning B. Approval of Financial ObligationsBrowning
12.	Chief Executive Officer's ReportBruce
13.	Executive SessionBruce
14.	Approval of Executive Session Minutes A. Written Executive Session MinutesBruce B. Audio Executive Session MinutesBruce
15.	Approval of Personnel ReportBruce
16.	Collective Bargaining
17.	LitigationBruce
18.	Other Items
19.	Adjournment

Minutes of a <u>regular meeting</u> of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, <u>Tuesday, August 21, 2012</u>.

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

**<u>Roll Call:</u>** 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, George Andrew Fischer, William C. Hudson "Jr.," Marilyn J. Wolfe. Also present was Logan Carlson, student trustee. Trustees absent at roll call: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees: Terry L. Bruce, Chief Executive Officer/Chief Operating Officer. Matt Fowler, President of Wabash Valley College. Mitch Hannahs, President of Lincoln Trail College. Rodney Ranes, President of Olney Central College. Timothy Taylor, President of Frontier Community College. Roger Browning, Chief Finance Officer/Treasurer. Tara Buerster, Director of Human Resources. Chris Cantwell, Dean, Academic & Student Support Services/Chief Academic Officer. Jeff Cutchin, Dean of Instruction at Olney Central College. Renee Smith, Executive Assistant to CEO. Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:

CARLI – Consortium of Academic & Research Libraries in Illinois DO – District Office DOC – Department of Corrections FCC – Frontier Community College HLC – Higher Learning Commission HRSA – Health Resources & Services Administration ICCB – Illinois Community College Board ICCTA – Illinois Community College Trustees Association IECC – Illinois Eastern Community Colleges IECEA – Illinois Eastern Colleges Education Association IGEN – Illinois Green Economy Network LTC – Lincoln Trail College LWIB – Local Workforce Investment Board MSHA – Mine Safety & Health Administration OCC – Olney Central College PHS – Protection, Health & Safety SAN – Student Advantage Network SBDC – Small Business Development Center SURS – State Universities Retirement System WED – Workforce Education WVC – Wabash Valley College

<u>AGENDA #2 – "Disposition of Minutes"</u> – Open meeting minutes as prepared for the regular meeting held <u>Tuesday</u>, July 17, 2012 were presented for disposition.

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

## AGENDA #3 - "Recognition of Visitors & Guests" -

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

<u>**#3-B.** IECEA Representative:</u> Rob Mason, President of Illinois Eastern Colleges Education Association, reported on the recent faculty retreat at New Harmony, Indiana.

#### AGENDA #4 – "Public Comment" – None.

AGENDA #5 - "Reports" -

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

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

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

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

AGENDA #7– "Policy Second Readings" – None.

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

**#8-A. FY2013 Tentative Budget:** Pursuant to action of the Board, a tentative budget was made available to the public on August 3 and will remain available for public inspection through the scheduled September 18 Budget Hearing and Board meeting. Notice of the budget's availability and the public hearing was published in district newspapers. The tentative fiscal year 2013 budget projects operating proceeds of \$28,846,138 for the Education Fund and \$3,292,227 for the Operations and Maintenance Fund, for a total of \$32,138,365 projected total revenues in the Operating Funds. The tentative budget document represents the current and best judgment of the district administration relative to anticipated revenues for fiscal year 2013. It was based on information available at the time of publication. The CEO recommended that the Board of Trustees accept the tentative budget as presented.

**Board Action:** Trustee Gary Carter made a motion to accept the FY2013 tentative budget 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.

<u>**#8-B.**</u> Enterprise Zone Tax Abatement – City of Robinson:</u> The City of Robinson approved an ordinance on June 12, 2012 for the expansion of the Robinson Enterprise Zone. The City has forwarded to the Board of Trustees a tax abatement resolution dealing with expansion and construction of a convenience store at Gordon Junction, located at the Route 1 and Route 33 Intersection, south of the Lincoln Trail campus. The City is asking for an abatement of 100% of all taxes on the new construction for a period of five years, beginning with the first year in which improvements are fully assessed. The Crawford County Board approved this extension and tax abatement at their July 12, 2012 meeting. Mike Shimer, representing the Robinson Enterprise zone, addressed the trustees relative to the extension and tax abatement request.

The CEO presented the following resolution for Board of Trustees action:

# TAX ABATEMENT RESOLUTION

The Board of Trustees of ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT 529 does hereby adopt this Resolution as follows:

The County Clerk of Crawford County, Illinois, is hereby directed to abate ad valorem taxes imposed upon real property located within the Robinson Enterprise Zone as the result of an Enterprise Zone Expansion Ordinance adopted by the City Council of the City of Robinson, Crawford County, Illinois on June 12, 2012 as Ordinance Number 2012-O-24, upon which new improvements shall be renovated or rehabilitated, subject to the following conditions:

- a) No abatement shall be applicable to any such improvement project located within the boundaries of a Tax Increment Redevelopment Project District;
- b) Any abatement of taxes on any parcel shall not exceed the amount attributable to the construction of the improvements and the renovation or rehabilitation of existing improvements in such parcel;

- c) Such abatement shall be allowed only for non-residential, commercial and industrial property located within the zone area;
- d) Such abatement of taxes on any parcel shall be for, and only for, the taxes attributable to an increased assessed valuation of the parcel for the taxing period immediately preceding the issuance of a building permit for the qualified construction and renovation or rehabilitation;
- e) Such abatement shall be at the rate of 100 percent of the taxes for a period of five years, beginning with the first year in which the improvements are fully assessed. Such is limited to the term of the Robinson Enterprise Zone.

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

**#8-C.** Appointment of Audit Committee: Board members Marilyn Wolfe and John Brooks currently serve as members of the Board Audit Committee. The Committee annually meets with the District's independent auditors to review the completed audit. Committee members then report to the Board and the Board takes action on the audit. Trustee Gary Carter made a motion to reappoint Board members Marilyn Wolfe and John Brooks to the audit committee. The motion was seconded by Trustee Brenda Culver. 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.

**<u>#8-D.</u>** Trailer Purchase: The District operates a Truck Driving Program at Wabash Valley College, which utilizes both trucks and trailers to train drivers. Currently, the program has a flatbed trailer that it uses to train over-the-road drivers in the skills needed to operate a truck with a flatbed trailer to haul equipment. The flatbed trailer is also used to bring equipment donated for student projects from area service and sales centers for the diesel equipment training program. The Truck Driving program uses a 1975 Gindy 40' flatbed trailer and a 1978 Lowboy 48' trailer. Because they are no longer road worthy, neither of these trailers was able to be licensed.

In the past, the Board of Trustees has given permission for WVC to purchase trucks outside of the normal District bid procedure (State bidding law contains an exception for the purchase of used equipment.). This permission was granted because: 1) the uniqueness of securing quality, used equipment which would likely be sold between the time a vendor would bid and the Board could act, and 2) the difficulty in writing specifications for used equipment, and 3) ensuring the condition of the used equipment by road testing.

WVC employees have spent hours searching for a 48' Trail-Eze trailer with a hydraulic tail, 35 ton winch, GVW of 84,000 lbs., wood floor, and air ride suspension. The trailer they recommend is a 2004 Trail-Eze 48' x 102" - Excellent, well cared for, new paint - \$29,000. It has been inspected and will be inspected a second time before being purchased and returned to campus. The CEO recommended approval to purchase the 2004 Trail-Eze trailer for \$29,000.

**Board Action:** Student Trustee Logan Carlson made a motion to approve purchase of a 2004 Trail-Eze trailer for \$29,000 as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E.** Teen Parent Contractual Agreement: A Teen Parent Contractual Agreement between Illinois Eastern Community Colleges, Olney Central College and the Board of Control of Clay, Jasper, Richland and North Wayne Counties was presented. The agreement facilitates services for pregnant and parenting teens in Clay, Jasper, Richland and North Wayne school systems for the 2012-2013 school year. IECC is reimbursed the amount of \$8,000.00 for providing these services. Through the agreement, IECC, OCC and the Board of Control are forming a cooperative relationship to provide students with information, referrals and assistance. The CEO recommended approval of this agreement.

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

**#8-F.** Articulation Agreement with Eastern Illinois University: A program-level Articulation Agreement between Illinois Eastern Community Colleges and Eastern Illinois University was presented. The agreement facilitates transfer from IECC's Associate Degree in Nursing to EIU's Bachelor of Science in Nursing. Through this agreement, IECC and EIU are forming a cooperative relationship to better serve students with an effective and efficient transfer experience, which will minimize duplication of instruction and build on community college and university learning experiences. This program-level Articulation Agreement is an ongoing outcome of IECC's and EIU's shared interest and focus on articulation and outreach. The CEO recommended approval of this agreement.

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

<u>**#8-G. Affiliation Agreement with Ridgeview Care Center – ADN:**</u> IECC wishes to enter into a new affiliation agreement with Ridgeview Care Center, located in Oblong, Illinois. This affiliation agreement is for IECC's <u>Associate Degree in Nursing Program</u> and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee William Hudson made a motion to approve the affiliation agreement for the Associate Degree in Nursing Program with Ridgeview Care Center, Oblong, Illinois, 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.

**<u>#8-H.</u>** Phase 10 Protection, Health, and Safety Project Applications and **Resolutions:** The following actions were taken relative to Phase 10 PHS Construction Project Application Forms and Resolutions pertaining thereto:

**<u>#8-H. (1)</u>** Phase 10 PHS Project Applications: Under the Protection, Health, and Safety bonding authority afforded the Board of Trustees, the Board has \$4.5 million bond issuance authority. CFO Roger Browning, the Presidents, and Architect Marion Poggas have prepared a list of projects totaling \$2,693,200 that could be completed within this bond authority. Following the Board's approval of these projects, they will be submitted to the Illinois Community College Board to see if they meet the Protection, Health, and Safety bond criteria established by statute. If the projects are approved by the ICCB, the Board will then issue the bonds, bid, and complete the construction of the projects.

The Phase 10 projects, with estimated cost including fees and contingency, are:

- 1. Flooring Replacement WVC: \$107,200.
- 2. Energy Savings Lighting Replacement FCC: \$106,600.
- 3. Window Replacement WVC Main Hall and Advanced Mfg: \$62,300.
- 4. Roof Replacement District-Wide: \$1,202,900.
- 5. Asbestos Abatement/Replacement LTC Activity Annex: \$150,700.
- 6. HVAC Replacement LTC, WVC, FCC: \$477,400.
- 7. Lighting Replacement LTC Theater and OCC Gym: \$158,200.
- 8. Accessibility Compliance District-Wide: \$227,000.
- 9. Security Compliance FCC: \$200,900.

<u>Recommendation:</u> The CEO recommended that roll call be for separate approval of each Application Form for each of the foregoing Phase 10 PHS construction projects listed, along with all supporting documents for each such Application Form.

**Board Action:** Trustee Brenda Culver made a motion to approve Application Forms and all related documents for each of the Phase 10 PHS Construction Projects listed as recommended. The intent of this motion is that roll call is to be a vote on separate approval of each of the Application Forms and all related documents. 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.

<u>**#8-H. (2) Phase 10 PHS Project Resolutions:</u>** A Resolution was presented for each of the Phase 10 PHS Construction Projects as follows:</u>

# **Resolution to Approve PHS Construction Projects**

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

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

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

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

WHEREAS, the projects recommended for repair and alterations are:

1. Flooring Replacement – WVC

Total estimated cost including fees and contingency: \$107,200.

2. Energy Savings Lighting Replacement – FCC

Total estimated cost including fees and contingency: \$106,600.

- 3. Window Replacement WVC Main Hall and Advanced Mfg
  - Total estimated cost including fees and contingency: \$62,300.
- 4. Roof Replacement District-Wide

Total estimated cost including fees and contingency: \$1,202,900.

- 5. Asbestos Abatement/Replacement LTC Activity Annex Total estimated cost including fees and contingency: \$150,700.
- 6. HVAC Replacement LTC, WVC, FCC
  - Total estimated cost including fees and contingency: \$477,400.
- Lighting Replacement LTC Theater and OCC Gym Total estimated cost including fees and contingency: \$158,200.
- 8. Accessibility Compliance District-Wide

Total estimated cost including fees and contingency: \$227,000.

9. Security Compliance – FCC

Total estimated cost including fees and contingency: \$200,900.

WHEREAS, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are necessary projects for Americans with Disabilities Act of 1990 or handicapped accessibility and not routine maintenance projects.

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

1. The recitals set forth above are incorporated herein and made a part hereof.

2. The physical facilities described in the projects set forth above require alterations or repair and are necessary to remove accessibility barriers to the students, employees, or visitors of IECC.

3. There are not sufficient funds available in the Operations & Maintenance Fund of IECC to complete the projects set forth above.

4. The cost of the projects above, as determined in the certified estimate of a licensed architect, is not less than \$25,000.

5. Properly completed application forms shall be completed and forwarded to the Illinois Community College Board for approval.

<u>Recommendation:</u> The CEO recommended that roll call be for separate approval of a Resolution for each of the foregoing Phase 10 PHS construction projects listed.

**Board Action:** Trustee Gary Carter made a motion to approve Resolutions for each of the Phase 10 PHS Construction Projects listed as recommended. The intent of this motion is that roll call is to be a vote on separate approval of each Resolution for each project. 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.

<u>AGENDA #9 – "Bid Committee Report"</u> – The Bid Committee presented the following recommendation and the CEO recommended approval:

# A. Frontier Community College

1. Replacement of Asphalt Shingle Roofs

The Bid Committee recommended acceptance of the low bid that meets all specifications from <u>Tri-County Roofing</u>, Springerton, IL, for a total bid of <u>\$28,400.00</u>.

Source of Funds: Insurance Proceeds and Operations & Maintenance Fund. The work will repair shingles that were damaged by hail on May 20.

# B. Lincoln Trail College & Olney Central College

1. Welders

The Bid Committee recommended acceptance of the low bid that meets all specifications from <u>Airgas Mid America</u>, Vincennes, IN, for a total bid of  $\frac{576,093.47}{2}$ .

Source of Funds: CT Enhanced Plan District Wide.

The equipment is being purchased to upgrade the welding equipment used in the Welding Programs at LTC and OCC. The following equipment is being purchased:

For Lincoln Trail College:

Lincoln C300 K2774-4 (Qty-8): \$41,183.28.

Lincoln Precision TIG 225 (Qty-1): \$2,027.86.

For Olney Central College:

Lincoln C300 Advanced Power Wave (Qty-4): \$20,591.64. Lincoln V350 Pro (Qty-4): \$12,290.69. **Board Action:** Trustee Michael Correll made a motion to accept the foregoing recommendations of the Bid Committee for purchase of asphalt shingle roofs for FCC, and welding equipment for LTC and OCC 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.

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

<u>**#10-A. Financial Reports:**</u> Roger Browning presented the monthly financial reports, including the treasurer's report, showing the balance in all funds as of July 31, 2012. The state currently owes IECC \$6,431,087.

**<u>#10-B.</u>** Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for August 2012, totaling \$1,036,522.09, 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 August 2012, in the amounts listed, and payments from the revolving fund for July 2012. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, 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.

<u>AGENDA #11 – "Chief Executive Officer's Report"</u> – CEO Terry L. Bruce Presented an informational report on the following topics:

<u>1.</u> <u>Pension Reform:</u> An update was presented on the status of pension reform proposals.

2. IECC Catalog: The 2012-2013 printed IECC Catalog was presented.

<u>3. National Conference of State Legislators:</u> Mike Thomas, Dean of Workforce Education, reviewed the presentation of IECC's Coal Mining Technology Simulators and other equipment at the National Conference of State Legislators in Chicago.

4. Joint Review Committee on Education in Radiologic Technology (JRCERT) Site Visit: JRCERT plans a site visit to IECC in October.

5. <u>Completer 2012 Report:</u> IECC awarded 1,419 degrees or certificates in fiscal year 2012, including summer school.

<u>6.</u> <u>Village of Louisville TIF Request:</u> The Village of Louisville is planning to form a TIF district.

7. Illinois State Board of Elections 2013 Candidate's Guide: The Candidate's Guide for the April 9, 2013 Board of Trustees election are available on-line. Petitions may be circulated beginning September 25, 2012, with candidate filing to be from December 17-December 24, 2012.

<u>8.</u> Enrollment: From July the first day of classes 2011, to 2012, IECC reimbursable headcount is down 16.25%, while reimbursable FTE is down 10.44%.

<u>AGENDA #12 – "Executive Session"</u> – The Board of Trustees <u>did not</u> hold an executive session at this meeting, Tuesday, August 21, 2012.

<u>AGENDA #13 – "Approval of Executive Session Minutes"</u> –No executive session was held during the regular meeting, Tuesday, July 17, 2012.

<u>AGENDA #14 – "Approval of Personnel Report"</u> – The CEO presented the following amended Personnel Report and recommended approval.

## 400.1. Employment of Personnel

- A. Faculty
  - 1. Jesse Allen, Telecommunications Technology Instructor, effective August 9,

2012.

- B. Professional/Non-Faculty
  - 1. Andrea Loll, Director of Enrollment Management, WVC, effective August 23,

2012.

- C. Classified
  - 1. Stuart Balding, Custodian, WVC, effective August 23, 2012.
  - 2. Annie Lankford, Office Assistant, FCC, effective September 4, 2012.
  - 3. Erin Volk, TRiO Upward Bound Counselor, DO/LTC, effective September 4,

2012, contingent upon continued grant funding.

#### 400.2. Change-in-Status

A. Administrative

1. Brittany Bass, Library Assistant, OCC, to Director of Learning Resource Center, OCC, effective August 22, 2012.

#### 400.3. FY12-13 Educational Level Changes

A. Faculty

- 1. John Day, from M+12 to M+36, \$2,000.
- 2. Laura Bruck, from M to M+12, \$1,000.
- 3. Carmen Jones, from M+24 to M+36, \$1,000.
- 4. Shirley Smithenry, from M+36 to M+48, \$1,000.

#### 400.4. Special Assignment

A. Extra-Curricular

1. Crystal McDaniel, Theater Lighting Technician, \$2,000.

#### 400.5. Request for Approval of Proposed Non-College Employment

A. Faculty

Suzanne Downes, Evansville Philharmonic Orchestra, Evansville, IN, approximate time per academic year 36 days.

Andrea Gere, Self Employed, family gymnastics business, approximate time per academic year, 206 hours.

Andrea Gere, University of Southern Indiana, Evansville, IN, approximate time per academic year, 6 hours Fall Semester & revisit for Spring.

Brenda Grove, United Methodist Village, Lawrenceville, IL, approximate time per academic year 280 hours.

Brenda Grove, Robinson Correctional Center, Robinson, IL, approximate time per academic year 100 hours.

Brenda Grove, Lakeland College, Lawrence Correctional Center, Sumner, IL, approximate time per academic year 100 hours.

Steve Hnetkovsky, Self Employed Contract Laborer, approximate time per academic year, 200 hours.

Jason Hortin, Homestead Vineyards, West Salem, IL, approximate time per academic year, 186 days.

Judy Hudson, The Women's Hospital, Newburgh, IN, approximate time per academic year, 90 hours.

#### 400.6. Retirement

A. Faculty

1. Fred Schwappach, Workforce Education Instructor, effective July 1, 2012.

#### 400.7. Resignation

A. Professional/Non-Faculty

1. Lyndon Huey, Bookstore Manager/Theater Lighting Technician, WVC, effective September 15, 2012.

#### 400.8. Termination

- A. Classified
  - 1. Stephanie Greifzu, Custodian, OCC, effective August 4, 2012.

#### Personnel Report Addendum

#### 400.9. Employment of Personnel

A. Professional/Non-Faculty

1. Jamey Walston, Coordinator of Career Advisement, WVC, effective August 29, 2012.

**#14-A. Board Action to Amend Personnel Report:** Trustee Brenda Culver made a motion to amend the Personnel Report, to add an addendum containing Section 400.9, and to change the resignation date of Lyndon Huey to September 15, 2012, as recommended. 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 that the "Ayes" have it and the motion carried.

**#14-B. Board Action to Approve Personnel Report:** Trustee Marilyn Wolfe made a motion to approve the amended Personnel Report 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.

<u>AGENDA #15– "Collective Bargaining"</u> – The second negotiations session will be held Wednesday, August 29, 2012.

<u>AGENDA #16 – "Litigation"</u> – The CEO presented an update on the status of pending litigation affecting the Board of Trustees.

# AGENDA #17– "Other Items" – None.

<u>AGENDA #18 – "Adjournment"</u> – 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 8:20 p.m.

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

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

Call to Order and Roll Call

**Disposition of Minutes** 

**Budget Hearing** 

Recognition of Visitors and Guests A. Visitors and Guests B. IECEA Representatives

**Public Comment** 

Reports A. Trustees B. Presidents C. Cabinet

Policy First Reading (and Possible Approval)

None

# **Policy Second Reading**

None

Staff Recommendations for Approval

IECC 2012 Fact Book

#### MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: September 18, 2012

RE: 2012 IECC Fact Book

The IECC Fact Book has been developed to provide an annual compilation of data about Illinois Eastern Community Colleges including information about the students in our District, enrollment history, the degrees and certificates granted, the financial aid received and distributed, and the District's budgets and operations.

The 2012 IECC Fact Book will be used for strategic planning, institutional effectiveness, and policy-making processes. In most cases, the time period of the statistical data covered by the Fact Book is FY12 which is from July 1, 2011 to June 30, 2012. The Fact Book was sent to the Board on September 12, 2012.

I ask the Board's approval of the 2012 IECC Fact Book.

TLB/rs

IECC Self-Study and Application for Recognition

#### MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 18, 2012
RE: Self-Evaluation and Recognition Application

The Illinois Community College Board (ICCB) requires that each community college 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 District has completed a Self-Evaluation and Recognition Application in accordance with the provisions of the Illinois Community College Act. The District has reviewed the standards identified in Appendix C of the ICCB Recognition Manual and has determined that the District consistently exceeds or meets the ICCB standards required for recognition.

The District's application is due by October 1, 2012. The Self-Evaluation and Recognition Application was emailed separately to the Board of Trustees.

I recommend the Board's approval of the District's Self-Evaluation and Recognition Application.

TLB/rs

**Certification of Chargeback** 

#### MEMORANDUM

TO:	Board of Trustees
FROM:	Terry Bruce
DATE:	September 18, 2012
RE:	Certification of Chargeback

The Illinois Community College Board Certification of Chargeback for FY2013 is \$310.05. The computation of the chargeback is attached. The chargeback cost is utilized to determine out of district, out of state and international tuition; and the chargeback reimbursement rate.

Tuition Rate – Out of District	\$245.96 per Semester Hour
Tuition Rate – Out of State	\$310.05 per Semester Hour
Tuition Rate – International	\$310.05 per Semester Hour
Chargeback Reimbursement	\$119.76 per Semester Hour

I ask the Board's approval of the ICCB Certification of Chargeback.

TLB/cr

Attachment

#### ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529 CERTIFICATION OF CHARGEBACK REIMBURSEMENT FOR FISCAL YEAR 2013

# ALL FISCAL YEAR 2012 NONCAPITAL AUDITED OPERATING EXPENDITURES FROM THE FOLLOWING FUNDS:

1 2	Education Fund Operations and Maintenance Fund	<u>\$</u> \$	26,423,090 2,850,594		
3	Public Building Commission Operation and Maintenance Fund		-		
4 5 6 7	Bond and Interest Fund Public Building Commission Rental Fund Restricted Purposes Fund Audit Fund	မ မ မ မ မ	1,844,708 - 10,371,090 59,750		
8 9	Liability, Protection, and Settlement Fund Auxiliary Enterprises Fund (subsidy only)	<del>\$</del>	589,418 1,046,050		
10	TOTAL NONCAPITAL EXPENDITURES (sum of lines 1-9)			<u>\$</u>	43,184,700
11	Depreciation on capital outlay expenditures (equipment, buildings, and fixed equipment paid) from sources other than state and federal funds	\$	2,018,832		
12	TOTAL COSTS INCLUDED (line 10 plus line 11)			<u>\$</u>	45,203,532
13	Total certified semester credit hours for FY 2012	\$	145,792		
14	PER CAPITA COST (line 12 divided by line 13)			\$	310.05
15	All FY 2012 state and federal operating grants for noncapital expenditures DO NOT INCLUDE ICCB GRANTS	<u>\$</u>	9,343,611		
16	FY 2012 state and federal grants per semester credit hour (line 15 divided by line 13)			\$	64.09
17	District's average ICCB grant rate (excluding equalization grants) for FY 2013			<u>\$</u>	37.20
18	District's student tuition and fee rate per semester credit hour for FY 2013			<u>\$</u>	89.00
19	Chargeback reimbursement per semester credit hour (line 14 less lines 16, 17, and 18)			<u>\$</u>	119.76
Appro					_
	Chief Fiscal Officer / Date				

Approved:

Chief Executive Officer / Date

2012 Estimated Tax Levy Resolution

#### MEMORANDUM

TO:Board of TrusteesFROM:Terry L. Bruce

DATE: September 18, 2012

SUBJECT: 2012 Estimated Tax Levy Resolution

The Board of Trustees is required to certify the District's estimated tax levy for the upcoming year. An estimated 2012 tax levy resolution for taxes due and collectible in 2013 has been prepared for Board consideration.

The resolution establishes the tax levy for the education fund and the operations and maintenance fund. In addition, the District's certificate of tax levy will carry a statement that an additional levy must be made by each county clerk for each of the outstanding bond issues, tort liability, workers compensation, audit, and unemployment and other insurance.

I ask the Board's approval of this Estimated Tax Levy Resolution.

TLB/cr

Attachment

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

WHEREAS, the <u>Truth in Taxation Law</u> 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.
- <u>Section 4</u>: 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.

<u>Section 5</u>: 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:\_\_\_\_\_

Chairman

ATTEST:

Secretary

Page 3 of 3

Agenda Item #9E

**Resolution Establishing Tax Levy Hearing** 

## Agenda Item #9E

## MEMORANDUM

TO:Board of TrusteesFROM:Terry L. Bruce

DATE: September 18, 2012

SUBJECT: Resolution Establishing Tax Levy Hearing

The Board of Trustees annually adopts a resolution establishing the District's estimated tax levy. If the adoption of that resolution results in a greater than 5% increase in the proposed property tax levy over the previous year's extension (exclusive of bond and interest costs), a tax levy hearing must be held.

The resolution which follows would:

- 1) Establish a fiscal year of July 1, 2013 June 30, 2014
- 2) Require the publication of a public notice of a hearing on the tax levy
- 3) Require a hearing on October 16, 2012
- 4) Notify the public that a tax levy would be adopted by the Board on October 16, 2012.

I ask the approval of the Resolution Establishing a Tax Levy Hearing.

TLB/cr

Attachment

### RESOLUTION

## ESTIMATED 2012 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.

## BY ORDER OF THE BOARD OF TRUSTEES ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529

Chairman, Board of Trustees

Date

Secretary, Board of Trustees

Date

Agenda Item #9F

FY2013 Budget

Agenda Item #9F

## MEMORANDUM

TO: Board of TrusteesFROM: Terry L. BruceDATE: September 18, 2012RE: FY2013 Budget

The FY2013 Budget for Illinois Eastern Community College District No. 529 was mailed to each Board member. The preliminary budget was provided to the Board of Trustees at its last regular meeting.

There are no significant changes from the tentative budget which was approved by the Board on August 21, 2012.

The District has complied with all the notice and budget hearing requirements.

I ask that the Board approve the FY2013 Budget for Illinois Eastern Community Colleges.

TLB/cr

Agenda Item #9G

FY2012 Audit

## Agenda Item #9G

### MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: September 18, 2012

RE: 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 15th. The audit has been prepared for the Board's consideration.

The final audit will be provided to all Board members prior to the September 18, 2012 Board meeting.

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 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 will report on its review of the audit and its meeting with the auditors at the Board meeting.

I ask that the Board pass a resolution to accept the audit and to authorize the completed audit be forwarded to the Illinois Community College Board.

TLB/cr

Attachment

## **RESOLUTION OF THE BOARD OF TRUSTEES**

## ANNUAL AUDIT

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 College 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 College 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.

By order of the Board of Trustees.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

CHAIRMAN

DATE

SECRETARY

DATE

## Agenda Item #9H

## Underwriter and Bond Counsel for Issuance of Protection, Health and Safety and Working Cash Fund Bonds

#### Agenda Item #9H

#### MEMORANDUM

TO:	Board of Trustees
FROM:	Terry L. Bruce
DATE:	September 18, 2012
RE:	Underwriter and Bond Counsel for Issuance of Protection, Health, and Safety Bonds, and Working Cash Fund Bonds

On July 20, 2010, the Board issued \$4.25 million in Funding Bonds and Working Cash Fund bonds to cope with the State of Illinois' failure to timely pay monies due the District. These bonds were issued in lieu of needed Protection, Health and Safety bonds (PHS). The issuance of PHS bonds along with Fund Bonds and Working Cash Bonds would have unduly burdened local taxpayers. Therefore the Board delayed the issuance of PHS bonds.

The bonds issued in July of 2010 will be paid off in December 2013 and the Board can now issue PHS bonds and Working Cash Fund bonds, with bond and interest payments due in the fall of 2013. The Board could authorize the issuance of \$2,690,000.00 in PHS bonds, and \$2,000,000.00 in Working Cash Fund bonds for a total issuance of \$4,690,000.00. This 2012 series would "wrap around" the current series 2010 issue, and our tax levy for bonds would remain virtually unchanged.

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 would make a debt analysis of bonds presently outstanding and the tax rates required to service both principle 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 would 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 principle 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.

I ask the Board to authorize Chapman and Cutler 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.

TLB/rs

## Agenda Item #9I

Ameren Assessment Complaint for 2010

#### Agenda Item #9I

#### MEMORANDUM

TO:	Board of Trustees
FROM:	Terry L. Bruce
DATE:	September 18, 2012
RE:	Second Ameren Property Tax Appeal Resolution

At the June 19, 2012 Board meeting, the Trustees approved a resolution 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.

I ask the Board's approval to intervene on the Ameren Energy Generating Company assessment matter before the Property Tax Appeal Board.

TLB/rs

Attachment

## 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. PASSED AND ADOPTED THIS \_\_\_\_\_18\_ DAY OF \_\_September \_\_\_\_\_, 2012 NAMEC Androw Fisch ad of T -

NAMEG. Andrew Fischer		IIILE	Chairman, Board of Trustees Illinois Eastern	
Communit	ty Colleges Γ:			
NAME	Harry Hillis		Secretary, Board of Trustees Illinois Eastern Community Colleges	
ILLINOIS meeting th wit:		COLLEGE 529 BOA lay of <u>September</u>	of the ARD OF TRUSTEES, at a regular, 2012, by the following vote, to	
NAYS:				
ABSENT:				

ABSTAIN:\_

Secretary to the Board of Trustees Illinois Eastern Community Colleges Agenda Item #9J

Appointment of Election Clerk and Deputy Election Clerk

### <mark>Agenda Item #9J</mark>

## MEMORANDUM

TO:	Board of	Trustees
10.	Dould of	Trustees

FROM: Terry L. Bruce

DATE: September 18, 2012

RE: 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.

Before each election, in addition to Board Secretary Harry Hillis, the Board appoints a deputy election clerk to receive petitions and otherwise assist Secretary Harry Hillis in his election duties.

I would propose that Susan Renee Smith be selected as Deputy Election Clerk to Board Secretary Harry Hillis for the April 9, 2013 Board election, and that she serve as Deputy Election Clerk until such time as her successor is appointed and qualified.

TLB/rs

## Agenda Item #9K

Medical Director Services Agreement

## Agenda Item #9K

#### MEMORANDUM

TO:	Board of Trustees
FROM:	Terry L. Bruce
DATE:	September 18, 2012
RE:	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.

Frontier 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. Frontier 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 1<sup>st</sup> of each year.

I ask the Board's approval of the Medical Director Services Agreement with Drs. Kakac and Ballard.

TLB/rs

Attachment

#### MEDICAL DIRECTOR SERVICES AGREEMENT

## Between ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529 FRONTIER COMMUNITY COLLEGE and DR. CHRISTOPHER BALLARD, M.D. for EMERGENCY PREPAREDNESS PROGRAM MEDICAL DIRECTOR SERVICES AGREEMENT

THIS AGREEMENT made and entered into this 18<sup>th</sup> 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 DR. CHRISTOPHER BALLARD, M.D., Fairfield, Illinois (hereinafter referred to as PHYSICIAN). WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of medical direction services of the PHYSICIAN who will oversee all medical aspects of the program.

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) DISTRICT agrees to compensate the PHYSICIAN yearly at the same rate as identified in the IECC Adjunct Faculty pay schedule based on the rate of instructing two paramedic courses per year. If more than one PHYSICIAN serves as Medical Director the pay will be divided equally.
- 2) DISTRICT agrees to compensate the PHYSICIAN on or by October 1 of the current year.
- 3) DISTRICT agrees to provide the PHYSICIAN with a current copy of the course textbook, at the request of the PHYSICIAN.
- Physician shall during the course of this Agreement meet the qualifications as outlined in the CoAEMSP interpretations of the CAAHEP Standards and Guidelines and is attached hereto as <u>Exhibit</u> <u>A</u>, specifically including but not limited to section <u>III.B.2.b</u>.
- 5) Physician shall during the course of this Agreement oversee medical aspects of the program as outlined in the CoAEMSP interpretations of the CAAHEP Standards and Guidelines and is attached hereto as <u>Exhibit A</u>, specifically including but not limited to section <u>III.B.2.a</u>.
- 6) Physician shall during the course of this Agreement instruct or co-instruct a minimum of one class lecture or practical skills lab in each course of the four consecutive, paramedic courses in each paramedic cohort.
- 7) Physician shall during the course of this Agreement oversee and participate in the exit interview and final practical skills examination for each paramedic student, including review of each student's Terminal Competencies form, attached hereto as <u>Exhibit B</u> and as outlined in <u>Exhibit A</u>.
- 8) Schedules for course instruction, exit interview and skills examination will be organized and agreed to by the course instructor and the PHYSICIAN prior to the commencement of the student cohort, or before the next scheduled course in the paramedic course series if said cohort began prior to the inception of this agreement.
- 9) A written set of clinical outcomes/objectives and evaluation forms to be completed by agency Clinical Supervisors or Field Training Officers will be agreed upon by the PROGRAM instructor,

PROGRAM Director and PHYSICIAN and provided in writing or electronically to participating agency's Clinical Supervisors and Field Training Officers.

- 10) 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;
- 11) The DISTRICT will maintain on file, copies of the following student information, that shall be made available to the PHYSICIAN 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 seasonal flu vaccination administered since August of the current academic year, and documentation by the PROGRAM instructor confirming that the student has completed and passed specific, required competencies prior to AGENCY clinical rotation.
- 12) The DISTRICT will provide PHYSICIAN with professional liability coverage under the policy covering PROGRAM students and faculty, as outlined in the Certificate of Insurance as is attached hereto as <u>Exhibit C</u>.
- 13) 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.
- 14) 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 18<sup>th</sup> day of September, 2012.

DR. CHRISTOPHER BALLARD, M.D.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529, FRONTIER COMMUNITY COLLEGE

DR. CHRISTOPHER BALLARD, M.D.

Chairman, IECC Board of Trustees

CEO, Illinois Eastern Community Colleges

President, Frontier Community College

#### MEDICAL DIRECTOR SERVICES AGREEMENT

## Between ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529 FRONTIER COMMUNITY COLLEGE and DR. KYLE KAKAC, M.D. for EMERGENCY PREPAREDNESS PROGRAM MEDICAL DIRECTOR SERVICES AGREEMENT

THIS AGREEMENT made and entered into this 18<sup>th</sup> 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 DR. CHRISTOPHER BALLARD, M.D., Fairfield, Illinois (hereinafter referred to as PHYSICIAN). WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of medical direction services of the PHYSICIAN who will oversee all medical aspects of the program.

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:

- 15) DISTRICT agrees to compensate the PHYSICIAN yearly at the same rate as identified in the IECC Adjunct Faculty pay schedule based on the rate of instructing two paramedic courses per year. If more than one PHYSICIAN serves as Medical Director the pay will be divided equally.
- 16) DISTRICT agrees to compensate the PHYSICIAN on or by October 1 of the current year.
- 17) DISTRICT agrees to provide the PHYSICIAN with a current copy of the course textbook, at the request of the PHYSICIAN.
- 18) Physician shall during the course of this Agreement meet the qualifications as outlined in the CoAEMSP interpretations of the CAAHEP Standards and Guidelines and is attached hereto as <u>Exhibit</u> <u>A</u>, specifically including but not limited to section <u>III.B.2.b</u>.
- 19) Physician shall during the course of this Agreement oversee medical aspects of the program as outlined in the CoAEMSP interpretations of the CAAHEP Standards and Guidelines and is attached hereto as <u>Exhibit A</u>, specifically including but not limited to section <u>III.B.2.a</u>.
- 20) Physician shall during the course of this Agreement instruct or co-instruct a minimum of one class lecture or practical skills lab in each course of the four consecutive, paramedic courses in each paramedic cohort.
- 21) Physician shall during the course of this Agreement oversee and participate in the exit interview and final practical skills examination for each paramedic student, including review of each student's Terminal Competencies form, attached hereto as <u>Exhibit B</u> and as outlined in <u>Exhibit A</u>.
- 22) Schedules for course instruction, exit interview and skills examination will be organized and agreed to by the course instructor and the PHYSICIAN prior to the commencement of the student cohort, or before the next scheduled course in the paramedic course series if said cohort began prior to the inception of this agreement.
- 23) A written set of clinical outcomes/objectives and evaluation forms to be completed by agency Clinical Supervisors or Field Training Officers will be agreed upon by the PROGRAM instructor,

PROGRAM Director and PHYSICIAN and provided in writing or electronically to participating agency's Clinical Supervisors and Field Training Officers.

- 24) 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;
- 25) The DISTRICT will maintain on file, copies of the following student information, that shall be made available to the PHYSICIAN 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 seasonal flu vaccination administered since August of the current academic year, and documentation by the PROGRAM instructor confirming that the student has completed and passed specific, required competencies prior to AGENCY clinical rotation.
- 26) The DISTRICT will provide PHYSICIAN with professional liability coverage under the policy covering PROGRAM students and faculty, as outlined in the Certificate of Insurance as is attached hereto as <u>Exhibit C</u>.
- 27) An annual review may be requested by either party by June 1 of each calendar year. A formal review shall be made every three years. Either party hereto may terminate this agreement provided all currently enrolled students have adequate time to complete PROGRAM requirements.
- 28) This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof and constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by duly authorized officials of the DISTRICT and AGENCY this 18<sup>th</sup> day of September, 2012.

DR. CHRISTOPHER BALLARD, M.D.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529, FRONTIER COMMUNITY COLLEGE

DR. CHRISTOPHER BALLARD, M.D.

Chairman, IECC Board of Trustees

CEO, Illinois Eastern Community Colleges

President, Frontier Community College

Agenda Item #9L

**Electronic Medical Records Program Handbook** 

Agenda Item #9L

## MEMORANDUM

TO:	Board of Trustees
FROM:	Terry L. Bruce
DATE:	September 18, 2012
RE:	Electronic Medical Records Program Handbook

Because many 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.

I ask the Board's approval of the Handbook, the Test Assessment Fee, and the Handbook Fee.

TLB/rs

Attachment

# LINCOLN TRAIL COLLEGE 2012-2013

## ELECTRONIC MEDICAL RECORDS CERTIFICATE PROGRAM HANDBOOK



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**SECTION I** 

## **OVERVIEW**

## GREETINGS

Welcome to the Electronic Medical Records (EMR) program at Lincoln Trail College! Faculty and staff members wish you well in pursuit of your educational endeavor to become a wellqualified Electronic Medical Records specialist.

It is <u>very important</u> that you familiarize yourself with this handbook, the college catalog, and the general student handbook (available from the LTC webpage). These documents contain important information regarding resources, services, and policies. Please note that adjustments to these documents may occur at any time due to changes in national, state, or district standards or policies.

## **IECC MISSION STATEMENT**

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

## PURPOSE

The district is committed to high academic standards for pre-baccalaureate, and career and technical education that sustain and advance excellence in learning. The mission is achieved through a variety of programs and services that include, but are not limited to:

- 1. educational programs, including pre-baccalaureate, career and technical degrees and certificates that prepare a diverse student body for transfer to a baccalaureate granting institution of higher education or entry into a multi-cultural global workplace;
- 2. program, course, and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
- 3. utilization of resources sharing partnerships to expand, retain, and strengthen the industrial base of southeastern Illinois;
- academic programs and institutional services that are reviewed and revised on a scheduled timeframe with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
- 5. adult and continuing education designed to meet the immediate and long-term needs of the residents in the district;
- 6. programs in remedial education which assist district residents in attaining skills and abilities needed to enter and complete college-level programs;
- 7. student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, transferring to a baccalaureate granting institution, entering employment, or completing certificate or course goals;
- 8. curricula and services that are developed and updated as necessary to meet both shortand-long term needs of the residents of the district;

- community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring diversity within our communities;
- 10. professional enrichment and growth experience for college, faculty, administrators, and staff which will improve and enhance instruction and service; and,
- 11. resources, facilities, staff, and equipment to support all program and service components of the college.

## **IECC CORE VALUES**

The values, which are the foundation of Illinois Eastern Community Colleges, have defined the district since its inception, and are affirmed by the faculty, students, staff, and administration. At IECC, we believe in and place value upon:

- 1. Responsibility: encouraging personal growth and learning through leadership, stewardship, and accountability.
- 2. Honor/Truth: providing an environment where honesty, truth, and integrity are encouraged in our work, communications, and service to our community.
- 3. Fairness: supporting freedom of expression and civility, justice, and consistency.
- 4. Respect/Self-Respect: recognizing and accepting diversity with mutual regard by others through activities and communication.
- 5. Compassion: promoting the well-being of students, employees, and constituents through a caring and concerned attitude.

## NON-DISCRIMINATION STATEMENT

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 individual upon request.

## **SECTION II**

## **PROGRAM of LEARNING**

## ELECTRONIC MEDICAL RECORDS PROGRAM

The Lincoln Trail College EMR program is offered through partnership with a variety of institutions, including but not limited to Lathrop and Associates, Crawford Memorial Hospital, Ridgeview Care Center, and Sikorski Chiropractic Clinic.

## PHILOSOPHY

Faculty members believe in the necessity of quality education in the EMR Program as professionals are integral members of the health care community and client outcomes are dependent on accurate diagnostics. An EMR specialist is a member of the physician's services and of the greater health care community. Electronic Medical Records Specialists are capable of providing services at in-patient and out-patient facilities, medical records departments, billing and insurance departments, front and back office settings, labs, and coding services. Education is the process by which EMR majors are provided learning experiences to develop the abilities necessary for this practice. The faculty supports the concept of education mobility and encourages students to further their professional growth as opportunities within the allied health field are available and appropriate.

## MISSION

The mission of the EMR program of Lincoln Trail College is to provide quality education in EMR that affords qualified persons the opportunity to develop the knowledge and skills necessary to successfully test and secure certification as Certified Electronic Records Medical specialists.

## GOALS

- 1. To provide the education and training necessary for students to become competent and ethical, entry-level EMR specialist.
- 2. To provide a thorough knowledge of the theory, skills and procedures relevant to the practice of EMR.
- 3. To provide an environment that helps students develop self-awareness and the communication skills necessary for appropriate interactions with physicians, clients, medical staff, members of the health care community, and the public.
- 4. To provide a climate of respect for the diversity of persons and ideas, wherein students feel free to discuss social issues.
- 5. To provide knowledge of the role of the EMR specialist within the greater health care community.
- 6. To provide an environment that is conducive to learning and personal growth.
- 7. To provide a stimulus for inquiry and a commitment to continued learning.

## **EDUCATIONAL OUTCOMES**

Upon the completion of the EMR program the student will skillfully demonstrate the following entry level competencies:

- 1. The various standards of the health care delivery system.
- 2. Infection control and safety.
- 3. Integration of basic knowledge of anatomy and physiology, terminology, and processes as they relate to patient diagnostic testing.
- 4. Appropriate and professional communication when interacting with physicians, patients, and other members of the health care profession.
- 5. The necessity of continuing education and learning as a function of growth and maintenance of competence.
- 6. Review medical records to ascertain accuracy with regard to treatment procedures.
- 7. Prepare medical reports and files for long-term storage.
- 8. Compile statistics and data for use by other medical personnel.
- 9. Provide access of medical information to appropriate parties such as third-party payers and attorneys.

## CURRICULUM

## **Program Requirements**

Required courses are designed to build skills for clerical and clinical aspects of EMR. The student will be able to perform the following duties: schedule appointments, prepare and maintain records, type reports, process health insurance forms, order supplies, maintain financial records, and review medical records to determine accuracy with regard to treatment procedures.

The following classes must be successfully completed with a grade of "C" or better in order to qualify for internship. Students will not be approved to sit for certification testing until/unless all programming requirements have been met. The most up-to-date curricular requirements for the EMR program may be found on the webpage <u>www.iecc.edu/ltc/</u>.

- BOC 2267 Medical Insurance and Coding
- HEA 1209 HIPAA Compliance
- HEA 1225 Intro to Medical Terminology
- HIM 1201 Intro to HIM
- HIM 1202 HIM Data Management
- ENG 1212 Technical Writing
- TEL 1275 Computer Applications

- GEN 2297 Employment Skills
- HIM 1205 Intro to Pathophysiology
- PHI 2141 Ethics in the Medical Community
- HIM 2220 Clinical Practicum
- BOC 1201 Beginning Keyboarding\*
- \* Prerequisite or co-requisite of BOC 2267

## SECTION III

## **BEHAVIORIAL EXPECTATIONS AND STUDENT RESPONSIBILITIES**

## **BEHAVIORIAL EXPECTATIONS & CONDUCT**

## **AHIMA Code of Ethics**

## www.ahima.org

The Code of Ethics of the American Health Information Management Association (AHIMA) shall set forth principles of ethical and moral conduct as they relate to the medical profession and the particular profession of EMR, and include the following purposes:

- 1. Identifies core values on which the HIM mission is based.
- 2. Summarize broad ethical principles that reflect the profession's core values and establishes a set of ethical principles to be used to guide decision-making and actions.
- 3. Helps HIM professionals identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
- 4. Provides ethical principles by which the general public can hold the HIM professional accountable.
- 5. Socializes practitioners new to the field to HIM's mission, values, and ethical principles.
- 6. Articulates a set of guidelines that the HIM professional can use to assess whether they have engaged in unethical conduct.

## **AHIMA Professional Values**

- 1. Providing Service.
- 2. Protecting medical, social & financial information.
- 3. Preserving and securing health information.
- 4. Promoting the quality and advancement of healthcare.
- 5. Demonstrating HIM expertise and skills.
- 6. Promoting interdisciplinary cooperation and collaboration.
- 7. Protecting committee deliberations.
- 8. Complying with laws, regulations, and policies.
- 9. Advocating change.
- 10. Refusing to participate or conceal unethical practices.
- 11. Reporting violations of practice standards to the proper authorities.

## STUDENT CONDUCT

The process of becoming an effective member of the health care profession involves attaining competency in knowledge, skills and behavior. Electronic Medical Records students are evaluated through testing, oral and written assignments, clinical observations, interaction in class, and internship performance. A shared process of student self-assessment and faculty assessment is considered, including input from peer skills partners, other faculty and clinical instructors, and supervisors at clinical internship sites.

Underlying all evaluation is the assumption that the student practices the core values of the college. These core values: truth/honor, fairness, compassion, and respect, self-respect, and responsibility; all of which are inherent to the professional conduct of students and practitioners alike.

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

**Honor** means integrity in one's beliefs and actions. Honor involves congruence between what one says and does and consistency in behaviors and actions. The student is expected to adhere to the policies of the college, the program, and any affiliate site. As the student develops in the practice of Electronic Medical Records, adherence to the ethical standards of the practitioner is also expected and required.

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

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

**Self-respect and responsibility** involves valuing of self and is evidenced through conduct, appearance, and interaction with others. The student is expected to interact positively with peers, faculty, other college personnel, and clinical site representatives, and treat them respectfully. Respect also involves not talking when others are speaking, actively listening to others, responding non-judgmentally to the views of others (especially when in opposition to personal opinions), and demonstrating tolerance. Appropriate verbal and non-verbal communication is required. The student is expected to meet the standards of the Electronic Medical Records program and any affiliate in conduct, dress, and appearance.

## CONFIDENTIALITY

## **Confidentiality of Client Information**

Electronic Medical Records students are ethically and professionally obligated to hold client information in confidence; students are expected to maintain the same high standards. The student must act to protect client confidentiality in all situations. Incidents or information related to clients will be discussed with the instructor and/or clinical supervisor in appropriate surroundings only. The student will not discuss these issues with other clients, friends, family, or in public places.

## **Confidentiality of Records**

All students' program records will be secured and treated as confidential. A student may make a formal request to inspect his or her personal record, and access will be provided as specified by the Family Educational Rights and Privacy Act (FERPA) and explained in appendix "C" of the college catalog.

## **Confidentiality of Classroom Discussions**

When an individual chooses to share personal information in the classroom, it must go no further than the classroom setting. Students must keep in confidence all personal information divulged by classmates, instructors, and staff until and unless the individual grants permission for personal information to be revealed. Program graduates are expected to continue to maintain the confidentiality of information shared while they were students at the college.

### RESPONSIBILITIES

### **Critical Areas of Concern**

Critical areas of concern include any actions or inactions on the part of the student that increase the risk of, or exposure to, loss, harm, death or injury of the client or others. Such actions or inactions will result in the immediate removal of the student from the internship assignment, followed by a faculty review and possible dismissal from the EMR program. Students being considered for dismissal will be notified in writing of such action and will have a meeting with program faculty and administration. The student has the right to appeal as specified in the IECC Student Complaint Policy explained in the college catalog.

Critical concerns include, but are not limited to, the following:

- 1. theft from clients, or others;
- 2. the unauthorized removal of supplies or other property from the college or internship site;
- 3. alteration, falsification or destruction of any client records;
- 4. refusal to perform assignment or follow directions of the instructor or supervisor;
- 5. reporting to clinical experience while under the influence of alcohol and/or controlled substances, drugs, or having possession of same on person or property;
- 6. willful conduct which could endanger clients or others;
- 7. making false, vicious, or malicious statements concerning the college or internship site or its services;
- 8. use of abusive, threatening, sexually inappropriate, or profane language, gestures, or displays of any kind (clothing, tattoos, etc.);
- 9. willful, deliberate, violation of or disregard for the college or internship site's safety and security, or its rules and policies;
- 10. solicitation of gifts or gratuities from clients, their significant others or vendors;
- 11. neglect or incompetence either in quantity or quality of work, including attendance problems;
- 12. breach of confidentiality;
- 13. evidence of disregard or disrespect of others rights; and,
- 14. harassment of any kind, including that based on gender, sexual orientation, race, color, religion, national origin, ethnicity, veteran status, or disability.

### **Psychiatric or Psychological Examination Guidelines**

Students who may for any reason appear to be unsafe in clinicals or who may compromise client safety in internship settings may be required to submit to a psychiatric or psychological examination. Should such examination be required, it will be <u>at the student's expense</u>. Should the student refuse to submit to such examination, he or she will be removed from the EMR program and documentation detailing the situation will be placed in the student's file.

### Substance Abuse

The EMR program adheres to the established Illinois Eastern Community Colleges, District 529, Substance Abuse Policy as defined in the college catalog.

Procedures for Substance Abuse Impacting Clinical and Internship Experiences

- 1. Any student who during a clinical experience is suspected of drug or alcohol use will not be allowed to continue the clinical experience.
- 2. The instructor or supervisor will seek college or clinical site personnel to validate the student behavior and/or odor of alcohol or any controlled substance.
- 3. If the personnel concur that the student may be under the influence of drugs or alcohol, the student will be immediately removed from the clinical experience.
- 4. The instructor will notify the college Dean as soon as possible following the incident.
- 5. The student will receive no credit for the clinical experience.
- 6. The student will be required to have an evaluation by a substance abuse specialist and follow the subsequently recommended care plan, at the student's expense.
- 7. The instructor and the Dean will make a decision regarding the student's possible continuation in the Electronic Medical Records program following, and with consideration of, the professional diagnosis.

Inappropriate drug use will be defined as, "Impaired ability to function safely in the clinical experience." Prescribed medication may be used as long as judgment or coordination is not impaired.

### PARTICIPATION

EMR students are required to demonstrate competency in specific procedures. Every effort will be made for each student to complete these competencies during the regularly scheduled class period. If the competencies are not met, the student will receive an incomplete until competencies are obtained or until it is identified the student cannot meet the required objectives, at which point the student will receive a failing grade. In situations where competencies are not met due to poor attendance, no incomplete will be given.

The responsibility of meeting competency requirements rests with each student. Each student is expected to participate in all course discussions, exercises, and assignments. Lack of active participation will result in a lower course grade.

### **Equipment and Practice Areas**

All students are required to assist with maintenance of equipment and practice areas. Students are to use equipment and supplies according to product guidelines and as directed by the instructor. Abuse or neglect of equipment, supplies, and instructional resources will not be tolerated. Students are to set up, take down, and store equipment properly after each use. These behaviors are also expected during clinical experiences and demonstrations.

### Hygiene and Hand Washing

High standards of personal hygiene are required. Students are required to wash their hands before and after performing procedures, after using the toilet, and after sneezing, blowing, or wiping their noses.

### **Standard Precautions**

All students are expected to utilize standard precautions in all contact with others throughout the EMR Program. Students are expected to follow the protocols for standard precautions and other barrier precautions as necessary.

### **Peer Respect**

Students are expected to respect the opinions of others during classroom discussions. Engaging in personal conversations when others are speaking is disruptive to the entire class and will not be condoned. Students violating this requirement will receive a verbal warning, and upon the second offense, will be asked to leave class. If this occurs, the student will be noted as "absent" for the class period.

### **Electronic Devices Policy**

Lincoln Trail College's policy is that pagers, cell phones, music technology, and all other electronic devices should be *turned off* and put away in your backpack or purse while in class, unless emergency arrangements are made with the professor prior to the beginning of class. In case of an emergency, people need to contact the school switchboard at (618) 544-8657. If your pager, cell phone, music technology, or other electronic devices are found to be on in a class, the following disciplinary action will be taken:

- 1. First violation You will receive a warning in that class
- 2. Second violation You will be removed from the class and receive an unexcused absence for that day
- 3. Third violation You will be administratively withdrawn from the class

### **Internship and Clinical Experiences**

The purpose of internship and clinical experience is to provide students the opportunity to apply their knowledge and skills while receiving guidance, support and instruction from professionals. The student internship is one of the strongest and most valuable components of the EMR program. The student internship assists students in making the transition from student to professional by providing real experiences in a medical environment. These experiences in professional settings provide the opportunity for students to implement the procedures learned in classroom and clinical settings. In clinical settings, students are required to demonstrate the integration of skills, knowledge, and professionalism taught in the classroom and campus clinical settings. Student performance in the clinical setting is evaluated, and successful completion is necessary for maintaining satisfactory academic progress.

The instructor will assign students to summer semester internship sites during the second half of the spring semester. Once assigned, it becomes the student's responsibility to coordinate scheduled hours with the affiliate agency. Upon confirmation of the schedule, each student must notify the instructor of the agreed upon internship work days and times. Should a schedule adjustment become necessary (illness, etc.), the student will immediately notify the instructor and the affiliate agency of the change.

### Student "Dress Code"

Student apparel and grooming must be professional and conform to health, sanitation, and safety standards established for the EMR profession. Failure to comply with the dress code may result in any combination of the following: a conference with the instructor/supervisor, a lowering of the course grade, dismissal from the clinical/classroom area, dismissal from the course, and dismissal from the program.

Personal hygiene and personal presentation guidelines (as described below) are required of students in the EMR program. The uniform requirements apply to all students in the EMR program. These guidelines are considered the <u>minimum</u> expectations. Faculty discretion and agency policy in the case of internships will always prevail over these guidelines. Requirements:

- Personal Hygiene
  - Bathed, groomed hair/mustache/beard, brushed teeth
  - Free of offensive odors including body odor, bad breath, and cigarette smoke on person or clothes
  - Free from other scents including perfume/cologne, essential oils, scented deodorants, and scented cosmetics (due to possible client allergies or sensitivities)
  - Fingernails shall be shorter than the end of the finger, clean and neatly manicured (clear polish is allowed)
- Personal Presentation
  - Cosmetics shall be modest
  - Artificial nails are unacceptable
  - Smoking, chewing gum or tobacco is unacceptable
  - Ornamental body piercing (excluding earrings) is unacceptable
  - Acceptable jewelry includes a watch, one pair of earrings, and two rings (i.e. wedding band and engagement ring)
  - Elaborate hair ornamentation is unacceptable (due to potential injury to students, clients, or damage to equipment)
  - All tattoos must be covered
  - Hair shall be pulled back from the face and arranged off the collar
- Non-Clinical Uniform
  - Clothing shall be clean and free of stains and wrinkles
  - Clothing shall fit appropriately; overly tight or loose clothing is unacceptable
  - Pant legs shall be no longer than the heel of the shoe
  - Appropriate undergarments are necessary

### ATTENDANCE

Attendance and participation are an important part of a student's educational experience. In order for students to acquire all information and practice experiences for success, it is imperative that they attend all classroom and clinical periods assigned. It is also expected that students arrive for class prior to the identified start time and remain present and engaged for the entire class. Consistent attendance is required to demonstrate adequate performance. Excessive absences, tardiness, lack of participation, and/or late assignment submission due to absence will result in a lower final grade, failure of the course, or administrative withdrawal from the course.

Students are responsible for collecting their attendance sheet from the instructor at the beginning of class each session, signing it, and returning the signed form to the instructor following the completion of class. Students arriving late will not be allowed to sign the sheet, and must meet with the instructor outside of class time to discuss their late arrival. Unsigned or missing attendance sheets will be counted as absences for the student.

If absence is unavoidable, the student is expected to notify the instructor in advance, as would be expected in an employment setting. Absences constituting greater than 9% of a theory class will result in reduced final course grade; one letter grade reduction for each day of absence over the 9% mark. Clinical absences are detrimental to the demonstration of student satisfactory performance of required skills and therefore will be weighted more heavily regarding expectations of attendance.

Instructors will approve student absences due to field trips or other activities sanctioned by the college. Arrangements for make-up work due to approved college activity-related absence (class field trip, athletic participation, etc.) must be arranged prior to the class absence. Make-up for work missed due to illness or other type of absence will be determined at the discretion of the instructor.

### Tardiness

The student is expected to be on time and prepared to attend all lecture, and internship periods. Once the door is closed at the beginning of each lecture, attendance will be taken. Students who arrive late or leave early will accumulate absence time toward the minimums stated above. If a student has more than two tardies they will be credited with one class absence.

Students who arrive late or leave early must speak with the instructor in order for an accurate attendance record to be maintained. Students who are absent at the time attendance is taken will remain noted as "absent" until meeting with the instructor to discuss the problem. Students leaving class early may also be identified as "absent" unless approved by the instructor. Students are not to interrupt class for such explanations, but should meet with the instructor immediately following class, or as soon as possible outside of class time.

## **SECTION IV**

# **PROGRAM REQUIREMENTS and RELATED EXPENSES**

### ELECTRONIC MEDICAL RECORDS PROGRAM REQUIREMENTS Admission Requirements

Although there are no reading or mathematics course requirements associated with the Electronic Medical Records program, all majors are required to verify academic competency within these areas through placement testing. Students with scores below college level <u>begin</u> remediation during their first semester as a major in the EMR program and, must successfully complete all remedial requirements as noted below.

### Reading

Students must successfully complete REM0401 Remedial Reading II with a "C" or better, or receive comparable reading placement test scores (Compass of 77 or higher) prior to/or concurrent with first semester courses.

### <u>English</u>

Students must successfully complete REM0410 Remedial English II with a "C" or better, or receive comparable English placement test scores (Compass of 47 or higher) prior to/or concurrent with first semester courses.

### **Mathematics**

Students must successfully complete REM 0420 Basic Mathematics with a "C" or better, or receive comparable mathematics placement test scores (Compass of 32 or higher) prior to registering for HEA 1210.

### **PROGRAM SPECIFIC EXPENSES** Student Fees and Charges

- \$28 criminal background check
- \$5 Student Handbook Fee
- Rubella & Varicella Titer(varies at Local Health Departments)
- \$168 NHA Certification testing (CCBS/CMAA)
- \$105 NHA Certification testing for EHR
- Drug testing may be required to meet agency standards and is a possible student expense
- Physical Exam (Varies from MD to MD)
- Two-step TB test (Varies at Local Health Departments)

# \*Please note that adjustments to these fees may change at any time due to changes in national, state, or district standards or policies.

### **Supplies and Equipment**

To be provided by the student:

- Notebook/Journal\*
- Black Pen\*
- 4gb Flash Drive\*

\*indicates availability for purchase from the LTC Bookstore

### Textbooks

Students are expected to purchase the required resource materials (textbooks, software, etc.) for each course, all of which are available in the LTC Bookstore. Other references may be suggested to enhance the student's knowledge base and to begin building a reference library for the student upon graduation.

### **Physical Examination and Immunizations**

By midterm of the second semester, students must submit a completed Physical Examination Form (see appendix) and a completed New Applicant Immunization Record which includes documentation of immunizations and a two-step TB test. Protective immunizations and TB testing are updated annually and/or as needed and the results maintained in the student file. Information from the physical and immunization record shall be made available to internship personnel upon request of the agency. Changes in health status, such as surgery, illness, or injury or pregnancy should be reported to the instructor.

### **Health Insurance**

It is recommended that all Electronic Medical Records students carry their own personal health insurance. **Each student is responsible for his/her own health care costs including costs related to incidents occurring in the clinical agencies.** Students should immediately report to their instructor or clinical supervisor any health related incidents, or exposures.

### Background Checks Criminal Check

All students accepted into the Electronic Medical Records program must complete a criminal background check prior to placement in an internship. This is a standardized district process, and is conducted at the student's expense. The completed form and payment (noted in the "fees" section) must be received within the first week of the Spring semester, or as otherwise directed by the instructor. The cost of the criminal background check will include a search of all names the student has held (i.e. married and maiden name), a county criminal search, an Illinois criminal record search, a search of the National Sex Offender Registry, a search of the Fraud and Abuse Control System (FACIS), and fingerprinting.

Although there are no national guidelines which would automatically disqualify a student from internship acceptance, each affiliate agency may determine the acceptance or rejection of a student with certain criminal convictions. Additionally, Illinois law states that certain criminal convictions, including both felonies and misdemeanors, prohibit individuals from attaining positions in "direct care" settings. Students whose criminal background check results in a finding, will be required to meet with the instructor and/or other college administrators to discuss the report and subsequent actions.

In order for the internship placement to proceed, the student must approve disclosure of the findings to the identified affiliate agency for internship. Acceptance for internship placement rests with the affiliate agency, and rejection of the student due to background check findings does not require any further explanation by the agency. Should a student's internship be rejected, it is <u>not</u> the responsibility of Lincoln Trail College to secure any further clinical placement. Students who do not approve disclosure of background check findings, will <u>not</u> be

placed for internship and consequently, will <u>not</u> graduate from the Lincoln Trail College Electronic Medical Records program.

Students with criminal convictions, who enroll in the Electronic Medical Records program, do so understanding that they may NOT be accepted by an affiliate agency for their internship experience. Students also acknowledge that without the successful completion of the internship experience, they will be unable to complete the Electronic Medical Records program and will not graduate from the program with Lincoln Trail College.

### **Drug Screening Test**

Students may be required to complete a drug-screening test based upon affiliate agency policies, prior to beginning their internship experience. Some agencies will conduct the test themselves at no cost to the student, while others may include a fee. Any costs incurred for this testing are the responsibility of the student. **If a positive drug screen result is obtained, the student may be dismissed from internship by the affiliate internship agency, may be withdrawn from the internship course by the college, and may be removed from the Electronic Medical Records program.** 

# **SECTION V**

# **PROGRESSION, GRADUATION, AND OTHER ISSUES**

# ASSIGNMENTS/EXAMS/QUIZZES FOR ELECTRONIC MEDICAL RECORDS PROGRAM **CORE COURSES**

### Deadlines

Assignments are due on the date and time as indicated by the instructor in order to receive full credit. Each day an assignment is late, it will be reduced by one letter grade; therefore, after four days the assignment will no longer hold any point value.

Exams will be distributed promptly when class is scheduled to begin, and students will be allowed the entire class period to complete the exam. Students who arrive late will not be given extra time for exam completion. If an exam is missed, the student must contact the instructor regarding the possibility of make-up within four days. Excluding mid-terms and final exams, students may make-up one test per class, per semester. Patterns of absence with regard to testing will be noted and the instructor has the right to refuse the student a makeup exam. It is at the instructor's discretion to provide an alternative examination in such instances. Alternate tests may include the provision of an oral examination rather than written.

Quizzes are not available for make-up. Students arriving late or who are absent on quiz day, will receive a zero score.

### **GRADING SCALE**

The following grading scale is used for assigning grades in Electronic Medical Records program core courses:

Α	=	93 – 100
В	=	83 - 92.99
С	=	75 – 82.99
D	=	70 – 74.99
F	=	<70

### RETENTION

Students must receive a minimum of "C" or higher in all Electronic Medical Records program courses for successful completion of the certificate program. If a student receives a grade of less than "C" in a EMR course, the student will not be allowed to continue in the program. Students wishing to reapply to the program must do so within one year or risk repeating all curricular requirements, and will be enrolled in courses based upon space availability.

### ANECDOTAL COUNSELING

Students whose performance is in question or unsatisfactory in any way will receive anecdotal counseling. Anecdotal counseling forms are used by instructors in the EMR program to aid students in successful completion of program requirements. This form may be utilized in instances where student behavior does not meet expectations such as for poor attendance, disregard to confidentiality, etc. Both the student and instructor sign the document and it is retained in the student's file. Students who receive two such sessions for the same performance issue, or three sessions overall, will receive a reduction of one letter grade for the course in question.

### WITHDRAWAL/EXIT FROM PROGRAM Withdrawal Initiated by Student

If a student withdraws from an Electronic Medical Records course or decides not to continue in the program, the student must follow college withdrawal policies and complete appropriate college forms. Students will meet with appropriate student services staff to complete the withdrawal procedure. Students who desire readmission to the program will be required to meet the same application requirements as other applicants.

### Withdrawal Initiated by the College

The College will initiate withdrawal of a student from the Electronic Medical Records program in the following cases:

- student receives a final course grade lower than a "C" in any course;
- student performance places others in physical or emotional jeopardy (see critical guidelines and student conduct) or;
- student fails to meet academic, ethical, professional, and/or legal standards of practice for the EMR program.

### PROGRAM DISMISSAL, WITHDRAWAL, and REAPPLICATION

When a student is dismissed or administratively dropped from the program, the written notice will state whether or not the student may petition to be readmitted to the program, and how much time must elapse before readmission will be considered. There may also be conditions the student will be required to meet before a readmission will be considered. If the student applies for readmission to the program, and if the student is readmitted, a determination will be made at that time concerning course and program requirements the student must fulfill or repeat. If the student withdraws, the student can apply for readmission. If application for readmission occurs more than two years from the last completed Electronic Medical Records course, the student may be required to repeat previously completed courses.

# GRADUATION

### Criteria

To successfully graduate from the Electronic Medical Records certificate program, the student must complete all required courses with a minimum grade of "C" or better and have a minimum cumulative GPA of 2.0.

### **Commencement Ceremony**

Electronic Medical Records students who are within two courses of completing the certification requirements listed above are eligible to attend the spring commencement ceremony prior to actually graduating from the program.

### **Pinning Ceremony**

Students who have successfully completed **all** program requirements are eligible to attend the annual pinning ceremony. Students, who have any remaining program requirements to fulfill, will be required to wait until all requirements have been successfully completed before participating in the pinning ceremony.

### **CERTIFICATION EXAM**

Certification is available to program graduates through the National Healthcareer Association, and will be administered at the Lincoln Trail College campus.

Students meeting the following qualifications are eligible to sit for the Certified Billing & Coding Specialist/Certified Medical Administrative Assistant Certification, and Electronic Health Certified Records Specialist Certificate

- At least 18 years old
- Exhibit good moral character
- High school graduate or GED completer
- LTC Electronic Medical Records program completer

Examination content includes competencies in the following areas:

- Medical Office Clerical
- Medical Records
- Insurance Processing/Coding/Billing
- Financial Management
- Information Processing
- Medical Office Management

### STUDENT RIGHTS/POLICIES Student Complaint Policy

The Electronic Medical Records program recognizes the need to resolve valid complaints in a fair, impartial and timely manner and thus follows the established grievance procedure to review and/or resolve causes of dissatisfaction in an orderly and systematic manner. The Student Complaint Policy is found in the Lincoln Trail College Catalog and on the IECC website: www.iecc.edu.

### **Other Student Related Policies**

<u>The Sexual Harassment Policy</u> and the <u>Privacy of Student Information</u> policies are found in the Student Conduct and Rights section of the college catalog. This information may be accessed in the appendices of the print catalog, or on the District webpage (<u>www.iecc.edu</u>).

## **SECTION VI**

# FORMS

#### **ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529** LINCOLN TRAIL COLLEGE, CERTIFICATE ELECTRONIC MEDICAL RECORDS PROGRAM **NEW APPLICANT IMMUNIZATION RECORD**

#### Part I-To be completed by Student

I authorize LTC to release this Immunization Record to affiliating health care agencies.

#### Signature Part II-To be completed by Health Care provider(s). Provide date and initials in each box, then provide signature below to verify initials.

below to verify initials.				
IMMUNIZATION:	Mo Day Yr	Mo Day Yr	Mo Day Yr	Mo Day Yr
Diphtheria, Pertussis, & Tetanus (DPT)	/ /	/ /	/ /	/ /
	Initials:	Initials:	Initials:	Initials:
Diphtheria & Tetanus (Td or DT) (Required within	/ /	/ /	/ /	/ /
10 years)	Initials:	Initials:	Initials:	Initials:
Tuberculin Test	#1		#2	
2-Step Mantoux Initially	given	Initials:	given	Initials:
	read	Initials:	read	Initials:
1-Step Mantoux for re-entry*	results		results	
	mm		mm	
Hepatitis B Series **	#1	#2	#3	
	/ /	/ /	/ /	
	Initials:	Initials:	Initials:	
Combined Measles, Mumps, Rubella (MMR)	#1	#2		
	/ /	/ /		
	Initials:	Initials:		
Combined Measles & Rubella (MR)				
Rubeola (Red Measles) Live Virus Vaccine				
Rubella (3 day or German Measles)				
Mumps				
Rubella Titer (ATTACH LAB SLIP)***	Date	Result:		
Varicella Titer (ATTACH LAB SLIP)***			Vaccine if	Necessary
(Chickenpox)			#1 / / =	#2 / /
Date			Initials:	Initials:
Result:				

\*If applicant does not have verification of yearly TB screening they must complete a 2 step Mantoux for entrance into the program.

\*\*Hepatitis B Titer may be required if applicant is unable to provide verification of the Hepatitis B series. If titer is negative, the student must complete the Hepatitis B series.

\*\*\*These are the only 2 titers required to verify immune status.

Physician InitialsSigna Agency		
Nurse InitialsSignature Agency	eDate_	
InitialsSignature	Date	2

Agency\_\_\_\_

#### Part III-To be completed by Electronic Medical Records Department Personnel Comments: \_\_\_\_\_

Signature \_\_\_\_\_

Final Review and Approval Date \_\_\_\_\_

### Lincoln Trail College Electronic Medical Records Program

### AGREEMENT OF CONFIDENTIALITY

I agree to hold in confidence any incidents and/or information regarding clients, classmates, and instructors.

Student Signature

Date

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

### Lincoln Trail College Electronic Medical Records Program

#### LEARNING CONTRACT

STUDENT NAME:	DATE:
INSTRUCTOR NAME:	DATE:

The Electronic Medical Records Program provides support and direction to assist capable students in completing course requirements and making satisfactory progress in the program. The intention of this Learning Contract is to clarify what the student must do to pass a course and/or meet specific requirements related to the student's performance and compliance with college and program policy.

This Learning Contract addresses concerns about the student's performance and progress as follows: (specify concern(s) and program standards)

Absences:
Homework:
Participation:
Written Tests:
Skills Tests:
Conduct:
Other:

### Lincoln Trail College Electronic Medical Records Program

### **RESULTS RELEASE OF CRIMINAL BACKGROUND CHECK**

Student Signature

Date



#### Health Care Worker Background Check Authorization and Disclosure for Criminal History Records Information (CHRI) Check

I hereby authorize the Illinois Department of Public Health (the Department), the Department's designee, educational entities that train and/or test health care workers, staffing agencies, my current or potential employer, or a health care facility where I want to volunteer to initiate/request a CHRI check on me. I further authorize the Illinois State Police (ISP) and/or the Federal Bureau of Investigation (FBI) to release information relative to the existence or nonexistence of any criminal record, which it might have concerning me, to any initiator/requestor volde) to determine my suitability for training or testing in a health care training program, employment, continued employment, or to work as a volunteer. I further authorize any emity that maintains criminal records relating to me, including but not limited to a local unit commed employment, or to work as a volumeer. I nurser autorize any entry unar maintains criminal records relating to mak, including our not immed to a local unit of government in any State, to release those records to the SSP, FSI, or the Department I oppartment to provide any health care facility, training progra or staffing agency, to which I have provided this authorization and disclosure form, a copy of my ISP CHRI and a determination of eligibility of the FBI CHRI I cartify that the ISP, FBI, any entity that maintains criminal records, the Department to a provide any baselth care facility, training progra that have been convicted of a second or relation and disclosure form, a copy of my ISP CHRI and a determination of eligibility of the FBI CHRI I cartify that the ISP, FBI, any entity that maintains criminal records, the Department, and any of their employees or officers who furnish this information shall be held harmless from all liability, which may be incurred as a result of relation quick information. I further acknowledge that a educational entity or health care employer shall not be liable for the failure to hire or retain me as an applicant, student, employee, or volumeer if I have been convicted of committing or attempting to commit one or more of the offenses stated in the Health Care Worker Background Check Act (225 ILCS 46/25)

I understand that any false statements or deliberate omissions on this document may be grounds for disqualification from employment, training, or volunteering, if discovered after employment, training, or volunteering begins, and can result in discipline up to and including my termination of employment, being a volunteer, or a student

I understand that the information requested below regarding gender, race, height, eye color, hair color, weight, place of birth and date of birth is for the sole purpose or identification and the accurate gathering of the criminal history record information, and that it will not be used to discriminate against me in violation of the law. I understand that the provision of my Social Security number is required by law. A facsimile or photographic copy of this authorization will be as valid as the original. ose of

First Name	Full Middle Name		Last Name		
Mailing Address		City:	State:	Zip Code	
		•	Telephone		
States Where You Have Lived?	Place of B	inth (State or Country If not US):	Hair Color	Weight	
Mala Escuela Data of Birth	Height	Em Color	Social Security Number		

- Race A B
- Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or any other Pacific Islander. Black or African American (Not Hispanic or Latino) Hispanic or Latino (Mexican, Paerto Rican, Cuban, Cantral or South American, or other Spanish culture or origin) American Indian, Eskimo, or Alaskan native, or a parson having origins in any of the 48 contiguous states of the United States or Alaska who maintains cultural islantification through tribal affiliation or community recognition. Of undetarminable race. Of Untold miniatre. Caucasian (not Hispanic or Latino) H I
  - U

Have you over had an administrative finding of Abuse, Neglect or Theft? 🗌 Yes 🗌 No 🛛 If "Yes," give full details and state. Continue on back if more space is needed

Have you ever been convicted of a criminal offense other than a minor traffic violation (do not include convictions that have been expunged, sealed or adjudicated aquent)? 🗌 Yes 🗌 No 🛛 If "Yes," give full details of each offense and the state in which convicted. Continue on back if more space is needed.

I certify that the above is true and correct and give my consent for my name to appear on Department's Health Care Worker Registry with the results of my criminal history records check.

As the parent or guardian of the above named individual, who is younger than the age of 17, I give my consent for this named individual to have a criminal history records check

(Signature of Parent or Guardian when applicable)

(Signature)

(Date)

(Date)

Health Care Worker Registry, 525 W. Jefferson St., Springfield, IL 62761 Phone: 217-785-5133

### Lincoln Trail College Electronic Medical Records

### **STUDENT RELEASE FORM**

I have read the Electronic Medical Records Student Handbook in its entirety. I acknowledge and understand the policies printed in the handbook and agree to abide by them.

I acknowledge and understand some information in this publication may become outdated due to changes in Board of Trustees Policy, state law, and Electronic Medical Records program guidelines. In such instances current board policy, state law, and EMR program guidelines will prevail.

The date of fulfillment for turning in this form will be by the end of the second week of classes.

Student Signature

Date

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

### ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529 LINCOLN TRAIL COLLEGE, CERTIFICATE ELECTRONIC MEDICAL RECORDS PROGRAM

### **NEW APPLICANT HEALTH EXAMINATION**

Name				
Last	Fi	rst		M.I.
Address				
City	State	Zip		Telephone Number
DOB	Gender			
IMMUNIZATI	ONS ON SEPARATE F	ORM		
LABORATORY TESTS – LA	ABORATORY CONFIRM	IATIONS RE	QUIRED ATTACI	H A COPY OF LAB REPORTS
CBC: Normal	Abnormal	ATTACH	I COPY OF LAB I	REPORT
Urinalysis: Normal	Abnormal	_ ATTACH	COPY OF LAB R	EPORT
Date Reviewed:	Physician's Sign	ature		
	PHYSICA	L EXAM		
Height Weight	Temperatur	e	_ Pulse	_ BP
Vision: Method of Testing	R	light	Left	
Vision corrected to: Right	Left			
Hearing: Right	Left Nose	& Throat	Thyroid	
Scalp Skin	Superficial gl	ands		
Varicose veins	Musculoskeletal:			
Cardiac system	_ Respiratory System			
	0	THER		
CAN LIFT 50 POUNDS: Y	es No			
Any known physical limitation	ns? Yes No	)		
If yes, describe				

		Confirmed? Yes		No	
List all medications currently being taken:					
Recommendations for follow-up assessment and					
Recommendations for health improvement:					
Based on information provided by the student disease or condition that interferes with his/he including any disease or condition generally re	or by exami r ability to p egarded as cl	nation, has the stu erform the essent pronic by the med	ident had, of ial functions	r do they now have of his/her professio	
Based on information provided by the student disease or condition that interferes with his/he including any disease or condition generally re (1) mental or emotional disease or condition: (2) alcohol or other substance abuse:	or by exami r ability to p egarded as ch Yes	nation, has the stu erform the essent pronic by the med No	ident had, of ial functions	r do they now have of his/her professio	

I certify that the above information I have given is complete and accurate regarding my physical condition.

Applicant's Signature

I HEREBY CERTIFY that I have examined the above individual and find (him/her) free of disease of a communicable nature and (he/she) is emotionally and physically fit to participate in the LTC Health Information Management Program.

Physician's Signature		Physician's Name (p	orinted)
Address	City	State	Zip

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of age, color, race, national origin, gender, religion or disability.

Date

### Agenda Item #10

# **Bid Committee Report**

Frontier Community College
1. Tractor-Mower

Lincoln Trail College 1. Theatre Sound System

### BID COMMITTEE REPORT

### September 18, 2012

# Frontier Community College 1. Tractor-Mower

Lincoln Trail College
1. Theatre Sound System

TO:	Board of Trustees
FROM:	Bid Committee

SUBJECT: Bid Recommendation – Tractor-Mower

DATE: September 18, 2012

The following bid recommendation is based upon the lowest responsible bid, considering conformity with specifications, terms of delivery, quality and serviceability.

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

	Tractor-Mower Frontier Community College				
Company	Model	Bid	Less Trade-in	Total Bid	
Erb Turf Equipment Swansea, IL	John Deere 1026R	\$11,681.00	\$1,320.00	10,361.00	
<mark>McLean Implement</mark> Wayne City, IL	John Deere X740	<mark>10,852.00</mark>	<mark>2,400.00</mark>	<mark>8,452.00</mark>	
McLean Implement Wayne City, IL	John Deere 1023E	10,912.89	2,400.00	8,512.89	
Vincennes Tractor, Inc. Vincennes, IN	John Deere 2320	13,400.00	500.00	12,900.00	

Respectfully submitted,

Terry Bruce Galen Dunn Harry Hillis, Jr. Tim Taylor

Source of Funds: Operation & Maintenance

Department: Operation & Maintenance

Rationale for Purchase: This piece of equipment is to replace two aging pieces of grounds equipment.

The "Advertisement for Bids" was placed in the Daily Republican Register for one (1) day.

### Compact Tractor Specifications:

- Engine HP -- 23-27
- Cylinders- 3 minimum with cast iron liners
- Cooling System- liquid
- Frame- Fully welded
- Fuel System Diesel
- Indirect injection
- Transmission Hydrostatic, 2- wheel drive
- Direction Reverser ; Forward/Reverse- Twin Touch Pedals
- Power Lift System
- Brakes- Wet Disk
- Steering- Hydrostatic Power Steering
- Tilt Steering
- PTO Hydraulic Clutch
- 3-Point Hitch Type- Category 1
- PTO- Rear 540 RPM (min.) Mid-2000 RPM (min.)
- Engage On -The -Go Rear Differential Lock
- Front And Rear Turf Bias Tires

### Mower Specifications:

- 48 in. Cutting Width or 54'' Cutting Width
- Side Discharge
- Three Cutting Blades
- .120 Stamped Steel Deck
- Front and Rear Adjustable Gauge Wheels
- PTO Shaft- Spline align
- Mower Lift: Steel Rods from Tractor Rockshaft
- Quick Release Belt Shields
- Spring- Loaded pin,7 positions Gauge Wheels
- Anti-Scalp Rollers(3)
- Hinge Discharge Chute
- Greasable Spindles
- Front Lip Reinforcement
- Cutting Height 1-5.25in.
- Mower Drive System- Hydraulic clutch, shaft

The Following will be traded in on the Tractor/Mower

- 1986 John Deere 420 –M000420x361940 (1284 hours) with 60in. mid-mount mower deck
- 2001 John Deere 355D W11355A165743 (435 hours) with 48c mid-mount mower deck.

All the equipment was in working order last time it was used.

#### ALL FREIGHT SHIPPING, DELIVERY AND HANDLING CHARGES TO FRONTIER COMMUNITY COLLEGE, FAIRFIELD, ILLINOIS ARE TO BE INCLUDED IN BID TOTAL. THE QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN <u>FIRM</u> FOR <u>SIX WEEKS</u> FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

BID FOR TRACTOR-MOWER	\$
LESS TRADE-IN	\$
TOTAL BID	\$
DELIVERY DATE	 
SIGNATURE	 
COMPANY	 
ADDRESS	 
TELEPHONE	 
FAX	
DATE	 

NOTE: PLEASE SUBMIT BID IN DUPLICATE

TO:	Board of Trustees
FROM:	Bid Committee
SUBJECT:	Bid Recommendation – Theatre Sound System
DATE:	September 18, 2012

The following bid recommendation is based upon the lowest responsible bid, considering conformity with specifications, terms of delivery, quality and serviceability.

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

	Theatre Sound System Lincoln Trail College		
Company	Total Bid		
Maxey Systems	\$58,500.00		
Salem, IL			
ProSource (F & G) Company	<mark>\$47,419.00</mark>		
<mark>Urbana, IL</mark>			
Thomas James Productions	\$51,701.00		
Terre Haute, IN			

Respectfully submitted,

Terry Bruce Mitch Hannahs Harry Hillis, Jr Barbara Shimer

Source of Funds: Auxiliary Fund

Department: Performing Arts Department

Rationale for Purchase: Replacement of outdated equipment.

The "Advertisement for Bids" was placed in the Dailey Republican Register for one (1) day.

### THEATRE SOUND SYSTEM FOR LINCOLN TRAIL COLLEGE SPECIFICATIONS:

Quantity

### **\*BASE AUDIO PACKAGE**

- 1- YAMAHA LS9-32 AUDIO CONSOLE #LS9-32
- 2- YAMAHA SB168-ES STAGE BOX #SB168-ES
- 2- YAMAHA GOOSENECK LAMP FOR AUDIO CONSOLE #LA1L
- 1- YAMAHA MY16-ES64 ETHERSOUND INTERFACE #MY16-ES64
- 1- YAMAHA MY16-EX ETHERSOUND INTERFACE #MY16-EX
- 2- JBL POWERED 18" SUB-WOOFER SPEAKERS #PRX618-S
- 2- JBL POWERED 3-WAY MAIN SPEAKERS #PRX635
- 4- JBL POWERED STAGE MONITOR SPEAKES #PRX612M
- 1- CISCO SMALL BUSN WIRELSS ROUTER #SRP541W-A-K9
- 1- TASCAM PROF CD PLAYER W/IPOD DOCK #CD200i
- 1- USB FLASH DRIVE
- 1- 360 SYSTEMS INSTANT REPLAY 2-DIGITAL CLIP, -PLAYBACK CONSOLE #DR-600

### \*STAGEBOX SYSTEM

- 14- SURFACE MOUNT XLR-MALE #NC3MDL-1
- 14- SURFACE MOUNT XLR-FEMALE #NC3FDL-1
- 12- CABLE MOUNT XLR-MALE #NC3MX-BAG
- 12- CABLE MOUNT XLR-FEMALE #NC3FX-BAG
- 1- TWO CONDUCTOR, 22awg, 100% FOIL SHIELDED CABLE, #450-1000
- 1- MULTI-CONDUCTOR, 24awg, CATEGORY 5e NONBONDED, -PAIR CABLE #1585A-1000
- 4- NEUTRIK Cat5e CONNECTOR-MALE #NE8MC-1-B

### \*CABLE

- 6- MASTER MIKE 6' XLR CABLE M-F #MFRC-6
- 6- MASTER MIKE 10' XLR CABLE M-F #MFRC-10
- 6- MASTER MIKE 25' XLR CABLE M-F #MFRC-25
- 6- MASTER MIKE 50' XLR CABLE M-F #MFRC-50
- 4- PRO-CO 10' ETHERCON CABLE M-M #PCE2-10
- 2- PRO-CO 6" ETHERCON M-M #PCE2-06

### **\*SYSTEM SUPPORT**

2- COMPONENT RACK #3SKB-R906U28

- 1- RACK DRAWER #SR-DR2-LK
- 2- BLANK SPACE #EB1

### \*NO SUBSTITUTIONS, CHANGES, OR EXCLUSIONS TO WHATI S SPECIFIED ALLOWED EXCEPT FOR ITEMS WITH NO INDICATION OF A MODEL NUMBER.

#### ALL FREIGHT, SHIPPING, DELIVERY, HANDLING AND INSTALLATION CHARGES ARE TO BE INCLUDED IN BID TOTAL. <u>SHIPPED TO LINCOLN TRAIL COLLEGE, ROBINSON,</u> <u>IL 62454</u>. THE QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN <u>FIRM</u> FOR <u>SIX WEEKS</u> FROM THE DATE QUOTATION IS OPENED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

TOTAL BID FOR ALL ITEMS
SIGNATURE
PRINT NAME
COMPANY
ADDRESS
TELEPHONE
FAX NO
DATE

### NOTE: PLEASE SUBMIT BID IN DUPLICATE

Agenda Item #11

**District Finance** 

A. Financial Report B. Approval of Financial Obligations

### ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

### TREASURER'S REPORT August 31, 2012

FUND	BALANCE
Educational	\$3,453,174.00
Operations & Maintenance	\$903,081.19
Operations & Maintenance (Restricted)	\$1,733.12
Bond & Interest	\$817,777.47
Auxiliary	\$1,310,419.07
Restricted Purposes	(\$255,929.27)
Working Cash	\$187,211.95
Trust & Agency	\$423,477.47
Audit	\$2,348.90
Liability, Protection & Settlement	(\$211,557.57)
TOTAL ALL FUNDS	\$6,631,736.33
Respectfully submitted,	

Roger Browning, Treasurer

#### ILLINOIS EASTERN COMMUNITY COLLEGES Combined Balance Sheet - All Funds August 31, 2012

#### ALL FUNDS

ASSETS:	Fiscal Year 2013
CASH	6,631,736
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	19,190,000
RECEIVABLES	7,602,000
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	624,458
OTHER ASSETS	466,102
TOTAL ASSETS AND OTHER DEBITS:	34,548,696
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	209,974
ACCOUNTS PAYABLE	45,163
ACCRUED EXPENSES	-
	-
DEFERRED REVENUE OTHER LIABILITIES	-
	292,832
TOTAL LIABILITIES:	547,969
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	3,099,351
PR YR BDGTED CHANGE TO FUND BALANCE	36,343
FUND BALANCES:	
FUND BALANCE	18,943,346
RESERVE FOR ENCUMBRANCES	11,921,687
TOTAL EQUITY AND OTHER CREDITS	34,000,727
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	34,548,696

#### ILLINOIS EASTERN COMMUNITY COLLEGES Combined Statement of Revenues, Expenses, and Changes in Net Assets AS OF August 31, 2012

ALL FUNDS

FY 2013 YEAR-TO-DATE **REVENUES:** LOCAL GOVT SOURCES 1,517,365 STATE GOVT SOURCES 0 6,371,338 STUDENT TUITION & FEES SALES & SERVICE FEES 974,535 FACILITIES REVENUE 1,175 2,788 INVESTMENT REVENUE OTHER REVENUES 15,193 8,882,394 TOTAL REVENUES: EXPENDITURES: INSTRUCTION 1,394,855 64,538 ACADEMIC SUPPORT STUDENT SERVICES 191,024 PUBLIC SERV/CONT ED 11,366 OPER & MAINT PLANT 353,490 INSTITUTIONAL SUPPORT 1,240,405 SCH/STUDENT GRNT/WAIVERS 1,915,789

AUXILIARY SERVICES	1,001,311
TOTAL EXPENDITURES:	6,172,778
TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0
NET INCREASE/DECREASE IN NET ASSETS	2,709,616

#### Illinois Eastern Community Colleges Operating Fund - Income Statement CASH BASIS July 1, 2012 -- August 31, 2012

REVENUES:	Education Fund	O & M Fund	Total Operating Funds
Local Government Sources	600,807	257,457	858,264
State Government Sources	-	-	-
Net Tuition and Fees	900,116	-	900,116
Sales & Service Fees	9,196	-	9,196
Facilities Revenue	-	442	442
Investment Revenue	2,174	-	2,174
Other Revenues	1,580	-	1,580
TOTAL REVENUES:	1,513,873	257,899	1,771,772
EXPENDITURES:	4 705 400	404 749	4 000 054
Salaries	1,785,136	124,718	1,909,854
Employee Benefits Contractual Services	271,902	19,537	291,439
Materials	127,463 133,813	29,856 21,032	157,319 154,845
Travel & Staff Development	23,549	1,065	24,614
Fixed Charges	84,139	9,123	93,262
Utilities	13,865	125,907	139,772
Capital Outlay	41,163	11,630	52,793
Other	11,603	-	11,603
TOTAL EXPENDITURES:	2,492,633	342,868	2,835,501
TRANSFERS : Interfund Transfers TOTAL TRANSFERS:		<u>-</u>	
NET INCREASE/DECREASE IN NET ASSETS	(978,760)	(84,969)	(1,063,729)

#### OPERATING FUNDS COMPARISON REPORT FY11-13

		FIS Anticipated	FISCAL YEAR 2011 Anticipated Spent Thru		FISCAL YEAR 2012 Anticipated Spent Thru		FISCAL YEAR 201 Anticipated Spent Thru		3		
College	Category	Budget	August	% of Bdgt	Budget	August	% of Bdgt	Budget	August	% of Bdgt	gt % of Year
Frontier	Bills		\$ 287,670			\$ 300,961			\$ 284,362		
	Payroll		203,230			207,686			248,028		
	Totals	\$ 4,352,051	490,900	11%	\$ 4,378,358	508,647	12%	\$ 4,312,683	532,390	12%	17%
Lincoln Trail	Bills		330,730			327,983			344,854		
	Payroll		189,435			209,617			298,156		
	Totals	\$ 4,436,027	520,165	12%	\$ 4,566,700	537,600	12%	\$ 4,498,201	643,010	14%	17%
Olney Central	Bills		333,213			397,322			594,015		
	Payroll		387,217			399,827			568,326		
	Totals	\$ 7,257,531	720,430	10%	\$ 7,434,923	797,149	11%	\$ 7,323,399	1,162,341	16%	17%
Wabash Valley	Bills		452,645			538,212			672,263		
	Payroll		239,176			254,592			345,352		
	Totals	\$ 5,907,806	691,821	12%	\$ 6,115,012	792,804	13%	\$ 6,023,287	1,017,615	17%	17%
Workforce Educ.	Bills		626,730			705,720			629,076		
	Payroll		139,549			157,763			160,434		
	Totals	\$ 4,731,642	766,279	16%	\$ 5,377,687	863,483	16%	\$ 5,297,022	789,510	15%	17%
District Office	Bills		29,721			25,521			34,030		
	Payroll		98,086			106,345			142,440		
	Totals	\$ 1,168,424	127,807	11%	\$ 1,285,431	131,866	10%	\$ 1,266,150	176,470	14%	17%
District Wide	Bills		369,032			413,606			281,092		
	Payroll		84,313			89,289			147,118		
	Totals	\$ 2,538,417	453,345	18%	\$ 3,519,446	502,895	14%	\$ 3,462,623	428,210	12%	17%
GRAND TOTALS		\$30,391,898	\$ 3,770,747	12%	\$32,677,557	\$ 4,134,444	13%	\$32,183,365	\$4,749,546	15%	17%

#### ILLINOIS EASTERN COMMUNITY COLLEGES Operating Funds Expense Report August 31, 2012

	FY 20	013	FY 20	Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	
Salaries	1,909,854	40.21%	1,425,119	34.47%	484,735
Employee Benefits	291,439	6.14%	269,955	6.53%	21,484
Contractual Services	157,319	3.31%	127,868	3.09%	29,451
Materials	154,845	3.26%	178,737	4.32%	(23,892)
Travel & Staff Development	24,614	0.52%	12,014	0.29%	12,600
Fixed Charges	93,263	1.96%	279,411	6.76%	(186,148)
Utilities	139,772	2.94%	90,923	2.20%	48,849
Capital Outlay	52,793	1.11%	2,701	0.07%	50,092
Other	1,925,647	40.54%	1,747,716	42.27%	177,931
	4,749,546	100.00%	4,134,444	100.00%	615,102

Chief Executive Officer's Report

**Executive Session** 

**Approval of Executive Session Minutes** 

A. Written Executive Session MinutesB. Audio Executive Session Minutes

Approval of Personnel Report

# MEMORANDUM

**TO:** Board of Trustees

**FROM:** Terry L. Bruce

**DATE:** September 13, 2012

**RE:** Personnel Report

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

## **INDEX**

- 400.1. Employment of Personnel
- 400.2. FY2013 Administration and Staff Salaries
- 400.3. Administration and Staff Entry Level Rates
- 400.4. Resignation

## PERSONNEL REPORT

#### 400.1. Employment of Personnel

### A. Faculty

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

### 400.2. FY2013 Administration and Staff Salaries

#### 400.3. Administration and Staff Entry Level Rates

#### 400.4. Resignation

### A. Faculty

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

**Collective Bargaining** 

Litigation

**Other Items** 

Adjournment

Locally Funded, CDB, & PHS Projects Projects Schedule										
	Funding Source	Estimated Budget								
FY 2012 Capital Renewal @ LTC, OCC, & WVC	CDB	\$397,900								
OCC - Collision Repair Tech Center	CDB	\$1,500,000								
HVAC Replacement	PHS	\$477,400								
Security Camera Surveillance	PHS	\$200,900								
ADA Compliance	PHS	\$227,000								
Lighting Replacement	PHS	\$158,200								
Asbestos Abatement	PHS	\$150,700								
Roof Replacement	PHS	\$1,202,900								
Window Replacement	PHS	\$62,300								
Energy Savings Lighting	PHS	\$106,600								
Flooring Replacement	PHS	\$107,200								
GRAND TOTAL		\$4,591,100	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

8/31/2012