

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

April 16, 2019



Location:

**Lincoln Trail College
11220 State Highway 1
Robinson, Illinois 62454**

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

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

**Illinois Eastern Community Colleges
Board Agenda**

April 16, 2019

7:00 p.m.

**Lincoln Trail College
Cafeteria**

1. Call to Order & Roll Call..... Chairman Fischer
2. Disposition of Minutes..... CEO Bruce
3. Resolution of Results of April 2, 2019 Election Bruce
4. Adjournment of Board – Sine Die Fischer
5. Organization of New Board Bruce
 - A. Appointment of Temporary Secretary
 - B. Oath of Office and Seating of Student Trustee and Trustees Elected April 2, 2019
 - C. Roll Call
 - D. Election of Chairman
 - E. Election of Vice-Chairman
 - F. Election of Board Secretary
 - G. Election of Secretary Pro Tempore
 - H. Appointment of District Treasurer
 - I. Appointment of Ethics Officer
 - J. Resolution for Adoption of Rules, Regulations and Actions of Prior Boards
 - K. Resolution for Time and Place of Board Meetings
6. Recognition of Visitors and Guests..... Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
7. Public Comment
8. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
9. Policy First Reading (and Possible Approval)..... Bruce
 - A. None
10. Policy Second Reading Bruce
 - A. None

11. Staff Recommendations for Approval
 - A. FY2020 Activity Fee Allocations.....Hawkins
 - B. Articulation Agreement with SIU-C Accounting..... Martin
 - C. Articulation Agreement with Chamberlain University Nursing..... Martin
 - D. Identity Theft Prevention Program and Status Report Martin
 - E. Transitional Math Memorandum of Understanding..... Martin
 - F. IECC Honors Program Martin
 - G. HLC Year 4 Assurance Argument Review Buerster
 - H. Expansion of LTC Zwermann Arts Center Bruce
 - I. Acceptance of Robinson Real Estate Gift..... Bruce
 - J. Acceptance of Property Gift by LTC Foundation Bruce
 - K. Affiliation Agreement with Harmon’s Pharmacy – LTC Pharmacy Tech..... Bruce

12. Bid Committee Report Bruce
 - A. None

13. District Finance
 - A. Financial ReportHawkins
 - B. Approval of Financial ObligationsHawkins

14. Chief Executive Officer’s Report..... Bruce

15. Executive Session..... Bruce

16. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes Bruce
 - B. Audio Executive Session Minutes..... Bruce

17. Approval of Personnel Report..... Bruce

18. Collective Bargaining..... Bruce

19. Litigation Bruce

20. Other Items

21. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Bob Boyles Foundation Hall, at Frontier Community College, #2 Frontier Drive, Fairfield, Illinois, Tuesday, March 19, 2019.

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

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

John D. Brooks, Gary Carter, Brenda K. Culver, G. Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Also present was Haylee Neuman, student trustee. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Jay Edgren, President of Frontier Community College.
Ryan Gower, President of Lincoln Trail College.
Rodney Raney, President of Olney Central College.
Ryan Hawkins, Chief Financial Officer/Treasurer.
Tara Buerster, Director of Human Resources.
Alex Cline, Director of Information & Communications Technology.
Holly Martin, Chief Academic Officer
Michael Thomas, Dean of Workforce Education.
Renee Smith, Assistant to CEO/Board Secretary.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held Tuesday, February 19, 2019 were presented for disposition.

Board Action to Approve Minutes: Trustee James Lane made a motion to approve minutes of the foregoing meeting as prepared. Student Trustee Haylee Neuman seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” 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 college staff members.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: Jan Ridgely reported that he attended College and Career Day held at Edwards County High School on March 11. He commented how well the event was organized, how well IECC was represented, and that he witnessed District wide employees working together to promote IECC programs.

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

#5-C. Report from Cabinet: None.

“Recognition of Student Board Member Haylee Neuman”- The trustees gave special recognition to Student Trustee Haylee Neuman. Each year the students of a college within the IECC system select a member of the student body to serve as Student Trustee to the Board of Trustees. The colleges make the selection on a rotating basis. Since April 2018, Haylee Neuman from Frontier Community College has served as Student Trustee to the IECC Board. She was presented a plaque in recognition of her service to the Board of Trustees and the IECC District.

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

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

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

#8-A. Nursing Test Scores for Ranking Purposes: Nursing faculty and administration recommend replacement of the current Accuplacer Exam with the Test of Essential Academic Skills (TEAS) Exam. The TEAS exam is more closely related to nursing and healthcare and has a stronger correlation to success in nursing fundamentals. The CEO recommended approval to replace the Accuplacer Placement Exam with the TEAS Exam.

Board Action: Trustee Brenda Culver made a motion to replace the Accuplacer Placement Exam with the TEAS Exam for Nursing Program ranking purposes. Student Trustee Haylee Neuman seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Readmissions Policy Change: Nursing faculty and administration propose a policy change to improve readmission options for Level I students into the program. The following policy/catalog change was proposed:

The Program proposes the following policy/catalog change to add an additional option for a level 1 student to be able to re-enter the Program:

IECC nursing students, who have exhausted their petition options and have not obtained a practical nurse license, may reapply to the first year of the program, one time, after five years from the last program exit, without regard to prior academic performance. Applicant will be subject to the following criteria:

1. The student was not dismissed from the program for any safety violations in the clinical setting.
2. The student has not violated any student conduct policies.
3. The student has no violation of critical concerns from the Nursing Student Handbook during their initial time in the program.

4. The student meets program requirements for entry into nursing.

Board Action: Student Trustee Haylee Neuman made a motion to approve the recommended policy/catalog changes for allowing readmission for Level I students into the program. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Allied Health Testing Fee: The nursing faculty and administration recommend implementation of a cost recovery fee to cover the actual cost of ExamSoft software for delivering online testing modules to nursing students. The current cost of the testing is \$28.75 per student. The CEO recommended approval of the cost recovery fee.

Board Action: Trustee Al Henager made a motion to approve implementation of the Allied Health Testing Fee to cover the cost of ExamSoft software as recommended. Student Trustee Haylee Neuman seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Meds 2Biz Program: The Meds 2Biz Program would allow IECC employees to have maintenance medication delivered directly to their work location once a month. The program would be available at all 4 colleges, the District Office and the West Richland Center. There is no cost to the District or employee for use of the program. The CEO recommended approval of the meds 2Biz Program.

Board Action: Trustee James Lane made a motion to approve implementation of the Meds 2Biz Program as recommended. Student Trustee Haylee Neuman seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. 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. Transfer of Property: The Board has been approached about the sale of District owned property which adjoins the recently developed hotel property near the Olney Central College campus. The CEO requested authorization to begin initial negotiations including an appraisal and survey of the property.

Board Action: Trustee Gary Carter made a motion to authorize CEO Terry Bruce to begin initial negotiations for the District owned property near the Olney Central College campus. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. 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. Residency by Employment: The CEO recommended clarification of tuition rates for students who are employed in-district, but reside outside the IECC District. The following statement would be included in the District's catalog:

Residency by Employment.....\$92

Students who live outside of the district or are not residents of Illinois, but are employed within the district for at least 35 hours per week or are enrolled in a course that is being provided under terms of a contract for services between the employer and the district.

Board Action: Trustee James Lane made a motion to add a statement to the catalog that clarifies current practice for tuition rates for students who are employed in-district, but reside outside the IECC District. Student Trustee Haylee Neuman seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. “Affiliation Agreement”- IECC enters into affiliation agreements with area health care facilities. The CEO recommended approval of an affiliation agreement with Oakview Nursing Rehabilitation Center, located in Mt. Carmel, Illinois, for WVC’s Basic Nurse Assistant Program as presented in full in the Board Agenda.

Board Action: Trustee Al Henager made a motion to approve the affiliation agreement for WVC’s Basic Nurse Assistant Program with Oakview Nursing Rehabilitation Center. Student Trustee Haylee Neuman seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” – The CEO recommends approval of the recommendation of the bid committee for the TRIO Upward Bound STEM Educational Trip 2019. 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 base bid received that meets all specifications from Brightspark Travel for a total of \$88,335.

TRIO Upward Bound STEM Educational Trip 2019	
Company	Total Bid
Adventure Student Travel Kirksville, MO	\$112,033
Brightspark Travel Chicago, IL	\$88,335
Gerber Tours Woodbury, NY	\$74,660

Department: TRIO Upward Bound.

Source of Funds: The TRIO Upward Bound programs are 100% funded through three grants by the U.S. Department of Education for \$374,681, \$328,912 and \$315,155 with 0% of the cost for the programs financed by non-governmental sources. Bid award is subject to approval by Illinois Eastern Community Colleges.

Rationale for Purchase: The proposal from Brightspark Travel meets the specifications required in the bid at the most cost effective price based on the three (3) bids received.

The "Advertisement for Bids" was placed in the Wayne County Press for one (1) day. In addition, individual invitations to bid were sent directly to potential vendors.

Board Action: Trustee James Lane made a motion to accept the recommendations of the bid committee as presented. 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, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. 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.

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer’s report, showing the balance in all funds as of February 28, 2019.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for February, 2019 totaling \$677,226.67, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Jan Ridgely made a motion to approve payment of district financial obligations for February 2019, in the amounts listed. 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, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer’s Report” – The CEO Report items discussed were ICCTA Lobby Date of May 1, 2019, LTC Theatre Expansion, HLC Year 4 Review, Cohort Loan Default 3-Year Rate 2009-2016, Salary Impact of Minimum Wage, Governor’s Budget Recommendation Fiscal Year 2020, State of Illinois Community College Enrollment, and the current enrollment report..

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

AGENDA #13 – “Approval of Executive Session Minutes” – The following actions were taken relative to executive session minutes. #13-A. Written Executive Session Minutes: The CEO recommended that written minutes and audio recorded minutes of an executive session held during the regular meeting Tuesday, February 19, 2019 be approved and remain closed at this time.

Board Action: Trustee Brenda Culver made a motion to approve, as prepared, written minutes and audio recorded minutes of an executive session held February 19, 2019, but that executive session minutes of that date will remain closed and not be opened to public inspection at this time. This audio recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question Student Trustee Haylee Neuman 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 was adopted.

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

400.1. Employment of Personnel

A. Professional Non-Faculty, Exempt

1. Lindsey Buck, TRIO/Upward Bound Coordinator, DO/OCC, effective March 25, 2019, contingent upon continued grant funding and background check approval.

400.2. Resignation Ratification

A. Faculty

- 1 Phillip Brooks, Workforce Education Instructor, effective June 1, 2019.
2. Brenda Grove, Assistant Professor, LTC, effective March 4, 2019.

B. Professional Non-Faculty, Non-Exempt

1. Destiny Stambaugh, Coordinator of Financial Aid, LTC, effective March 20, 2019.

400.3. Retirement Ratification

A. Faculty

1. Judith Hudson, Associate Professor, WVC, effective June 29, 2019.

#14-B. Board Action to Approve Personnel Report: Trustee Al Henager made a motion to approve the personnel report as recommended. Student Trustee Haylee Neuman seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

AGENDA #17 – “Other Items” - None.

AGENDA #18 – “Adjournment” – Student Trustee Haylee Neuman made a motion to adjourn. Trustee Gary Carter seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:33 p.m.

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Resolution of Results of April 2, 2019 Election

RESOLUTION DECLARING ELECTION RESULTS

The Board of Trustees of Illinois Eastern Community College District #529 hereby states that:

WHEREAS on April 2, 2019, an election was held for the purpose of electing three members to the Board of Trustees in the counties or portions of counties within Illinois Eastern Community College District #529, namely the counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne, and White, and;

WHEREAS Alice Mullinax, Richland County Clerk and Recorder, is the Election Authority for Illinois Eastern Community College District #529, and has certified the official ballot for the office of trustee and candidates for that office and;

WHEREAS Alice Mullinax, will certify the official election results and will provide a tabulation of the votes cast in the various counties and precincts within Illinois Eastern Community College District #529 at the election held on April 2, and;

WHEREAS Alice Mullinax, in her tabulation of votes cast will include all available valid and counted election day ballots, absentee ballots, early voting ballots, grace period ballots, and provisional ballots, and;

WHEREAS Alice Mullinax will certify that the following votes were tabulated for a full six year term:

Paul A. "Al" Henager	6,804
John Brooks	7,211

and;

WHEREAS Alice Mullinax will certify that the following votes were tabulated for the remaining 2 years of a 6 year term:

James W. Lane	8,757
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and;

WHEREAS Alice Mullinax will certify that Paul A. "Al" Henager and John Brooks were elected as trustees to serve a full term and;

WHEREAS Alice Mullinax will certify that James W. Lane was elected as trustee to serve the remaining 2 years of a six year term and;

WHEREAS the Board of Trustees of Community College District #529 takes notice that due to election laws, there can be no official certification of election results until 14 days following the election or April 16, 2019, and that, Alice Mullinax is unable to officially certify the results before April 16, 2019 and that the official certification of votes has not yet occurred, the Board finds that the unofficial results as provided indicate the actual individuals elected to the Board of Trustees and;

THEREFORE the Board of Trustees of Community College District #529 hereby accepts the unofficial results of the April 2, 2019 election as provided by Alice Mullinax, Richland County Clerk

and Recorder, and Election Authority, and further declares that Paul A. "Al" Henager and John Brooks were duly elected to serve full terms as trustees and that James W. Lane was duly elected to serve the remaining 2 years of a full term as trustee.

ADOPTED THIS 16th Day of April, 2019.

Chairman, Board of Trustees
Illinois Eastern Community Colleges

ATTEST:

Secretary, Board of Trustees
Illinois Eastern Community Colleges

Agenda Item #4

Adjournment of Board – Sine Die

Agenda Item #5

Organization of New Board

- A. Appointment of Temporary Secretary**
- B. Oath of Office and Seating of Student Trustee and Trustees Elected April 2, 1019**
- C. Roll Call**
- D. Election of Chairman**
- E. Election of Vice-Chairman**
- F. Election of Board Secretary**
- G. Election of Secretary Pro Tempore**
- H. Appointment of District Treasurer**
- I. Appointment of Ethics Officer**
- J. Resolution for Adoption of Rules, Regulations and Actions of Prior Boards**
- K. Resolution for Time and Place of Board Meetings**

Agenda Item #5J

Resolution for Adoption of Rules, Regulations and Actions of Prior Boards

Agenda Item #5J

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community College District No. 529, State of Illinois, that all rules, regulations, policies, and actions of prior Boards of Trustees of this community college district are hereby adopted in full, including any changes and revisions.

Procedures: The Board agrees to follow past practices and procedures. The Secretary shall rotate the order of calling upon Board members to cast votes on each roll call vote. Explanation of votes is not allowed during the taking of a roll call vote. *Roberts Rules of Order* will be followed for general procedural guidelines, but will not be adopted. When voice votes are taken, any trustee may ask for a roll call vote on that issue.

ADOPTED THIS 16th Day of April, 2019.

Chairman, Board of Trustees
Illinois Eastern Community Colleges

ATTEST: _____
Secretary, Board of Trustees
Illinois Eastern Community Colleges

Agenda Item #5K

Resolution for Time and Place of Board Meetings

RESOLUTION

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2019:

- Tuesday, May 21, 2019, 7 p.m., Olney Central College
- Tuesday, June 18, 2019, 7 p.m., Wabash Valley College
- Tuesday, July 16, 2019, 7 p.m., Frontier Community College
- Tuesday, August 20, 2019, 7 p.m., Lincoln Trail College
- Tuesday, September 17, 2019, 7 p.m., Olney Central College
- Tuesday, October 15, 2019, 7 p.m., Wabash Valley College
- Tuesday, November 19, 2019, 7 p.m., Frontier Community College
- Tuesday, December 10, 2019, 7 p.m., Lincoln Trail College

04/2019

Agenda Item #6

Recognition of Visitors and Guests

- A. Visitors and Guests**
- B. IECEA Representatives**

Agenda Item #7

Public Comment

Agenda Item #8

Reports

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

Agenda Item #9

Policy First Reading (and Possible Approval)

None

Agenda Item #10

Policy Second Reading

None

Agenda Item #11

Staff Recommendations for Approval

Agenda Item #11A

FY2020 Activity Fee Allocations

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Hawkins

DATE: April 16, 2019

RE: FY2020 Activity Fee Allocations

Annually, \$2 per credit hour for all tuition actually collected is returned to the colleges to support student activities. The Presidents recommend student activity fee allocations at the colleges.

Attached is an analysis of these allocations and the recommendation for FY2020. There are minimal changes from last year's recommendations. The allocation notes what percentage of each dollar will be turned over to an appropriate self-balancing account in the auxiliary fund.

Mr. Chairman, I request approval of the Activity Fee Allocations for FY2020.

RH/akb

Attachment

Agenda Item #11B

Articulation Agreement with SIU-C Accounting

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: April 16, 2019

RE: Program Articulation Agreement between IECC and Southern Illinois University-Carbondale

The following Program Articulation Agreement between IECC and Southern Illinois University-Carbondale will allow IECC Associate in Applied Science graduates in the Accounting degree at Olney Central College who meet SIUC entrance requirements to be considered, based upon the Department's enrollment criteria and space availability, for admission into SIUC's Bachelor of Science degree in Accounting Online in the College of Business.

This Program Articulation Agreement will allow IECC and SIUC to form a cooperative relationship to better serve our students by facilitating transfer, minimizing duplication of instruction and build on community college and university learning experiences.

The agreement shall be in effect as of the date upon approval of both parties, and shall remain in effect for a period of five years thereafter. The parties may renew or extend this agreement only by written notification signed by the authorized representatives of each party. This agreement may be terminated by either party, with or without cause, upon 60 days advance written notice.

I ask the Board's approval of this Program Articulation Agreement between IECC and SIUC.

TLB/rs

Attachment

PROGRAM ARTICULATION AGREEMENT
BETWEEN
ILLINOIS EASTERN COMMUNITY COLLEGES
OLNEY, IL

AND

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
CARBONDALE, IL

In an effort to provide a continued, articulated higher education baccalaureate degree program that will build on community college and university learning experiences, and also eliminate duplication of instruction, this agreement is entered into this _____ day of _____ 2019 by and between Illinois Eastern Community Colleges and the Board of Trustees of Southern Illinois University on behalf of Southern Illinois University Carbondale.

I. TERM AND TERMINATION

- A. Term. This Agreement shall commence as of the Effective Date (or if no Effective Date is indicated upon the date the Agreement is fully executed by the Parties) and shall remain in effect for a period of five (5) years thereafter. The Parties may renew or extend this Agreement only by written instrument signed by the authorized representatives of each Party.
- B. Termination. This Agreement may be terminated by either Party, with or without cause, upon 60 days advance written notice. The Parties agree that no additional students shall be accepted into the program after a Party's receipt of any written notice of termination. No qualified student then-enrolled in the program shall be deprived the opportunity to complete the program requirements solely due to termination.

II. TRANSFER REQUIREMENTS

- A. All graduates of Illinois Eastern Community Colleges with an Associate in Applied Science (A.A.S.) degree in Accounting and meeting SIU Carbondale admission requirements will be considered for admission into SIU Carbondale's Bachelor of Science (B.S.) degree in Accounting (ACCT) Online in the College of Business based upon the Department's enrollment criteria and space availability.
- B. An Illinois Eastern Community College graduate receiving an A.A.S. in Accounting degree will be considered for admission to SIU Carbondale's Accounting (ACCT) Online program if the following are met:
 - 1. The student has earned a minimum of 63 semester hours transferable to SIU Carbondale

2. The student has earned an overall grade point average (GPA) of 2.0 or above (4.0 scale) for his or her collegiate work as calculated by SIU Carbondale's grading regulations
3. Confirmation by the SIU Carbondale College of Business that the student has satisfactorily completed the following courses as part of the A.A.S in Accounting degree at Illinois Eastern Community Colleges:

- ACC 1202-2, *QuickBooks I*
- ACC 1203-2, *QuickBooks II*
- ACC 2101-4, *Financial Accounting*
- ACC 2102-4, *Managerial Accounting*
- ACC 2121-3, *Cost Accounting*
- ACC 2241-3, *Federal Tax Accounting*
- ACC 2298-2, *Accounting Internship*
- BMG 2103-3, *Business Statistics*
- BMG 2204-3, *Human Resource Management*
- BUS 1101-3, *Intro to Business*
- BUS 2101-3, *Business Law I*
- BUS 2102-3, *Business Law II*
- BUS 2105-3, *Business Finance*
- DAP 1201-3, *Business Computer Systems*
- ECN 2101-3, *Principles of Macroeconomics*
- ECN 2102-3, *Principles of Microeconomics*
- ENG 1111-3, *Composition I*
- MTH 1151-3, *Finite Math*
- MTH 1152-4, *Applied Calculus*
- PSY 1101-3, *General Psychology I*
- SPE 1101-3, *Fundamentals of Effective Speaking*

- C. Acceptance into the Capstone Option reduces the University Core Curriculum for the A.A.S. degree recipient in Accounting pursuing the B.S. in Accounting (ACCT) Online at SIU Carbondale to 30 semester hours. This, along with taking the courses listed above as part of the A.A.S. degree makes it possible for the student to complete the B.S. in Accounting (ACCT) Online at SIU Carbondale in approximately 75 additional semester hours beyond the A.A.S. degree.
- D. Illinois Eastern Community College students transferring to the Accounting (ACCT) Online baccalaureate degree program at SIU Carbondale who have not completed all of his or her Associate in Applied Science degree requirements at Illinois Eastern Community Colleges will have their related coursework evaluated on a course-by-course basis by the appropriate SIU Carbondale department. These students will also not be eligible to receive the Capstone Option benefits and will be considered based upon the Department's enrollment criteria and space availability.

- E. Students will be required to complete a minimum of 42 senior institution hours at the 300-400 course level, with the last 30 such senior institution hours being at SIU Carbondale for residency purposes. Those students enrolled in an approved program delivered by SIU Carbondale Extended Campus will have completed the residency requirement for the University upon completion of all courses required by the program. All students will be required to complete at least 120 hours with an overall GPA of 2.0 on a 4.0 scale to receive a Bachelor of Science degree in Accounting (ACCT) Online. Coursework may include University Core Curriculum as well as Professional Business Core & Accounting (ACCT) (Online) major courses.

III. COURSE DELIVERY

- A. Delivery of courses and programs will be based on mutual agreement between the parties (as specified in the SIU Carbondale program) provided there is a minimum class enrollment in each course adequate to meet expenses. Courses with inadequate enrollment may be subject to cancellation. SIU Carbondale shall notify Illinois Eastern Community Colleges of any cancellation due to inadequate enrollment.
- B. SIU Carbondale will perform registration and advisement counseling as needed to support the courses offered. SIU Carbondale will designate an individual(s) as a concurrent enrollment liaison to work in conjunction with Illinois Eastern Community Colleges and students as needed. Advisement about program requirements will be provided by the academic college offering the courses/programs.
- C. SIU Carbondale will obtain all permission and approvals necessary to teach these courses in the State of Illinois.
- D. SIU Carbondale reserves the right to approve and edit all news releases, advertising and other public announcements and information pieces relating to the performance of this Agreement.
- E. This agreement permits students to enroll concurrently at SIU Carbondale and Illinois Eastern Community Colleges to complete the degree.

IV. ILLINOIS EASTERN COMMUNITY COLLEGES DUTIES: ILLINOIS EASTERN COMMUNITY COLLEGES SHALL BE RESPONSIBLE FOR THE FOLLOWING OBLIGATIONS AND CONDITIONS:

- A. Subject to federal and state guidelines, Illinois Eastern Community Colleges will be considered the home institution for the purpose of processing Financial Aid until such time that the student either graduates or severs ties with Illinois Eastern Community Colleges.

- B. Designate in writing a person or persons as point of contact between Illinois Eastern Community Colleges and SIU Carbondale on all matters relating to the courses delivered.
- C. Reserve the right to approve and edit all news releases, advertising and other public announcements and information pieces relating to the performance of this Agreement.
- D. Permit students to enroll concurrently at SIU Carbondale and Illinois Eastern Community Colleges to complete a degree.

V. PROGRAM ARTICULATION COMMUNICATION

- A. An SIU Carbondale College of Business, Accounting (ACCT) Online representative will communicate periodically with Illinois Eastern Community College personnel for Accounting and degree planning purposes.
- B. Upon successful completion of all degree requirements, and following all policies and regulations stated in the program and SIU Carbondale guidelines, Illinois Eastern Community College students will be eligible to receive the Bachelor of Science degree in Accounting (ACCT) Online, College of Business, Southern Illinois University Carbondale.
- C. Should changes occur in course or program content, the institution making the change agrees to notify the other institution in writing so that this agreement can be re-evaluated. Notice of changes shall be given at least 45 days prior to the beginning of the semester when the change is implemented.
- D. The parties acknowledge that many student educational records are protected by the Family Education Rights and Privacy Act (FERPA) and that the written authorization of student(s) must be obtained before student data can be released to anyone. The parties agree that access to and release of student records shall be in accordance with FERPA.
- E. Indemnification:
 - 1. To the extent permitted by law and not inconsistent with the doctrine of sovereign immunity, SIU Carbondale shall indemnify and hold harmless Illinois Eastern Community Colleges, its agents and employees, from any claims, demands, or causes of action arising out of the negligent acts or omissions of SIU Carbondale, its agents or employees, in the performance of SIU Carbondale's obligations under this Agreement.
 - 2. To the extent permitted by law, Illinois Eastern Community Colleges shall indemnify and hold harmless SIU Carbondale, its agents and employees, from any claims, demands, or causes of action arising out of negligent acts or omissions of the College, its agents or employees, in the performance of the College's obligations under this Agreement.

- F. Reasonable efforts will be made to resolve problems with student(s) through discussions with the student's program instructor, supervisor, and SIU Carbondale's faculty members; however SIU Carbondale reserves the right to remove any student from enrollment at SIU Carbondale upon the determination that the student is unable or unwilling to fulfill the requirements of SIU Carbondale's educational program and mission, including but not limited to the rules and regulations of Southern Illinois University Carbondale, the policies of the Board of Trustees of SIU Carbondale, and the SIU Carbondale Student Conduct Code. SIU Carbondale shall also have the right to withdraw any student from its education degree program in accordance with its academic requirements, including but not limited to unsatisfactory academic performance and/or social misconduct.
- G. Neither party will discriminate against any applicant or student in the nomination, selection, or training because of religion, race, sex, sexual orientation, creed, handicap, national origin, or age.
- H. Notices should be mailed to the following addresses by first class mail in order to fulfill any notice or revision of requirements under this Agreement:

For SIU Carbondale: Kimberly Little, Director Undergraduate Online Student Services
Southern Illinois University Carbondale
Mail Code 4619
1025 Lincoln Drive
Carbondale, IL 62901
Phone: 618-453-7956
Email: klittle@business.siu.edu

For IL Eastern Community Colleges: Holly Martin, Chief Academic Officer
233 East Chestnut Street
Olney, IL 62450
Phone: 618-393-2982
Email: martinh@iecc.edu

[REST OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized, respective officers, and by doing so, hereby affirm that the Agreement is enforceable on behalf of and against each party as of the date written herein.

ILLINOIS EASTERN COMMUNITY COLLEGES

Chief Academic Officer
Illinois Eastern Community Colleges

Date

Chief Executive Officer
Illinois Eastern Community Colleges

Date

Chairman, IECC Board of Trustees
Illinois Eastern Community Colleges

Date

BOARD OF TRUSTEES OF SOUTHERN ILLINOIS UNIVERSITY

By _____
Dr. Meera Komarraju, Interim Provost and Vice Chancellor
for Academic Affairs
for Kevin Dorsey, Interim President
Southern Illinois University Carbondale

Date

Agenda Item #11C

Articulation Agreement with SIU-C - Accounting

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 16, 2019
RE: Articulation Agreement between IECC and Chamberlain University

The following Articulation Agreement between IECC and Chamberlain University will allow IECC Associate Degree in Nursing graduates, employees or faculty who enroll in Chamberlain College of Nursing's online programs or Health Professions online programs to receive a waiver of the application fee and incorporates all current and future programs offered by Chamberlain University in Illinois.

Graduates from IECC's Associate Degree in Nursing program and proof of RN licensure may be awarded up to 77 proficiency credit hours through the Chamberlain University Articulation Plan (CCAP). In addition, Chamberlain has the ability to offer customized group start options that are designed to encourage Institution's employees to advance their degree.

IECC's graduates, employees or faculty who enroll in and attend the Chamberlain RN to BSN Degree Completion Option, RN-BSN to MSN, Master of Science in Nursing (MSN), Graduate Certificate, Doctor of Nursing Practice (DNP) or Master of Public Health (MPH) and all non nursing graduate online programs will be charged tuition at a group specific rate of Chamberlain's then prevailing tuition rate applicable to those online programs. The Chamberlain program and group specific tuition rate applicable to each program

This Agreement has an initial term of one (1) year. Thereafter, this Agreement will automatically renew on a year-to-year basis for up to two (2) additional one-year terms, unless either party gives the other party a minimum of thirty (30) days prior written notice of non-renewal. Notwithstanding the foregoing, either party may terminate this Agreement for good cause at any time.

I ask the Board's approval of this Articulation Agreement between IECC and Chamberlain University.

TLB/rs

Attachment

School Contact: Theresa Marcotte, DNP, MSN, RN
Associate Dean of Nursing and Allied Health
305 N. West Street
Olney, IL 62450
618.395.7777 / marcottet@iecc.edu

Articulation Agreement
Illinois Eastern Community
College - Olney Central
College
(Olney Central College,
Wabash Valley College,
Frontier Community
College, and Lincoln Trail
College)

Chamberlain Contact: Jessica Hylton, MBA, M. Ed
Healthcare Development Specialist
3005 Highland Parkway
Downers Grove, IL 60515
815.529.1679, jhylton@chamberlain.edu

ARTICULATION AGREEMENT

This Articulation Agreement is entered into by and between Illinois Eastern Community College its affiliates, subsidiaries and related corporations (hereinafter referred to as the "School") and Chamberlain University and shall become effective as of the date of the last signature (effective date). This agreement enables School's graduates, employees or faculty who enroll in Chamberlain College of Nursing's online programs or Chamberlain College of Health Professions online programs to receive a waiver of the application fee normally required by Chamberlain University and incorporates all current and future programs offered by Chamberlain University in Illinois. In addition, Chamberlain has the ability to offer customized group start options that are designed to encourage Institution's employees to advance their degree.

Transfer Agreement

1. Graduates from School with an Associate Degree in Nursing and proof of RN licensure may be awarded up to 77 proficiency credit hours through the Chamberlain University Articulation Plan (CCAP). This includes 37 liberal arts and sciences credits and 40 nursing credits.

2. This articulation is made explicitly subject to the terms of Chamberlain's admission requirements, academic policies, and program requirements, including but not limited to the Chamberlain academic catalog and student handbook (all of the foregoing collectively referred to herein as the "Chamberlain Policies"). Transfer of courses are considered on an individual basis. Chamberlain may require a catalog, syllabus or additional material. Official transcripts from previously attended institutions are required and the course(s) must be comparable in level and content to the course for which the student is awarded credit. The evaluation includes an analysis of how the courses accepted in transfer meet specific course requirements in the curriculum. In the event of any conflict between or among Chamberlain Policies or elsewhere in this articulation, the terms of the Chamberlain Policies shall prevail.

Admission Information

3. School's students are eligible for admission to Chamberlain University's online RN-BSN degree completion option provided they meet the following requirements:

- a. Submit a complete application for admission to Chamberlain University along with the Institution Education Partner (IEP) Eligibility form, and
- b. Is a registered nurse with a current, active RN license in the U.S. or in a jurisdiction that is an associate member
of the National Council of State Boards of Nursing (NCSBN), and
- c. Has a minimum cumulative grade point average of 2.0 on a 4.0 scale.

Please refer to <http://www.chamberlain.edu/academics> for current admission requirements for all online programs

School Responsibilities

4. During the term of this Agreement, the School will assist Chamberlain in organizing informational events to communicate the opportunities available through this agreement to all eligible graduates, employees and faculty on a quarterly basis. The opportunities can include, but are not limited to, information/education sessions, workshops, seminars/speakers, webinars, lunch and learns and engaging the graduating classes. School will also provide an opportunity for Chamberlain to be included in any electronic communication about the partnership via a linked microsite partner page, e-letter, partnership posters and e-blasts.

5. This Agreement has an initial term of one (1) year. Thereafter, this Agreement will automatically renew on a year-to-year basis for up to two (2) additional one-year terms, unless either party gives the other party a minimum of thirty (30) days prior written notice of non-renewal. Notwithstanding the foregoing, either party may terminate this Agreement for good cause at anytime.

Chamberlain's Benefits, Terms and Conditions

6. School's graduates, employees or faculty who enroll in and attend the Chamberlain RN to BSN Degree Completion Option, RN-BSN to MSN, Master of Science in Nursing (MSN), Graduate Certificate, Doctor of Nursing Practice (DNP) or Master of Public Health (MPH) and all non nursing graduate online programs will be charged tuition at a group specific rate of Chamberlain's then prevailing tuition rate applicable to those online programs. The Chamberlain program and group specific tuition rate applicable to each program are set forth in Exhibit A. Exhibit A is subject to change at Chamberlain's sole discretion. The group specific tuition rate will not apply until the first session start after the execution of this Agreement. For current tuition and fees, please refer to **chamberlain.edu/tuition**. This Agreement applies to all of Institution's employees, faculty or graduates who are Chamberlain students, whether new or continuing.

7. Non-tuition expenses such as books and fees that may be charged to students by Chamberlain are not subject to the group- specific pricing. No credits or repayments shall be made for any graduates, employees and faculty already enrolled at the time this Agreement becomes effective. School's graduates, employees and faculty are subject to all other admission requirements as set forth in the respective Chamberlain catalogs, addenda and other materials.

8. Neither party is allowed to use the other party's name, tradename, trademark or logos in publicity releases, advertising or social media without first securing prior written consent from the other party for each use.

9. The relationship established under this Agreement shall be that of a contractor and neither party shall be, nor hold itself out to the public as being, an employee, agent, joint venturer or partner of the other. Neither party shall have authority to contract for or bind the other in any manner.

10. Upon termination of this Agreement, the limited licenses set forth in this section will immediately terminate and each party shall (i) cease all such aforementioned use; and (ii) discard, destroy or delete any printed and electronic materials containing the name, tradename, trademark, or logo of the other party. Neither party shall use the name, tradename, logo, or trademark of the other party in any way that would cause confusion in the public mind as to the relationship between the parties and, except for the limited license set forth in this section, neither party shall by virtue of this Agreement gain any right, title, or interest in any name, tradename, trademark, or logo of the other party. This section shall survive termination of this Agreement for any reason.

Indemnity and Limitation of Liability

- a. Chamberlain will indemnify and hold harmless School from any damages or expenses caused solely by Chamberlain's use of School's name, trade names, trademarks, and logos or failure to comply with the requirements regarding termination of this Agreement as provided in paragraph 10. Chamberlain will have no duty to defend and allegations will not trigger the Chamberlain's duty to indemnify defense costs. Chamberlain shall have no obligation to indemnify School for any damages or expenses School incurs arising out of School's negligence, acts or omissions. In the event that School enters a settlement

with a third-party, Chamberlain will have no obligation to indemnify School for the settlement or other expenses.

- b. School will indemnify and hold harmless Chamberlain from any damages or expenses caused solely by School's use of Chamberlain's name, trade names, trademarks, and logos or failure to comply with the requirements regarding termination of this Agreement as provided in paragraph 10. School will have no duty to defend and allegations will not trigger the School's duty to indemnify defense costs. School shall have no obligation to indemnify Chamberlain for any damages or expenses Chamberlain incurs arising out of Chamberlain's negligence, acts or omissions. In the event that Chamberlain enters a settlement with a third-party, School will have no obligation to indemnify Chamberlain for the settlement or other expenses.
- c. Chamberlain hereby disclaims all warranties, including without limitation, any implied warranty of merchantability or fitness for a particular purpose. Chamberlain's aggregate maximum liability arising from or in any way related to this articulation (whether in contract, tort, strict liability or otherwise) shall not exceed One Thousand Dollars (\$1,000). In no event will Chamberlain be liable for any indirect, consequential, incidental, special or punitive damages of any kind.

11. In the case this Agreement is terminated for any reason by either party, no additional School's graduates, employees and faculty will be eligible for the Program benefits. Students enrolled at the time of termination will (i) receive the applicable group tuition rate for one session following the then current session; and (ii) be informed by the Chamberlain admissions services team via e-mail that their group tuition rate will be eliminated after one term following the then current session.

12. This Agreement contains the entire and complete understanding of the parties as to its subject matter and supersedes any and all prior or contemporaneous understandings, agreements, discussions or offers, whether written or oral. This Agreement may not be modified, altered, or amended except by a written instrument signed by both parties. Any provision of this Agreement which is found to be illegal or invalid shall be severed and removed from this Agreement and shall not affect the legality or validity of the remaining provisions.

13. In the event of any dispute between the parties regarding the terms of this Agreement or the obligations of a party hereunder, all such disputes shall be referred to binding arbitration by a single arbitrator (mutually agreed upon by the parties) under the arbitration rules of the American Arbitration Association. This Agreement shall be governed and construed according to the laws of the State of Illinois without regard to any choice of law provision.

Chamberlain University

Mark Buck
Vice President of Enrollment Management

Date

Illinois Eastern Community College

Theresa Marcotte, DNP, MSN, RN
Associate Dean of Nursing and Allied Health

Date

Rodney Ranes
President, Olney Central College

Date

Dr. G. Andrew Fischer
Chairman, Board of Trustees
Illinois Eastern Community Colleges

Date

Agenda Item #11D

Identity Theft Prevention Program and Status Report

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE April 16, 2019

RE: Identity Theft Prevention Program
Identity Theft Prevention Program Status Report for 2018

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

In February of 2019, the Identity Theft Prevention Team reviewed and updated the prevention program as necessary. The various departments at IECC that work closely with student accounts evaluated the red flags to ensure the red flags identified are appropriate. No major updates were made to the current Identity Theft Prevention Program. The Team will continue to annually review the program and provide identity theft and red flag training to their assigned departments and areas. The Release of Student Information Guidelines are included as part of the identity theft training. In 2019, training is being provided in April. The report is being sent to the Board by email.

I recommend the Board’s acceptance of the IECC’s Identity Theft Prevention Program and the Status Report for 2018.

TLB/rs

Agenda Item #11E

Transitional Math Memorandum of Understanding

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 16, 2019
RE: Transitional Math Memorandum of Understanding

In 2016, the Postsecondary and Workforce Readiness Act (PWR) was approved with the goal of improving the transition from high school to college and/or work.

One requirement of the PWR Act is for high schools to offer a fourth year of math (beyond the three years required for high school graduation) in an effort to reduce the number of students who need remediation and developmental education coursework in college. This fourth year will be transcribed as their “Transitional Math” course and allow students to bypass developmental education at the colleges. This Memorandum of Understanding with high schools in District #529 articulates the requirements necessary for students to bypass developmental education at Illinois Eastern Community Colleges. K-12 school district boards may vote to opt-out with evidence of this requirement causing undue financial burden on their district.

For additional information about the PWR Act, here is a brief overview: <https://www.isbe.net/Documents/Statewide-Transitional-Math-Report.pdf>

I ask the Board’s approval of the attached Transitional Math Memorandum of Understanding.

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

Frontier Community College
Lincoln Trail College
Olney Central College
Wabash Valley College

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is an agreement between _____
District #__ and Illinois Eastern Community College District #529.

Section I: _____ *High School* will:

1. Offer the following courses to high school seniors who have met their graduation requirement but who are not projected ready for college-level math as of the end of their junior year. The course will cover all of the competencies listed in the pilot course outline.
 - *Course No. Course Name*
2. Provide the instructor who will do the following:
 - a) Determine each student's grade where at least 75% of the grade is based on the summative unit assessments (tests/exams/projects) and 25% is based on formative assessments (such as homework and quizzes). Each will have at least 4 summative assessments per course.
 - b) Not allow students to keep summative assessments.
 - c) Not allow students to retake summative assessments.
 - d) Maintain all graded summative assessments for two years.
 - e) Follow the course outline as mandated by the law and approved by Illinois Eastern Community Colleges and the state-wide transitional math board.
3. Require students to complete all competency assessments in order to complete the course.
4. Require students to fill out an IECC Information form and submit these to the College.

Section II: Illinois Eastern Community Colleges will:

1. Allow placement into available college-level math courses for students who receive a "C" or better in the appropriate pre-requisite transitional math course:
 - Transitional STEM math course - College Algebra,
 - Quantitative Literacy and Statistics- Intro to Statistics, Liberal Arts Math, Quantitative Reasoning, or Math for Elementary Majors
 - Technical Math – Technical Math, Math for Nursing, Medical Assisting Math

If it has been more than 18 months since the completion of the transitional math course, the student will be required to follow IECC placement guidelines required at that time for enrollment into any mathematics course. Either party may terminate this agreement or remove courses at any time.

THE BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGE
DISTRICT #529

By: _____ Date _____
Chairman

_____ COMMUNITY UNIT DISTRICT # _____ BOARD OF
EDUCATION

By: _____ Date _____
President/Chairman

Agenda Item #11F
IECC Honors Program

Agenda Item #11F

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 16, 2019
RE: IECC Honors Program

The IECC Honors Program has been developed with the mission to provide learning opportunities to talented students who seek intellectual and cultural growth through enriched academic experiences.

The IECC Honors Program offers advanced opportunities for students motivated to challenge themselves academically and find an outlet for special interests.

Students may apply for admission into the Honors Program at any time, and may be used as a recruitment tool for high-achieving students. To graduate as an Honors Program Scholar, students must maintain a 3.5 GPA, take additional honors topics courses, participate in PTK, and complete the honors capstone class. An honors designation will appear on the transcripts and diplomas of all students who meet requirements.

The IECC Honors Program is open to all students who have demonstrated consistent academic excellence, motivation, and leadership. The objectives of the program include integrating academic study and extracurricular projects; bridging school, community, and the workplace; and promoting a synthesis of various academic disciplines.

I ask the Board's approval of the attached IECC Honors Program.

TLB/rs

Attachment

The mission of the Honors Program at IECC is to provide learning opportunities to talented students who seek intellectual and cultural growth through enriched academic experiences.

About

The Honors Program offers advanced opportunities for students motivated to challenge themselves academically and find an outlet for special interests.

Students may apply for admission into the Honors Program at any time. To graduate as an Honors Program Scholar, students must maintain a 3.5 GPA, take additional honors topics courses, participate in PTK, and complete the honors capstone class. An honors designation will appear on the transcripts and diplomas of all students who meet requirements.

The IECC Honors Program is open to all students who have demonstrated consistent academic excellence, motivation, and leadership. The objectives of the program include integrating academic study and extracurricular projects; bridging school, community, and the workplace; and promoting a synthesis of various academic disciplines.

Enriched Academics

The Honors Program strives to provide high functioning students with the opportunity to engage in studies that are more intellectually challenging than traditional sections. Honors learning outcomes are developed by faculty with the necessary experience in specialized fields.

Through topics courses, Faculty assigns thought-provoking reading and projects that go beyond the typical class. The faculty guide and advise students on how to successfully meet difficult challenges and develop learning. Students create and synthesize complex material and demonstrate mastery in a discipline through projects. For practicality, honors courses are added (taken immediately following) with regular classes. For academic rigor, honors classes will have an additional component in the curriculum to challenge and motivate students. Any program and teacher can utilize topics courses to engage the honors curriculum and fulfill the requirements. The honors program is for all students regardless of program, transfer and CTE students alike.

Learning Outcomes

Students who participate in the Honors Program will:

- Develop integrative learning by connecting classroom learning to experiences outside the classroom
- Demonstrate integrative learning through research, design, or artistic expression
- Demonstrate leadership skills through collaborative learning experiences
- Understand the importance of community engagement

Benefits

The honors program at IECC offers numerous benefits to students including:

- Enriched coursework
- Scholarship opportunities (campus dependent)
- Annual Honors Program awards (campus dependent)

- Leadership roles in student organizations (student senate, PTK, other)
- Recognition on transcripts and diplomas for high achievement
- Recognition at graduation ceremony and regalia
- Transfer directly into Honors Programs at other colleges and universities (articulation)

PTK

Honors members are required to join Phi Theta Kappa (PTK), the honor society of two-year community colleges.

The club will help facilitate a community of honors students, allow students to participate in service learning, and sponsor events.

For more information see the local campus PTK advisor.

Eligibility

To be accepted, students:

File an honors program application for the desired campus/college.

Must be enrolled (or plan to enroll) in a program at IECC or have a GPA of 3.25 or above after the completion of at least 12 semester hours of college coursework at IECC College.

Students entering from high school with a GPA of 3.5 on a 4 scale will be considered as well.

Once in the Honors Program students are expected to maintain a 3.5 GPA during their time at IECC.

Capstone Course GEN 2297

The capstone course is a four-credit study course that explores a topic related to a student's program or area of interest. In this course, students will create a portfolio in *Canvas* digital learning system. The Honors advisor will supervise the work. The class may be online, face-to-face, or independent study.

Honors students will use *Canvas* LMS to create, preserve and showcase their portfolios. The Honors Portfolios will contain Honors Projects, essays or journals referencing previous work and creating a new action item that is comprehensive and demonstrates higher order thinking skills.

Structure

The honors program will consist of additional honors classes that attach with regular classes. Some standalone honors class may be developed for high profile, general education requirements such as Honors English, Honors Speech, Honors Algebra, and Honors History.

Students take addable "Topics" classes. GEN 2299 has been created as a catch-all topics course. A transfer level course titled GEN 2199 is available as well. Students do additional work such as an extended format paper, or research project related to the content of the course enrolled. Any teacher can participate in the honors program. Students must ask for permission and work out details with instructors.

The total credit of the main class and the topics course will count towards the Honors program requirements.

As a final component, students will take GEN 2297 Capstone for Honors (4 credits) and an advisor will oversee the course. This course will be online and administered through the *Canvas* LMS.

Sample Curriculum:

The student is a welding major (for example)

Student takes:

WEL 1235, 3 cr + GEN, 2299. 1 cr

WEL 1240, 3 cr + GEN 2299, 1 cr

GEN 2297 4cr

Total of 12 Credits with honors components

FAQ:

- How do teachers/advisors get compensated for the Honors program? Payment for Honors program advisor will be from the additional credits.
- Who teaches the honors classes? Any teacher can teach an honors course. PTK advisors are recommended as the teacher of the capstone class if possible.
- Are Scholarships available? Scholarships will be contingent upon funding and different at each campus.
- The stackable classes will mirror the main course attached. The capstone class will be online or face to face.
- How are credits calculated for the Honors program? - The total credit of the class will count towards the honors requirement (stackable course plus the regular course credit).
- Can students take the Honors program by itself (alone)? - The honors program is not a standalone program. It is an addition to a chosen program of study.
- How will schools and employers know that a student has taken the Honors program? Honors designation will appear on the transcript. Regalia is optional campus-wide. Honors advisors may create a letter of recommendation for students who have completed the program (campus specific).

**Illinois Eastern Community Colleges
Master Course Syllabus
GEN 2297 – Capstone for Honors**

FCC - X LTC - X OCC - X WVC - X

Course Prefix and Number: GEN 2297

PCS/CIP/ID Code: 12/2010/03

Curriculum Title: Associates In General Studies Curriculum Prefix: AGA

Curriculum Number: D559

Course Title: Capstone for Honors

Prepared/Updated On: 12/13/2018

By Mike Conn

Credit Hours: 4 Credit Lecture: 4 Credit Lab: 0 Credit Variable: N

Weekly: Contact Hours: 4 Contact Lecture: 4 Contact Lab: 0 Contact Other: 0

(The Weekly contact hours are on a 16-week course.)

Total: Contact Hours: 60 Contact Lecture: 60 Contact Lab: 0 Contact Other: 0

Standard Workload: 4

Is This Course Repeatable: N

How many Times: 0

IAI Codes

Attribute Code:

Course Description:

Course that explores a topic related to the future student course of study. In this course, students will create a portfolio in Canvas digital learning system. Honors advisor supervise the work. The class may be online, face-to-face, or as independent study.

Honors students will use Canvas LMS to create, preserve and showcase their Honors Portfolios. The Honors Portfolios will contain A with Honors Projects, essays or journals referencing Honors Seminars students have attended, overviews and outcomes of service learning, and Honors Projects they have completed as well as recognition and accomplishments within the college and community. Students must submit an Honors Project Proposal Form for all projects and activities they wish to enter into their portfolio; the deadline for Honors Project Proposals will be one week after semester midterm. Lecture.

Student Learning Outcomes:

1. The student can plan a research, design, or artistry project of significance. This capacity includes, for example, posing appropriate research questions/hypotheses, formulating a plan to archive the goal(s), estimating effort and resources required and conducting proper background work before starting the project.
2. The student can engage in an independent research, design, or artistry project of significance under the direction of a professor who serves as the Honors Capstone advisor. Student shows a degree of self-directedness, inventiveness, and professionalism appropriate for an advanced undergraduate.
3. The student can create a final research, design, or artistry product that documents the result of the Honors Capstone experience. The product conveys a thoughtful and enriching independent study experience.
4. Completion of this project will entail, at a minimum, the following:
 - a. One or more written assignments that total at least 4,500 words (the equivalent of 15 pages of double-spaced, typewritten text);
 - b. Either an oral appointment, in which students must give a formal presentation at least 10 minutes long, or a visual task, in which students create at least one significant visual/electronic artifact (e.g., a website or video presentation);

Methods of Instruction:

Classroom setting or online instruction; lecture, collecting, selecting, and reflecting e-Portfolio artifacts for honors; writing assignment, and sample e-Portfolios.

Americans with Disabilities Act - For students with disabilities, there are ADA-related support services through the Learning Skills Center.

Methods of Student Evaluation:

Review and evaluation of documented educational artifacts for honors; identified and documented program goals and outcomes; and review and documentation of interdisciplinary coursework; successful completion of e-Portfolio Development course and enrollment in e-Portfolio Mechanics; and a draft student e-Portfolio completed before student graduation.

Recommended Textbooks and Reference Materials:

To ensure you purchase the correct textbook required for your course section, either present your schedule to the bookstore or contact the instructor.

Instructor developed materials.

Topical Outline:

- I. Overview of e-Portfolio and use for honors and
5
Assessment of honors
- II. Overview of e-Portfolio software
5
- III. Identify individual educational goals and program outcomes
15
- IV. Create a self-assessment/reflection tool highlighting education and program goals 15
- V. Identify and analyze e-Portfolio artifacts for honors 15
- VI. Assembling a draft e-Portfolio for review
5

Total Contact Hours: 60

Illinois Eastern Community Colleges
Master Course Syllabus
GEN 2299 – Topics in CTE Courses

FCC - X LTC - X OCC - X WVC - X

Course Prefix and Number: GEN 2299

PCS/CIP/ID Code: 12/529997/00

Curriculum Title: AGS

Prefix: AGA Curriculum Number: D595*

Course Title: Topics for CTE Courses

Prepared/Updated On: 1/29/2019

By Mike Conn

Credit Hours: 3 Credit Lecture: 3 Credit Lab: 0 Credit Variable: Y

Weekly: Contact Hours: 3 Contact Lecture: 3 Contact Lab: 0 Contact Other: 0

(The Weekly contact hours are on a 16-week course.)

Total: Contact Hours: 45 Contact Lecture: 45 Contact Lab: 0 Contact Other: 0

Standard Workload: 3

Is This Course Repeatable: Y

How many Times: 3

IAI Codes

Attribute Code: GEN

Course Description:

Advanced study, special project, or experiment on a topic in the career and technical education, which is not available in the college's course offerings, under the supervision of a CTE instructor. Lecture. Variable. Repeatable 3 times.

Student Learning Outcomes

Successful completers will:

1. Develop specialized knowledge and understanding of a unique topic in the Career and Technical Course. Detailed objectives are to be developed for the independent study program using the IECC Independent Study Contract form.
2. Demonstrate written knowledge of subject matter.
3. Demonstrate oral knowledge of subject matter.

Methods of Instruction:

Individualized study and research.

Americans with Disabilities Act - For students with disabilities, there are ADA-related support services through the Learning Skills Center.

Methods of Student Evaluation:

Discussions with the instructor, written report(s), and demonstrated skill(s).

Recommended Textbooks and Reference Materials:

As specified for a topic by the instructor.

Topical Outline:

The detailed independent study plan will be prepared using the IECC Independent Study Contract form which will specify the activities and time commitment involved.

Total Contact Hours: 45

**Illinois Eastern Community Colleges
Master Course Syllabus
GEN 2199 – Topics for Honors**

FCC - X LTC - X OCC - X WVC - X

Course Prefix and Number: GEN 2199

PCS/CIP/ID Code: 12/529997/00

Curriculum Title: AGS

Prefix: AGA Curriculum Number: D595*

Course Title: Topics for Honors

Prepared/Updated On: 1/29/2019

By Mike Conn

Credit Hours: 3 Credit Lecture: 3 Credit Lab: 0 Credit Variable: Y

Weekly: Contact Hours: 3 Contact Lecture: 3 Contact Lab: 0 Contact Other: 0

(The Weekly contact hours are on a 16-week course.)

Total: Contact Hours: 45 Contact Lecture: 45 Contact Lab: 0 Contact Other: 0

Standard Workload: 3

Is This Course Repeatable: Y

How many Times: 3

IAI Codes

Attribute Code: GEN

Course Description:

Advanced study, special project, or experiment on a topic in the transfer liberal arts curriculum, which is not available in the college's course offerings, under the supervision of a transfer level instructor. Lecture. Variable. Repeatable 3 times.

Student Learning Outcomes

Successful completers will:

- Develop integrative learning by connecting classroom learning to experiences outside the classroom
- Demonstrate integrative learning through research, design, or artistic expression
- Demonstrate leadership skills through collaborative learning experiences
- Understand the importance of community engagement

Methods of Instruction:

Individualized study and research. Weekly meetings with the instructor.

Americans with Disabilities Act - For students with disabilities, there are ADA-related support services through the Learning Skills Center.

Methods of Student Evaluation:

Discussions with the instructor, written report(s), and demonstrated skill(s).

Recommended Textbooks and Reference Materials:

As specified for a topic by the instructor.

Topical Outline:

The detailed study plan will be prepared which will specify the activities and time commitment involved.

Total Contact Hours: 45

Agenda Item #11G

HLC Year 4 Assurance Argument Review

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 16, 2019
RE: HLC Year 4 Assurance Argument Review

The Higher Learning Commission (HLC) completes an accreditation visit for the District each 10 years. In the Open Pathway, in which IECC participates, a virtual Assurance Review is conducted in the 4th year to assure the Commission that the College District continues to meet HLC's criteria for accreditation.

Tara Buerster and Paul Bruinsma have co-chaired the steering committee of District individuals who have prepared an updated Assurance Argument that will be submitted on or before April 22nd to the HLC. The Assurance Argument addresses and provides continued evidence that the District meets the Criteria for accreditation and is still in compliance with the Criteria 4 years after the 10 year comprehensive evaluation in 2015.

Although a 10 year accreditation visit involves the personal visitation by a team of reviewers, the Assurance Argument will be reviewed electronically by a team selected by the HLC. There will be no on-site visitation. Under the guidelines, the review committee should complete its review and report within 30 days of receipt of the Assurance Argument.

The Assurance Argument has been sent electronically to the Board members. I ask approval for submission of the Assurance Argument to the HLC.

TLB/rs

Agenda Item #11H

Expansion of LTC Zwermann Arts Center

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 16, 2019
RE: Expansion of LTC Zwermann Arts Center

The Zwermann Arts Center events attract more than 2,000 people to the Lincoln Trail College campus every year. The Arts Center is in need of expansion.

An interested group of area individuals has already raised and expended \$150,000 for improvements to the Arts Center including modernizing the curtains, risers, stage lighting, sound equipment, and changes to the choral room.

The next phase of the Zwermann Arts Center project is an expansion of the facility. The additional space proposed to be created would be used for production and storage of sets, props, music stands, and risers and is projected to cost \$492,961. The funds for this expansion include use of some of the proceeds of the Gladys Jones Estate and additional fundraising.

I am asking the Board to approve this project with a clear understanding that the project will be fully funded by currently held estate funds and from community donations.

TLB/rs

Agenda Item #11I

Acceptance of Robinson Real Estate Gift

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 16, 2019
RE: Acceptance of Robinson Real Estate Gift

Mr. Michael A. Olson and Kitchen Trends, Inc. wish to convey, at no cost, a property located at 303 East Cherry Street, Robinson. The property being offered adjoins the McCoy Welding Shop property.

Mr. Olson wishes to make a gift of the lot to the District. Attached is a warranty deed.

I ask the Board's acceptance of the gift of property located at 303 East Cherry Street, Robinson, Illinois.

TLB/rs

Attachment

Agenda Item #11J

Acceptance of Property Gift by LTC Foundation

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 16, 2019
RE: Acceptance of Property Gift by LTC Foundation

Lincoln Trail College will be starting a soccer program. Dr. Ryan Gower has been in discussion with the LTC Foundation about acquiring property for a soccer field. The Foundation has agreed to convey 11 acres, more or less, to the college district for that purpose. Attached is a Warranty deed.

I ask the Board to accept this conveyance of property from the LTC Foundation to the District.

TLB/rs

Agenda Item #11K

Affiliation Agreement with Harmon's Pharmacy – LTC Pharmacy Tech

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 16, 2019
RE: Affiliation Agreement

An Affiliation Agreement is a formal contract between the educational institution and the facility or business where the student(s) will have the experience. It identifies the responsibilities and liabilities of the various parties covered by the contract. Students engaged in these placements are not paid and the experience is required for completion of the program.

IECC wishes to enter into an affiliation agreement for the Lincoln Trail College Pharmacy Technician Program with Harmon's Pharmacy located in Oblong, Illinois.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
LINCOLN TRAIL COLLEGE
PHARMACY TECHNICIAN PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 13th day of May, 2019, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as the COLLEGE) and Harmons, Oblong, IL (hereinafter referred to as AGENCY). *[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

WHEREAS, the COLLEGE desires to make use of the AGENCY's facilities for clinical pharmacy technician laboratory practice by students of the Pharmacy Technician Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the pharmacy technician students of the COLLEGE for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas of pharmacy service for observation and participation by the students and faculty of the COLLEGE'S Pharmacy Technician Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the Administrative Supervisor on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical pharmacy technician laboratory practice, and will be available to the pharmacy technician students.

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of the COLLEGE, in consultation with the Administrative Supervisor or Coordinator on behalf of the AGENCY. The Administrative Supervisor assumes full responsibility and supervision of the Pharmacy Technician students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity *with all applicable rules, regulations, and policies of the AGENCY, and the* Administrative Supervisor on behalf of the AGENCY will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY personnel will retain full and final decisions for client care assigned to Pharmacy Technician students.
5. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.

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

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

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

The students are responsible for health care costs related to student injury or illness occurring in the agency.

The AGENCY may terminate a student from the facility when his or her performance is unsatisfactory to AGENCY or his or her behavior is deemed disruptive or detrimental to AGENCY and/or its patients. In such event, student participation in the AGENCY shall immediately cease. Only the COLLEGE can dismiss a student from the COLLEGE Pharmacy Technician program.

To the extent permitted by applicable law and without waiving any defenses, the COLLEGE shall indemnify and hold harmless AGENCY and its officers, medical and nursing staff, representatives and employees from and against all liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of the COLLEGE or any of its faculty, Program Participants, agents, representatives and employees under this Agreement, including, but not

limited to claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements. AGENCY shall indemnify COLLEGE against liabilities, claims, damages, and expenses, including reasonable attorney's fees, incurred by the COLLEGE in defending or compromising actions brought against COLLEGE arising out of or related to the AGENCY'S performance of duties hereunder.

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. The COLLEGE will provide orientation to the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2019.

Agenda Item #12

Bid Committee Report

None

Agenda Item #13

District Finance

- A. Financial Report**
- B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

**TREASURER'S REPORT
March 31, 2019**

FUND	BALANCE
Educational	\$8,108,425.74
Operations & Maintenance	\$939,627.03
Operations & Maintenance (Restricted)	\$772,697.19
Bond & Interest	\$481,556.91
Auxiliary	\$806,994.65
Restricted Purposes	(\$273,753.06)
Working Cash	\$180,307.96
Trust & Agency	\$522,529.05
Audit	(\$3,730.61)
Liability, Protection & Settlement	\$719,627.10
	<hr/>
TOTAL ALL FUNDS	\$12,254,281.96
	<hr/> <hr/>

Respectfully submitted,

Ryan Hawkins, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Comparative Combined Balance Sheets - All Funds
March 31, 2019 & 2018

	ALL FUNDS	
	Fiscal Year 2019	Fiscal Year 2018
ASSETS:		
CASH	\$ 12,254,282	\$ 13,688,916
IMPREST FUND	21,300	21,300
CHECK CLEARING	12,500	12,500
CDB PROJECT TRUST	75,778	-
INVESTMENTS	18,750,000	17,590,000
RECEIVABLES	1,312,290	1,808,498
INVENTORY	452,424	507,898
OTHER ASSETS	462,250	456,087
FIXED ASSETS (Net of Depr)	16,316,397	17,511,917
TOTAL ASSETS AND OTHER DEBITS:	\$ 49,657,221	\$ 51,597,116
 LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	\$ 191,163	\$ 217,150
ACCOUNTS PAYABLE	403,058	9,025
DEFERRED REVENUE	766,462	606,924
L-T DEBT GROUP (FUND 9)	7,370,668	9,391,550
OPEB (Prior Year Restated for GASB 75 Implementation)	15,228,583	15,463,329
OTHER LIABILITIES	431,352	431,352
TOTAL LIABILITIES:	23,959,934	26,119,330
 FUND BALANCES:		
FUND BALANCE	27,260,063	28,637,369
INVESTMENT IN PLANT (Net of Depr)	16,316,397	17,511,917
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(22,599,251)	(24,854,879)
RESERVE FOR ENCUMBRANCES	4,720,078	4,183,379
TOTAL EQUITY AND OTHER CREDITS	25,697,287	25,477,786
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	\$ 49,657,221	\$ 51,597,116

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 For the Periods Ended March 31, 2019 & 2018

	FY 2019 YEAR-TO-DATE	FY 2018 YEAR-TO-DATE
REVENUES:		
LOCAL GOVT SOURCES	\$ 7,037,153	\$ 6,770,086
STATE GOVT SOURCES	8,886,216	8,854,104
STUDENT TUITION & FEES	13,901,972	13,948,439
SALES & SERVICE FEES	2,649,519	2,686,342
FACILITIES REVENUE	23,965	11,261
INVESTMENT REVENUE	308,046	146,359
OTHER REVENUES	1,036,254	265,595
TOTAL REVENUES:	<u>33,843,125</u>	<u>32,682,186</u>
EXPENDITURES:		
INSTRUCTION	8,194,649	8,388,306
ACADEMIC SUPPORT	351,826	351,042
STUDENT SERVICES	1,203,913	1,127,762
PUBLIC SERV/CONT ED	13,997	2,530
OPER & MAINT PLANT	2,209,155	2,422,551
INSTITUTIONAL SUPPORT	7,407,078	6,638,118
SCH/STUDENT GRNT/WAIVERS	6,242,210	6,002,565
AUXILIARY SERVICES	4,247,242	3,861,230
TOTAL EXPENDITURES:	<u>29,870,070</u>	<u>28,794,104</u>
TRANSFERS AMONG FUNDS:		
INTERFUND TRANSFERS	-	-
TOTAL TRANSFERS AMONG FUNDS:	<u>-</u>	<u>-</u>
NET INCREASE/DECREASE IN NET ASSETS	<u>\$ 3,973,055</u>	<u>\$ 3,888,082</u>

**ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS ONLY
COMPARISON TO BUDGET REPORT FOR FISCAL YEARS 2017-2019**

College	Category	FISCAL YEAR 2017			FISCAL YEAR 2018			FISCAL YEAR 2019			% of Year
		Anticipated Budget	Spent Thru March	% of Bdgt	Anticipated Budget	Spent Thru March	% of Bdgt	Anticipated Budget	Spent Thru March	% of Bdgt	
Frontier	Bills		\$ 1,355,751		\$ 1,277,615		\$ 1,378,190				
	Payroll		1,602,172		1,566,303		1,570,322				
	Totals	\$ 4,089,274	2,957,923	72%	\$ 4,189,416	2,843,918	68%	\$ 4,550,604	2,948,512	65%	75%
Lincoln Trail	Bills		1,485,652		\$ 1,634,516		1,677,924				
	Payroll		1,624,965		1,703,218		1,665,176				
	Totals	\$ 4,198,705	3,110,617	74%	\$ 4,531,653	3,337,734	74%	\$ 4,788,234	3,343,100	70%	75%
Olney Central	Bills		1,698,578		1,792,382		1,834,453				
	Payroll		3,395,856		3,460,094		3,252,521				
	Totals	\$ 7,158,163	5,094,434	71%	\$ 7,303,330	5,252,476	72%	\$ 7,449,755	5,086,974	68%	75%
Wabash Valley	Bills		2,428,449		2,249,421		2,375,516				
	Payroll		2,368,813		2,210,026		2,214,580				
	Totals	\$ 6,124,837	4,797,262	78%	\$ 6,136,568	4,459,447	73%	\$ 6,236,897	4,590,096	74%	75%
Workforce Educ.	Bills		2,849,191		2,592,641		2,706,868				
	Payroll		924,684		804,905		813,067				
	Totals	\$ 5,106,047	3,773,875	74%	\$ 4,869,942	3,397,546	70%	\$ 4,258,339	3,519,935	83%	75%
District Office	Bills		226,139		238,737		246,546				
	Payroll		778,517		776,187		825,755				
	Totals	\$ 1,349,414	1,004,656	74%	\$ 1,614,463	1,014,924	63%	\$ 1,519,023	1,072,301	71%	75%
District Wide	Bills		1,159,211		1,251,773		1,565,041				
	Payroll		600,118		592,527		634,673				
	Totals	\$ 2,339,438	1,759,329	75%	\$ 2,705,152	1,844,300	68%	\$ 2,883,536	2,199,714	76%	75%
GRAND TOTALS		\$30,365,878	\$ 22,498,096	74%	\$ 31,350,524	\$22,150,345	71%	\$31,686,388	\$22,760,632	72%	75%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
March 31, 2019

	FY 2019		FY 2018		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
Salaries	\$ 10,976,094	48.22%	11,113,260	50.17%	\$ (137,166)	-1.234%
Employee Benefits	2,061,834	9.06%	1,990,983	8.99%	70,851	3.559%
Contractual Services	890,243	3.91%	615,194	2.78%	275,049	44.709%
Materials	1,195,711	5.25%	1,034,157	4.67%	161,554	15.622%
Travel & Staff Development	149,815	0.66%	135,880	0.61%	13,935	10.255%
Fixed Charges	126,731	0.56%	128,561	0.58%	(1,830)	-1.423%
Utilities	920,821	4.05%	982,597	4.44%	(61,776)	-6.287%
Capital Outlay	107,528	0.47%	50,977	0.23%	56,551	110.934%
Other	6,331,855	27.82%	6,098,736	27.53%	233,119	3.822%
	<u>\$ 22,760,632</u>	<u>100.00%</u>	<u>22,150,345</u>	<u>100.00%</u>	<u>\$ 610,287</u>	<u>2.755%</u>

Agenda Item #14

Chief Executive Officer's Report

Agenda Item #15

Executive Session

Agenda Item #16

Approval of Executive Session Minutes

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

Agenda Item #17

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 12, 2019
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the Personnel Report. Additional information for items 400.4 and 400.5 have been sent under separate cover.

INDEX

- 400.2. Approval of Contracts for CEO & College Presidents**
- 400.2 Special Assignment**
- 400.3. Approval for CEO to hire Financial Aid Coordinator, LTC, prior to May Board meeting.**
- 400.4 Resignation Ratification**
- 400.5 Retirement Ratification**

PERSONNEL REPORT

400.1. Approval of Contracts for CEO & College Presidents

1. Terry L. Bruce
2. Gerald Edgren, Jr.
3. Matthew Fowler
4. Ryan Gower
5. Rodney Ranes

400.2. Special Assignment- Lincoln Trail College

A. Other

1. Danelle Davis, Interim Director of Business, \$500/month, effective May 6, 2019.

400.3 Approval for CEO to hire Financial Aid Coordinator, LTC, prior to May Board meeting.

400.4. Resignation Ratification

B. Administration, Non-Exempt

1. Jamie Henry, Director of Business, LTC, effective May 4, 2019.

400.5 Retirement Ratification

A. Full-Time Bargaining Unit Faculty

1. Carole Fusco, Assistant Professor, OCC/LTC, effective June 1, 2019.

Agenda Item #18

Collective Bargaining

Agenda Item #19

Litigation

Agenda Item #20

Other Items

Agenda Item #21

Adjournment

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

	Funding Source	Estimated Budget								
Student Center - WVC	CDB	\$4,029,400								
Temp Building Replacement - LTC	CDB	\$1,495,500								
Center for Technology - LTC	CDB	\$7,569,800								
Heat Exchanger - OCC	CDB	\$28,582								
Applied Arts Building Roof - WVC	CDB	\$295,000								
GRAND TOTAL		\$13,094,700	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

3/31/2019