ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

January 18, 2011

Location:

**Olney Central College
305 North West Street
Olney, Illinois 62450**

**Dinner – 6:00 p.m. – Banquet Room
Meeting – 7:00 p.m. – Banquet Room**

Illinois Eastern Community Colleges
Board Agenda

January 18, 2011
7:00 p.m.
Olney Central College

1. Call to Order & Roll Call ....Chairman Fischer
2. Disposition of Minutes ....CEO Bruce
3. Recognition of Visitors and Guests...Bruce
    A. Visitors and Guests
    B. IECEA Representative

4. Public Comment

5. Reports
    A. Trustees
    B. Presidents
    C. Cabinet
        Coal Mining Technology/Telecom

6. Policy First Reading (and Possible Approval) ....Bruce
    A. None

7. Policy Second Reading...Bruce
    A. None

8. Staff Recommendations for Approval
    A. Online Education Plan 2011 ....Cantwell
    B. Transcript Fee Increase..Cantwell
    C. Agreement with Illinois Critical Access Hospital Network ....Bruce
    D. Affiliation Agreement with Wabash General Hospital (Medical Office Assistant).........Bruce
    E. Affiliation Agreement with Jackson-Hewitt Tax Service (Administrative Info Tech).....Bruce
    F. Affiliation Agreement with Office of Dr. Boughan (Medical Office Assistant) ....Bruce

9. Bid Committee Report...Bruce
    A. None

10. District Finance
    A. Financial Report ....Browning
    B. Approval of Financial Obligations ....Browning

11. Chief Executive Officer's Report...Bruce

12. Executive Session...Bruce

13. Approval of Executive Session Minutes
    A. Written Executive Session Minutes..Bruce
    B. Audio Executive Session Minutes ....Bruce

14. Approval of Personnel Report...Bruce

15. Collective Bargaining...Bruce

16. Litigation ....Bruce

17. Acquisition and Disposition of Property ....Bruce

18. Other Items

19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in Foundation Hall, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, December 14, 2010.

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, Harry Hillis, Jr., to call the roll.

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

John D. Brooks, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson "Jr.," Marilyn J. Wolfe. Also present was Laurel Pennington, student trustee. The Chair noted the presence of a quorum in the meeting room. Under the Open Meetings Act, additional members may be considered present via telephone. Trustee Walter L. Koertge answered present via telephone conference call. Trustees absent: None. The Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:
  Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
  Matt Fowler, President of Wabash Valley College.
  Mitch Hannahs, Interim President of Lincoln Trail College.
  Rodney Ranes, Interim President of Olney Central College.
  Timothy Taylor, President of Frontier Community College.
  Roger Browning, Chief Finance Officer/Treasurer.
  Tara Buerster, Director of Human Resources.
  Christine Cantwell, Associate Dean of Academic & Student Support Services.
  Alex Cline, Director of Information & Communications Technology.
  Kathleen Pampe, Associate Dean, Career Education & Economic Development.
  Pamela Schwartz, Associate Dean of Institutional Development.
  Renee Smith, Executive Assistant to CEO.
  Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:
        DO – District Office
        DOC – Department of Corrections
        FCC – Frontier Community College
        HLC – Higher Learning Commission
        ICCB – Illinois Community College Board
        ICCTA – Illinois Community College Trustees Association

IECC – Illinois Eastern Community Colleges
IECEA – Illinois Eastern Colleges Education Association
LTC – Lincoln Trail College
LWIB – Local Workforce Investment Board
OCC – Olney Central College
PHS – Protection, Health & Safety
SAN – Student Advantage Network
SURS – State Universities Retirement System
WED – Workforce Education
WVC – Wabash Valley College

AGENDA #2 – "Disposition of Minutes" – Open meeting minutes as prepared for the regular meeting held Tuesday, November 16, 2010 were presented for disposition.

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

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

#3-A. Visitors & Guests: Visitors & guests present were recognized, including several college staff members. New staff members at FCC were introduced to members of the Board of Trustees.

#3-B. IECEA Representative: None.

AGENDA #4 – "Public Comment" – None.

AGENDA #5 – "Reports" –

#5-A. Report from Trustees: None.

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

#5-C. Report from Cabinet: None.

AGENDA #6 – "Policy First Readings (and Possible Approval)" –

#6-A. Tuition Waiver Policy 500.14: The Board recently took action to change the tuition required for hours taken in excess of 19 in any semester. In making this change, the International Student Program was affected adversely. International students take a large number of hours in any semester in order to graduate as soon as possible and, by agreement, these International students pay for all hours taken since they are not District taxpayers.

Therefore, Tuition Waiver Policy 500.14 E needs to be clarified to show that <u>all hours taken</u> by International students will require the payment of tuition.

 Recommendation: The CEO recommended that the Tuition Waiver Policy 500.14 (E) be amended to read: Tuition Cap – Tuition will be waived for credit hours taken over 19 per semester, <u>except for students enrolled in the International Program</u>.

 Board Action: Trustee Brenda Culver made a motion that second reading be waived and that Tuition Waiver Policy 500.14 (E) be amended as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

<u>AGENDA #7– "Policy Second Readings"</u> – None.

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

 <u>#8-A. 2009-2010 Report on Assessment:</u> Chris Cantwell reviewed the Report on Assessment for the 2009-2010 academic year. In October 2006, IECC was accepted into the Higher Learning Commission (HLC) Academy for the Assessment of Student Learning. The Assessment Academy offers HLC member institutions a four-year sequence of events that are focused on student learning, targeted at accelerating and advancing efforts to assess and improve student learning, and designed to build institution-wide commitment to assessment of student learning. IECC's successful participation in the Academy is designed to generate evidence for accreditation evaluations and replaces mandated progress and mandated monitoring reports on assessment of student learning. As a part of the District's participation in the Assessment Academy, a report of IECC's assessment efforts has been prepared by the Faculty Assessment Team and is presented annually to the Board for its review and acceptance. The 2009-2010 Report includes the following: Summary of the History of Assessment of Student Learning at IECC, Year in Review of Assessment Events, Committee Meetings 2009-2010, Assessment of Student Learning at all Levels, Feedback on Students First! Project, Future of Assessment of Student Learning at IECC.

 Board Action: Student Trustee Laurel Pennington made a motion to accept the 2009-2010 Report on Assessment as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

 <u>#8-B. 2010 Strategic Plan Status Report:</u> Chris Cantwell reviewed the IECC 2010 Strategic Plan Status Report. Purpose of the plan is to prepare for the future, prioritize issues, and create strategies that will lead the district in successfully meeting its mission to provide

excellence in teaching, learning, public service, and economic development. The plan was developed through a district-wide process which identified critical focus areas, established strategic goals and objectives and developed actions and activities to achieve these objectives, as well as established targets and indicators to measure success and to ensure the plan's ongoing review and renewal. IECC has made significant progress on the Strategic Plan focus areas and goals in the past two years, despite the economic downturn and the state budget deficit which directly affects the District. Seventy-three initiatives or actions and activities were identified to meet the Strategic Plan objectives and goals. Three quarters of the activities (55) have been implemented, are in progress, or have been completed. Seven activities have been put on hold due to budget and staff limitations. Eleven activities have been moved to 2011 due to time and budget constraints. The CEO recommended approval of the 2010 Strategic Plan Status Report as presented.

Board Action: Trustee Marilyn Wolfe made a made a motion to approve the 2010 Strategic Plan Status Report as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Environmental Scan: The FY2011 Environmental Scan was presented. The Environmental Scan is used to forecast future internal and external needs for both college programs and services. The data assists the District in developing the Strategic Plan, Completing the Program Review Process, the Career and Technical Education Plan and the On-Line Education Plan. The Summary states the following:

District #529 generated an additional 5,657 reimbursable credit hours for FY2010.

The District's population, including the number of high school graduates, continues to decline approximately one-half of one-percent per year.

Total financial aid awarded to students decreased in 2009.

Online student enrollments increased significantly for FY2010.

Equalized assessed valuation continues to increase only slightly.

State support continues to decline as a percent of the District's budget.

The average unemployment rate in the District was 10% for 2009.

The FY2011 Environmental Scan indicates that the District's Colleges must continue to offer educational programs and services that prepare students to meet the demands of an ever changing market place.

The CEO recommended acceptance of the FY2011 Environmental Scan as presented.

Board Action: Trustee William Hudson made a motion to accept the FY2011 Environmental Scan as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D.   Drug Dosage Calculation Competency Testing Policy Revisions: In the Nursing Handbook, nursing students and practical nursing students are allowed six attempts prior to the last day of class to pass a drug dosage calculation test during their first semester. If a student does not demonstrate proficiency in dosage calculation, the student will be administratively withdrawn from NUR and PNC courses. Under the proposed change to drug dosage calculation competency, students will be required to pass the dosage calculation test within <u>five</u> attempts, <u>three weeks prior to</u> the last day of scheduled classes for designated NUR or PNC courses during their first semester. In succeeding semesters, students have three attempts by mid-term to ensure they have mastered this skill competency.

The CEO recommended approval of the drug dosage calculation competency testing policy revisions as outlined.

Board Action: Trustee Marilyn Wolfe made a motion to approve the drug dosage calculation competency testing policy revisions to the Nursing Handbook and Practical Nurse Handbook as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe.   Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E.   Nursing Student Handbook Testing Policy Revision: The Nursing Student Handbook sets forth in detail the testing policy, including when quizzes can be made up, attendance at tests, make-up tests, and patterns of absence and missed tests. Currently, make-up tests are taken at a time designated by the instructor. Under the proposed change, all make-up tests will be taken on the scheduled make-up test day. Test reviews will be conducted after the test has been administered. At the test review, students may question the rationale for the correct answer and offer alternative rationale for a different answer to be considered correct.

The change suggested will state, "<u>If a student has a rationale regarding an alternate answer to a question, the student is to document the rationale on the back of the answer sheet at the time of the review. The instructor will return comments and appropriate rationale to the student by the next scheduled class day.</u>" This change will clarify that if a student has a rationale that they wish to have the instructor to consider, the rationale will have to be submitted, in writing, at the time of the review.

The CEO recommended approval of the foregoing policy revision to the Nursing Student Handbook.

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

#8-F.   Cosmetology Handbook: The Olney Central College School of Cosmetology has prepared a Cosmetology Handbook. This handbook will put in one document all of the

information needed by students attending the Cosmetology Program, including requirements in the three semester program that will lead to a certificate, that students must receive a certificate to be allowed to be certified by the State of Illinois as a Cosmetologist, the goals and objectives for each course in the program, and specific program guidelines. The Program Director and the Interim President of Olney Central College have spent many hours developing this new handbook. Its development and distribution to the students in the program will allow the program to operate with fewer questions and lessen the number of conflicts within the program.

The CEO recommended approval of the new Cosmetology Handbook.

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

#8-G.   Agreement between IECC and the Higher Learning Commission of North Central Association on a Special Emphasis Option for the Reaffirmation of Accreditation in 2014-2015: Illinois Eastern Community Colleges is accredited by the Higher Learning Commission (HLC) of the North Central Association and is currently accredited to offer degrees through 2014-2015. The next visit for review of accreditation will be in the Fall of 2014 or the Spring of 2015.

Following the HLC accreditation visitation in the Spring of 2005, IECC was accredited with a report due on progress on assessment in 2010. Shortly thereafter, the HLC invited IECC to join a new Academy for Assessment of Student Learning in lieu of submitting a report on assessment. IECC was one of a select few institutions to work on assessment of student learning through membership in the Academy for Assessment of Student Learning. The Board of Trustees approved the District's participation in the Academy. The District's successful participation in the Academy has been recognized by the HLC and HLC has invited the District to participate in yet another new endeavor of HLC.

In October 2009, the Commission initiated the Pathways Demonstration Project to develop a new model for continued accreditation. IECC has been selected as one of the institutions to assist the Commission in testing and refining the model during its development. By accepting the selection, the District will also fulfill the requirements of the next continued accreditation evaluation. IECC will play a distinctive role in pilot testing and determining how the new model sustains the Commission's focus on assessing and improving student learning through parallel participation in the Commission's Academy for Assessment of Student Learning.

IECC joins a select group of participants in the Demonstration Project which are accredited, mature institutions that have a history of full-term review cycles free of any major interim monitoring or other Commission intervention. IECC was invited to participate in the project as one of twenty select pioneer institutions out of nearly 1,000 institutions of higher education in the 19 states under the jurisdiction of HLC.

This agreement authorizes IECC to conduct the Pathways Demonstration Project and complete the Open Pathways as a means for demonstrating continued fulfillment of the Commission's Criteria for Accreditation and all Federal Compliance Requirements. During the

project, Illinois Eastern Community Colleges will complete the Assurance Process as defined in the Open Pathways model. The Improvement Process of the Open Pathways Project will be replaced by participation in the Academy for Assessment of Student Learning.   Active participation, good faith completion of all required elements, and collaboration with the Commission throughout the multi-year Pathways Demonstration Project will fulfill the process requirements for reaffirmation of accreditation.

As a result of participating in the Pathways Demonstration Project, IECC will demonstrate the District's capacity for ongoing quality assurance and quality improvement through the implementation of the proposed new model for continued accreditation. Through the Assurance Process, IECC will demonstrate fulfillment of the Criteria for Accreditation and all Federal Compliance Requirements.   Illinois Eastern Community Colleges will begin the Pathways Demonstration Project upon Board approval and will finish the Project in 2014-15 with the completion of reaffirmation of continued accreditation process.

The CEO recommended approval of the Pathways Demonstration Project Accreditation Agreement for Pioneer Institutions between IECC and the Higher Learning Commission as presented.

Board Action: Trustee Marilyn Wolfe made a motion to approve the Pathways Demonstration Project Accreditation Agreement for Pioneer Institutions between IECC and the Higher Learning Commission as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H.   Acceptance of Conveyance of Property from the FCC Foundation: The Frontier Community College Foundation wishes to convey property to the District that is contained in two separate deeds. The property was acquired from different owners and at different periods of time.

1.   In May 1984, the Frontier Community College Foundation acquired from the City of Fairfield property within the Fairfield Industrial Park to be used for educational purposes of the District. The District built the Richard L. Mason Administrative building, the Textbook/Library building, and the University of Illinois Extension building upon that land.   The Frontier Community College Foundation wishes to convey the real estate to the District.

A deed has been prepared that would convey the property upon which these buildings are located and the property is described as follows:

> Part of Lots number 30 and 31 in the Fairfield Industrial Park Plat filed for record in Plat Book B at page 112, Wayne County, Illinois. Subject to the utility easements reserved in said Plat and further described as follows: Beginning at a point on the West line of Lot 30, 136 feet North of the Southwest corner in the Fairfield Industrial Park, thence East 550 feet to a point running parallel with the North line of Lots 30 and 31 in Fairfield Industrial Park, thence North 315 feet running parallel with the West line of Lot 30 to a

point on the North line of lot 31, thence West along the North line of lot 31 and 30 to a point on the West line of lot 30, thence South along the West line of Lot 30 to the point of beginning; AND

Part of Lots number 15 and 21 in the Fairfield Industrial Park Plat filed for record in Plat Book B at page 112, Wayne County, Illinois, subject to the utility easements reserved in said plat and further described as follows: Beginning at a point on the West line of Lot 15 in the Fairfield Industrial Park 45 feet North of the Southwest Corner of Lot 15, thence East 90 feet running parallel with the South line of Lot 15 to a point, thence South 90 feet running parallel with the West line of Lots 15 and 21 in the Fairfield Industrial Park to a point, thence West to a point on the West line of Lot 21 in the Fairfield Industrial Park, thence North along the West lines of Lots 21 and 15 in the Fairfield Industrial Park to the point of beginning.

2.   In October 2003, the Frontier Community College Foundation acquired land from Arnold and Glenna Harrison, upon which is located Foundation Hall. Following Foundation ownership of the property, the District made many improvements to Foundation Hall and has approved the upcoming construction of a parking lot around the building. The Frontier Community College Foundation wishes to convey the property to the District.

A deed has been prepared that would convey the property upon which Foundation Hall is located and the property is described as follows:

A part of the eight and one fourth acres off of the North end of the Southeast Quarter of the Northeast Quarter of Section 2, Township 2 South, Range 7 East of the Third Principal Meridian, Wayne County, Illinois, more particularly described as follows: Beginning 252.45 feet West of an iron pin at the Northeast Corner of said Southeast Quarter of the Northeast Quarter of Section 2, thence West 1,073.7 feet along the North line of the Southeast Quarter of the Northeast Quarter of Section 2, to the Northwest Corner of said Southeast Quarter of the Northeast Quarter of Section 2, thence South 39 feet along the West line of the Southeast Quarter of Northeast Quarter of Section 2 to the point of beginning, thence South 205 feet along the West line of the Southeast Quarter of the Northeast Quarter of Section 2 to a point on the North Right of way line of Route 15 Westbound lane, thence East 175 feet along the North right of way line of Route 15 to a point, thence North 205 feet running parallel with the West line of the Southeast Quarter of the Northeast Quarter of Section 2 to a point, thence West 175 feet to the point of beginning as is platted in book B at page 189 in the office of Recorder of Deeds, Wayne County, Illinois.

The acceptance of the conveyance made by these two deeds will ensure that the District's interest in operating, maintaining, and improving the Richard L. Mason Building, the University of Illinois Extension Building, the Textbook Library Building, and Foundation Hall is consistent with Illinois statutes and Illinois Community College Board fiscal guidelines.

The CEO recommended acceptance of the conveyance of property as described in the two deeds offered by the Frontier Community College Foundation.

Board Action: Trustee John Brooks made a motion to accept the conveyance of property described in the two deeds offered by the FCC Foundation as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-I. Affiliation Agreement with United Methodist Village North Campus – CNA: IECC wishes to enter into a new affiliation agreement with United Methodist Village North Campus, located in Lawrenceville, Illinois. This affiliation agreement is for the Certified Nurse Assistant Program at Frontier Community College and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

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

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

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

#8-K. Payment of End of Year Bills: Since this Board of Trustees meeting is being held on December 14, bills will be received that should be paid before the close of the year. The CEO recommended that he be given authorization to pay bills received after the Board meeting.

Board Action: Trustee Walter Koertge made a motion to approve payment of bills received in December after this Board meeting as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson,

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

#8-L. 2011 Board of Trustees Meeting Dates: The CEO recommended adoption of the following resolution setting meeting dates and locations for the IECC Board of Trustees for 2011.

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2011:

       Tuesday, January 18, 2011, 7 p.m., Olney Central College
       Tuesday, February 15, 2011, 7 p.m., Wabash Valley College
       Tuesday, March 15, 2011, 7 p.m., Frontier Community College
       Tuesday, April 19, 2011, 7 p.m., Lincoln Trail College
       Tuesday, May 17, 2011, 7 p.m., Olney Central College
       Tuesday, June 21, 2011, 7 p.m., Wabash Valley College
       Tuesday, July 19, 2011, 7 p.m., Frontier Community College
       Tuesday, August 16, 2011, 7 p.m., Lincoln Trail College
       Tuesday, September 20, 2011, 7 p.m., Olney Central College
       Tuesday, October 18, 2011, 7 p.m., Wabash Valley College
       Tuesday, November 15, 2011, 7 p.m., Frontier Community College
       Tuesday, December 13, 2011, 7 p.m., Lincoln Trail College

Meetings are held on the third Tuesday of each month, with the exception of the December meeting, which is held on the second Tuesday.

Board Action: Trustee Brenda Culver made a motion to adopt the foregoing resolution setting meeting dates and locations for the Board of Trustees for calendar 2011 as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – "Bid Committee Report" – None.

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of $10,370,280.06, as of November 30, 2010. The Chief Finance Officer/Treasurer presented a report on state grants receivable in the Education Fund as of this date.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for December 2010, totaling $847,398.80, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for December 2010, in the amounts listed, and payments from the revolving fund for November 2010. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – "Chief Executive Officer's Report" – None.

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

AGENDA #13 – "Approval of Executive Session Minutes" –

#13-A. Written Executive Session Minutes: No executive session was held during the regular meeting, Tuesday, November 16, 2010.

#13-B. Audio Recordings of Executive Session: No executive session was held during the regular meeting, Tuesday, November 16, 2010.

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

A.   The following <u>written executive session minutes</u> were reviewed in June 2010 and the decision was made at that time to keep them closed:

1. Tuesday, June 20, 1995.
2. Tuesday, August 15, 1995.
3. Tuesday, September 19, 1995.
4. Friday, August 2, 1996.
5. Tuesday, January 20, 1998.
6. Tuesday, June 15, 1999.
7. Tuesday, July 20, 1999.
8. Tuesday, February 20, 2001.
9. Tuesday, March 20, 2001.
10. Tuesday, June 19, 2001.
11. Tuesday, July 17, 2001.
12 Tuesday, August 21, 2001.
13. Tuesday, September 18, 2001.
14. Tuesday, June 18, 2002.
15. Tuesday, July 16, 2002.
16. Tuesday, August 20, 2002.

17.   Tuesday, September 17, 2002.
        18.   Tuesday, December 10, 2002.
        19.   Tuesday, February 18, 2003.
        20.   Tuesday, June 17, 2003.
        21.   Tuesday, August 19, 2003.
        22.   Tuesday, September 16, 2003.
        23.   Tuesday, August 17, 2004.
        24.   Tuesday, December 14, 2004.
        25.   Tuesday, June 21, 2005.
        26.   Tuesday, July 19, 2005.
        27.   Tuesday, August 16, 2005.
        28   Tuesday, April 18, 2006.
        29.   Tuesday, November 21, 2006.

        B.   The following written executive session minutes have been approved, but remain closed, and are being subjected to the semi-annual review for the first time in December 2010:
        1.   None.

        C.   The following written executive session minutes have been approved and opened to the public record:
        1.   Tuesday, February 16, 2010.

        D.   Audio recordings of previously approved executive sessions will remain closed to the public record and these audio executive session recordings will remain in the custody of the Board Secretary until 18 months following the executive session at which the audio recordings were made:
        1.   Tuesday, February 16, 2010.

        E.   As part of the Board of Trustees semi-annual review of executive sessions, the Board notes that the audio tape recordings of the following meetings have been held by the Secretary for more than the 18 months required, and the Secretary is directed to destroy these recordings after this meeting:
        1.   None.

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

        1.   Tuesday, June 15, 2010.
        2.   Tuesday, July 20, 2010.
        3.   Tuesday, August 17, 2010.
        4.   Tuesday, September 21, 2010.
        5.   Tuesday, October 19, 2010.
        6.   Tuesday, November 16, 2010.

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

1.   None.

Board Action: Trustee Marilyn Wolfe made a motion to adopt the foregoing report and recommendations as outlined, for minutes of executive sessions held on the dates listed. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

400.1. Employment of Personnel

A.   Classified
1. Charles Bennett, Information Systems Technician, LTC, effective January 3, 2011.
2. Jennifer Jennings, Office Assistant, Upward Bound-West, DO, effective January 3, 2011, contingent upon continued grant funding.
3. Robert Woods, Maintenance Worker, WVC, effective January 3, 2011.

400.2. Temporary Employment

A.   Faculty
1. Mark Doerries, Vocal Music Instructor, temporary contract for Spring 2011 semester only, effective January 5, 2011.

Personnel Report Addendum

400.3. FY2011 Administration and Staff Salaries: Fiscal Year 2010-2011 Guidelines for Full-Time Employee (Non-Bargaining Unit) Wage Increases:

1.   Full-time employees working before June 1, 2010, are eligible for a wage increase. Employees with hire dates of June 1, 2010, to August 31, 2010, will be eligible for an increase at the six-month anniversary date. Employees with a hire date September 1, 2010 or later are not eligible for the increase.
2.   All full-time employees (non-bargaining unit) will receive a 2.5% pay increase.
3.   All increases are effective September 1, 2010, unless otherwise noted.
4.   Entry levels for all non-faculty positions will be increased by 2.5%.

400.4. Administration and Staff Entry Level Rates: Increase by 2.5%.

400.5. Retirement

A.   Classified
1. Cathy Seaton, Administrative Assistant, WVC, effective January 1, 2011.

#14-A.   Board Action to Amend Personnel Report: Trustee William Hudson made a motion to amend the Personnel Report, to add an addendum containing Sections 400.3, 400.4 and 400.5 as recommended. Student Trustee Laurel Pennington seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that the "Ayes" have it and the motion carried.

#14-B.   Request to Divide the Issue: Trustee John Brooks requested that the issue be divided, to take two separate roll call votes, one on Sections 400.1, 400.2 and 400.5, and one on Sections 400.3 and 400.4. Without objection, the Chair directed that the issue be divided as requested.

#14-C.   Board Action to Approve Amended Personnel Report Sections 400.1, 400.2 and 400.5: Trustee William Hudson made a motion to approve Sections 400.1, 400.2 and 400.5 of the amended Personnel Report. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#14-D.   Board Action to Approve Amended Personnel Report Sections 400.3 and 400.4: Trustee Marilyn Wolfe made a motion to approve Sections 400.3 and 400.4 of the amended Personnel Report. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted as follows: John Brooks, nay; Michael Correll, yea; Brenda Culver, yea; Andrew Fischer, yea; William Hudson, yea; Walter Koertge, yea; Marilyn Wolfe, yea. Student advisory vote: Yea. Trustees absent: None. The motion having received 6 yea votes and 1 nay vote, the Chair declared the motion carried.

AGENDA #15 – "Collective Bargaining" – None.

AGENDA #16 – "Litigation" – None.

AGENDA #17 – "Acquisition & Disposition of Property" – None.

AGENDA #18– "Other Items" – None.

AGENDA #19 – "Adjournment" – Trustee John Brooks made a motion to adjourn. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken. The Chair declared the "Ayes" have it, the motion is adopted, and the meeting was adjourned at 8:40 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests
Visitors and Guests
IECEA Representatives

Agenda Item #4

Public Comment

Agenda Item #5

Reports
Trustees
Presidents
Cabinet
Coal Mining Technology/Telecom

Agenda Item #6

Policy First Reading (and Possible Approval)

None

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Online Education Plan 2011

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: January 18, 2011

RE: 2011 Online Education Plan

The District began offering online courses in 1997 and offers 135 online courses taught by 70 full-time and part-time faculty members. Each academic year, the District continues to show impressive growth in student enrollment in online courses.

The Online Education Plan provides a District strategy and structure to support and promote online learning opportunities. IECC continues to provide flexible, accessible, and quality programs and courses to students who desire an alternative delivery method for learning. The District also fosters effective and reliable student and faculty support services for online education.

The 2011 Online Education Plan has been updated and revised to respond to the needs of the students and faculty.

I ask the Board's approval of the 2011 Online Education Plan.

TLB/rs

Attachment

Illinois Eastern Community Colleges

Online Education Plan
2011

Presented to Cabinet for Approval: January 12, 2011
Presented to Board of Trustees for Approval: January 18, 2011

ILLINOIS EASTERN COMMUNITY COLLEGES
ONLINE EDUCATION PLAN

TABLE OF CONTENTS

I. OVERVIEW

A. Introduction
Illinois Eastern Community Colleges have been offering online courses since 1997. Currently, IECC offers approximately 135 online courses taught by 70 full-time and part-time faculty. Over 200 online courses have been submitted for approval and development. The table below shows the impressive growth of student enrollment in online courses.

Online Course Enrollment
IECC Fact Book 2010

Illinois Eastern Community Colleges Online Course Enrollment						
Term	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
Summer	594	824	848	1131	1082	1285
Fall	861	1026	1313	1647	1557	1862
Spring	1114	1506	1262	1386	1644	1769
Total	2569	3356	3423	4164	4283	4916

Source: IECC Online Course Reports (Duplicated Enrollment)

The purpose of the Online Education Plan is to provide an institutional strategy and financing structure to support and promote district-wide online opportunities. The plan outlines the required procedures, training, and support to assist faculty with online course development and to build peer-to-peer support for students' online learning. The Online Education Plan provides increased direction and leadership for online instruction, including strategies and goals to help achieve the vision of IECC's Online Education Program.

B. Vision
The vision of IECC's Online Education Plan is to support an educational program that provides excellence in teaching, learning, public service, and economic development through high quality online courses, programs and services that respond to the needs of the students and the communities we serve. Online learning is envisioned as an alternate delivery method utilized to achieve the overall mission of IECC.

C. Definitions
Online instruction at Illinois Eastern Community Colleges involves any formal approach to student learning in which the majority of instruction occurs while the instructors and learners interact synchronously or asynchronously online. This is done by employing technology to facilitate the educational experience. Online instruction responds to the needs and goals of students for flexible, accessible programs and courses, and takes place in the form of online courses via the Internet and hybrid courses. Academic, learning resources, student services, and technical and administrative support are provided for all forms of online programs and courses.

<u>Online Courses</u>
An online course has been specifically approved for delivery via the Internet, and is taught predominantly utilizing asynchronous instructional methods. Courses are 100% online; there are no scheduled face-to-face meetings and all instruction is via online communications and services. Traditional forms of face-to-face communications should be replaced with online communication tools such as email, chat, discussion boards, phone, and other tools. Courses may require face-to-face proctoring of tests/exams to validate student activity.

<u>Hybrid Courses</u>
A hybrid course combines online and traditional face-to-face classroom instruction to promote student learning. A designated percentage of the course is delivered face-to-face and the remaining percentage is delivered in the online environment.   The online based portion of the course reduces the number of face-to-face contact hours. These face-to-face hours are instead replaced by online activities and assignments. The distribution of face-to-face and online requirements will vary based on the demands of a given curriculum. The College Dean will define the percentage in consultation with the instructor prior to a hybrid course offering.

<u>Learning Management System (LMS)</u>
Learning Management System (LMS) refers to the software used by IECC for online classes. IECC currently uses Angel/Blackboard.

D. Strategies and Goals

In July 2008, Illinois Eastern Community Colleges received notification from the Higher Learning Commission on their approval to extend IECC's accreditation to include distance delivery of the below listed degrees.

> ***Organizational Profile Document***
> **Distance Education and Degree   (HLC Posted: 6/27/08)**
> Associate in Applied Science Degrees (Accounting & Computing)
> Internet
> Associate in Applied Science Degrees (Administrative Information Tech)
> Internet
> Associate in Applied Science Degrees (Medical Office Assistant)
> Internet
> Associate in General Studies Degree
> Internet
> Associate in Science and Arts Transfer Degree
> Internet
> Associate in Science Transfer Degree
> Internet

The following strategies and goals identify a broad category of tasks supporting the vision of the Online Education Program and address opportunities for improvement which complement IECC's Strategic Plan.

- Maintain a fully functional Web site with clear and easy access to all institutional courses, programs, and support service with technology that is universally accessible to all persons to ensure compliance with the Americans with Disabilities Act.

- Maintain appropriate level of technical support for students, faculty and staff.

- Maintain adjunct faculty training and incentives to improve faculty involvement, expertise and quality.

- Maintain additional training and support initiatives for new online faculty.

- Maintain access to comprehensive online student support services including college orientation, admissions and registration, financial aid, bookstore, LMS, grades and other online support services.

- Maintain established standards and criteria for online courses to ensure quality and consistency.

- Maintain the analysis of the Help Desk services and availability to meet online student needs.

- Maintain, evaluate and improve online tutorial services as determined by help desk feedback, student surveys and faculty input.

- Systematically apply and maintain assessment of student learning to the online environment.

- Continue to regularly monitor and adjust online course tuition and fees as necessary.

- Establish and build partnerships between IECC and high schools, colleges, businesses, and governmental agencies to share information and to support online education and career development.

- Design and implement an Online Marketing Plan to promote awareness of IECC's online education, increase enrollment, and target new markets for online education.

- Develop a greater clarity regarding the target online audience being served.

- Improve coordination of course scheduling district-wide by clearly defining online course scheduling services.

- Expand online courses and programs by determining the demand for these courses from student perspective, employer perspective, and market perspective.

E. Target Population

Currently, the majority of online students are from within the local area. IECC continues to develop and provide additional online courses to accommodate scheduling and transportation needs of students within the IECC service area. However, declining local populations, social and economic changes, and student demand for online courses are requiring IECC to re-shape the delivery of education in ways that reflect the needs of the community and the broader education marketplace and working environment. Our target population has expanded beyond the walls of our colleges and demand for education offered in an alternative format has increased exponentially. IECC will continue to develop greater clarity regarding the target audience for our online education program in order to carry out our mission to a wider audience.

F. Funding

Funding strategies have been developed to assist IECC's Online Education Plan to provide high quality online instruction and support for both students and faculty. The District regularly monitors and adjusts online course tuition and fees to assist with the cost and effectiveness of online delivery. Staffing and resource requirements for online education are incorporated into the District's budget and strategic plan.

G. Online Instruction Committee

The Online Instruction Committee was established in 2003 and includes district-wide faculty and staff. The purpose of the committee is to assist, monitor, and evaluate the District online courses. The Online Instruction Committee reviews online courses, evaluates online learning issues and trends, makes recommendations, and maintains the Online Education Plan.

Online Instruction Committee members as of December, 2010 include:

District
Chris Cantwell - Associate Dean, Academic and Student Support Services
Alex Cline – Director, Information and Communications Technology
Jeff Gumbel – Coordinator, Web and Online Learning Services
Jane Frazier – Faculty
Carrie Hallam – IT Trainer

Frontier Community College
Bob Boyles – Dean of Instruction
Lisa Fieber – Faculty

Lincoln Trail College
Kathy Harris – Interim Dean of Instruction
Ann Wolven – Faculty
Travis Mathews – Faculty
Vicky Bonelli – Director, Learning Resource Center

Olney Central College
Kristi Urfer - Interim Dean of Instruction
Lisa Benson – Faculty
Dave Cunningham – Faculty

Wabash Valley College
Wayne Morris – Interim Dean of the Instruction
Allen Brown – Faculty
Diana Spear – Assistant Dean, Student Services
Steve Hnetkovsky – Faculty

Adult Education
Jervaise McDaniel – Associate Dean, Adult and Continuing Education

EDS
Mike Gill – Program Director, Business and Industry Services

II. SUPPORT SERVICES

A. Faculty Support
Faculty support and training are provided at the colleges as identified below.

- Learning Management System (LMS) instruction and workshops
- Coordinator of Web and Online Learning Services
- Information Technology Trainer/Support
- Assistance from the IT Help Desk for server and other support-related issues
- Faculty and Staff Resource Technology Centers in libraries
- IECC Helpdesk

B. Student Support
Students new to online and/or hybrid courses are required to complete an introductory course, CIS 1104, Introduction to Online Learning, which prepares them for online course delivery. Once enrolled in an online and/or hybrid course, students have access to a wide range of support services including IECC's portal system Entrata. These services provide links to class listings, Help Desk, email, registration, transcripts, LMS, grades, online documentation, and other online student support services.

The following elements and information are included on the IECC website, www.iecc.edu/online, including the portal, for online students.

- Online course schedules
- Course material requirements and acquisition options with contact information
- Student Services contact information for each college campus
- Learning Resources Center(s) online resources
- CIS 1104 Introduction to Online Learning information
- Definition of online courses and how to be successful
- Online instructors and technical support contacts
- Computer system requirements
- Frequently Asked Questions
- Learning management system details
- Directions to obtain support:
  - Course content questions are directed to the instructor
- Bookstore information

CIS 1104 Introduction to Online Learning

CIS 1104 Introduction to Online Learning is a course specially designed for students to determine if the online/hybrid environment is likely to be effective for them. The course is fully online and takes a student through a wide variety of online learning issues. CIS 1104 is an assessment of a student's skill and ability to effectively learn via course(s) instructed online. Topics include evaluating a student's learning style, basic computer and web browsing skills, and utilization of web based learning tools. Emphasis will be placed on using computer hardware and software to access online resources and programs. In addition, various learning methods will be presented to assist the student in evaluating if online and/or hybrid learning is right for them. The course transitions a student into the course learning management system used by IECC.

The course is free and is offered at a variety of times for student convenience. Students are awarded 0.5 credit hours upon successful completion of all course requirements. All students new to online/hybrid learning are required to complete the course for two reasons: 1) to help prepare the student for online course work and 2) to determine if online learning is an appropriate instructional delivery method for the student.

Students who have completed online courses at other institutions may receive a waiver from the CIS 1104 requirement, based on student records verification. Business and Industry online programs, training, and services may also waive the CIS 1104 requirement based on the recommendation of the Career and Technical Education Associate Dean.

IECC Helpdesk

Students, faculty and staff are provided a wide range of technical support options. The first line of support relies on the IECC Helpdesk. The Helpdesk is accessible via phone, email, and online form request. The helpdesk is operated by the District IT Department and the level of support varies depending on time of year and request load. Normal hours of support are 8:00 a.m. to 4:30 p.m. Use of the online form is recommended

outside of those hours for evening and weekend support. Two support structures exist to track issues and resolutions. The Helpdesk website is http://www.iecc.edu/helpdesk.

C. Learning Resources and Services
Library Services
The online library services offer a wide variety of resources that are available virtually anywhere to students, faculty, and staff. The four IECC libraries maintain primary websites and provide access to online electronic resources including ebooks, articles, journals, magazines, and images.

The library catalog may be accessed through the college websites. Items may be requested online by using current valid library card information. Items must be picked up at the library. The IECC libraries participate in a shared library catalog collectively known as I-Share. IECC students, faculty, and staff have access to more than 30 million items from the 75 I-Share member libraries. Library staff may be contacted via email for assistance and through links on the library websites.

Bookstores
A consistent approach for course material acquisition by students is set to ensure that all students regardless of location are provided the same method for obtaining books and/or related material required for a course. An online textbook ordering system has been established for each bookstore to provide convenient access to textbooks and other materials.
- Each bookstore maintains its online textbook ordering site with up-to-date book listings for the current and upcoming term. Any special requirements or materials required for courses are also noted.
- Each college lists bookstore contact information for students and provides steps for using the online book ordering system.
- Bookstores clearly list all pertinent book details such as title, author, ISBN, and price prior to class registration.
- Bookstores ensure that students know that unbundled textbooks are available and they order component pieces as needed.
- Students are responsible to initiate contact with the providing college's bookstore to obtain required course material.
- Students are able to access the website to identify the materials and texts required by instructors for a particular course.
- Students are required to make arrangements using one of the three options each bookstore offers for obtaining course material.
- Students are required to obtain course material in a timely manner, in relationship to the start date of each course.

Effective July 1, 2010, institutions were required to be in compliance with the Higher Education Opportunity Act of 2008, Section 112, on Textbook Information and Cost Containment. As outlined, institutions were required to disclose in their course schedules, "to the maximum extent practicable," the International Standard Book Number (ISBN) of every required and recommended textbook and supplemental materials and retail price information." Publishers are required to provide faculty with information on price, copyright dates of the three previous editions, any substantial revisions between a new edition and

prior iterations, whether the textbook is available in any other format and at what price and to supply textbooks in bundled and unbundled formats.

Effective Spring 2010 semester, all IECC bookstores were in compliance with the above HEOA requirement on Textbook Information and Cost Containment. Textbook information (ISBN number, course materials, and cost information) is available to students when class schedules are released and prior to registration.

Student Services
Student Services information regarding all courses including those online is accessible via the IECC website and Entrata portal as listed below.
- Course schedules
- Program requirements and outlines
- Registration, tuition, and fees
- Calendar
- Admission policies

Student Services contact information is readily available from all webpages.   Support is offered via face-to-face, phone, online request, email, and online chat.

Financial Aid
Financial Aid information regarding all courses, including those online, is accessible via the IECC website and Entrata portal as listed below.
- FAFSA online application (Free Application for Federal Student Aid)
- Frequently Asked Questions (FAQ)
- Policies and standards
- Loans, grants, and scholarship details and applications
- College contacts
- Student rights

Advising
Advising information regarding all courses including those online is accessible via the IECC website and Entrata portal as listed below.
- IECC catalog
- Transfer options
- Adviser contacts
- Testing

Tutoring
Tutoring services and contact information are listed on the main IECC website and in the Entrata portal system. Students can access tutoring via phone, online and face-to-face. Links to other tutoring resources are also listed for external services.

III. COMPLIANCE

A. The Higher Education Opportunity Act
IECC complies with the Higher Education Opportunity Act of 2008. The Higher Education Opportunity Act requires that institutions offering distance education or correspondence courses or programs have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit. The Act requires that institutions use one of the following three methods:
1. A secure login and pass code;
2. Proctored examinations; and
3. New or other technologies and practices that are effective in verifying student identification.

Secure Login and Pass Code
IECC meets these requirements by assigning a secure login and pass code to each student. All students registering for a course through our administrative system are assigned unique identification numbers, which correspond with a specific username for each student. Each student establishes their own password; all students are required to change their password twice each year in the Spring and Fall. Passwords must meet complex criteria and are stored with hash encryption.

For more information about the Higher Education Opportunity Act please visit the U.S. Department of Education site found at:
http://www.ed.gov/policy/highered/leg/hea08/index.html.

B. Section 508 of the Federal Rehabilitation Act (ADA)
IECC continues to comply with Section 508 of the Federal Rehabilitation Act. This Act is the most prominent and accepted set guideline for accessibility. W3C Web Content Accessibility Guidelines are used as a reference point in achieving the three critical priority levels identified for compliance by W3C. Priority levels are listed at
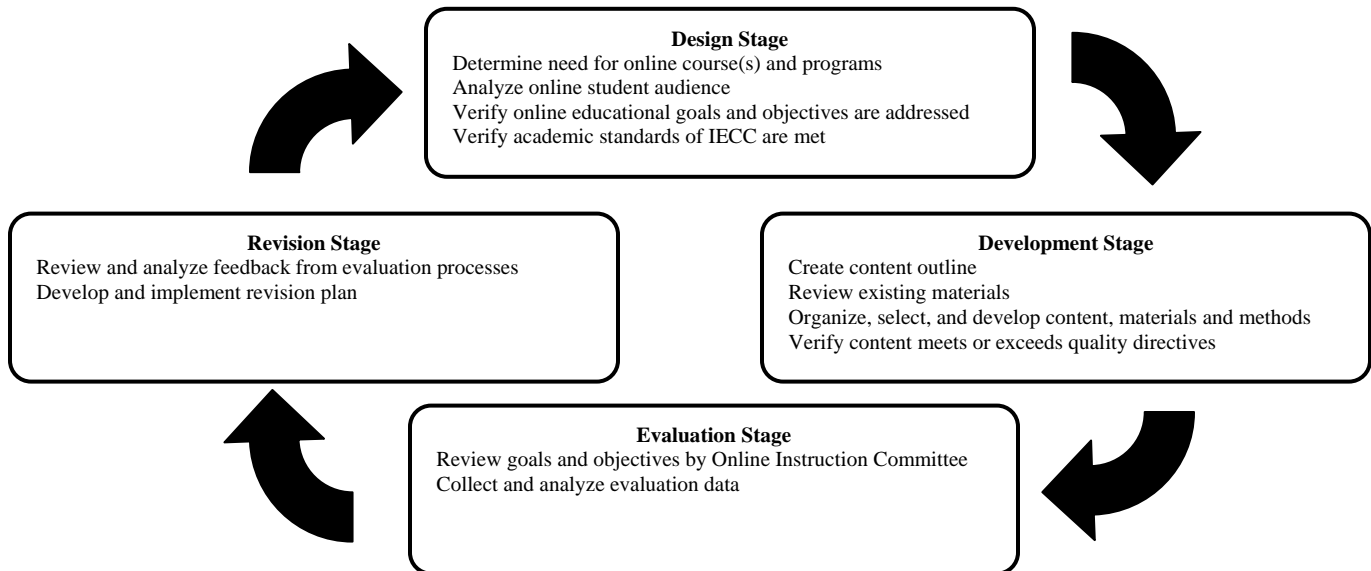http://www.w3.org/TR/WCAG10/full-checklist.html.

IV. PROCEDURES

A. Online Course Development Process

IECC's Online Course Development Process provides a framework for systematically planning, developing, and adapting courses, instruction, and programs based on student learning needs and requirements. The Online Course Development Process has four basic stages:

Design Stage
Determine need for online course(s) and programs
Analyze online student audience
Verify online educational goals and objectives are addressed
Verify academic standards of IECC are met

Development Stage
Create content outline
Review existing materials
Organize, select, and develop content, materials and methods
Verify content meets or exceeds quality directives

Evaluation Stage
Review goals and objectives by Online Instruction Committee
Collect and analyze evaluation data

Revision Stage
Review and analyze feedback from evaluation processes
Develop and implement revision plan

Instructors interested in teaching online courses need to evaluate their ability to instruct online based on the quality directives listed in Section D. Instructors who meet the quality directives must complete and submit to their College Dean, the Online Course Approval Form for Internet Courses. Advanced approval by the CEO is required to receive compensation for developing and teaching online courses. The approval form is located on the IECC Intranet.

B. Online Course Development Compensation

As indicated by the current Memorandum of Agreement between the Board of Trustees of Illinois Eastern Community Colleges, District 529 ("Board") and the Illinois Eastern Community Colleges Education Association, IECCEA-NEA ("Association"), the Board and the Association hereby agreed to the following Internet Course Compensation on 8/31/01:

> To the extent the Board elects to assign a faculty member to develop and teach an Internet Course, and then a one-time stipend of Three Hundred Fifty Dollars ($350.00) per load hour, in addition to the faculty member's regular salary, will be paid to such faculty member the first time he or she teaches the course. When the same faculty member teaches the course on subsequent occasions, then no stipend or additional compensation shall be paid.

C. Criteria for Online Courses
A course is considered an "Online Course" when it meets or exceeds the following criteria.

1. One hundred percent of course content is online, including tests, handouts, and presentations, excluding textbooks and/or other physical materials, proctored testing, and requires students to log in and complete online assignments at least 3-4 times per week.
2. The course has been reviewed at least one month prior to the start date. College Deans, peers and/or Online Instruction Committee member(s) review content for adaptability to online format and for quality control. Courses not containing the required elements or minimal content will be noted to the College Dean as an unacceptable online course and will be returned to the instructor for revision and resubmission. The College Dean determines the dates the course will be offered online. Courses are subject to an initial review prior to being offered and a full review after the course is active, and as needed.
3. The course is maintained on IECC servers, when possible. Angel/Blackboard is the Learning Management System utilized for online courses.
4. Content not on an IECC server is not supported by IECC staff and administration. Support is the responsibility of the individual faculty member.
5. Tools and content necessary for an online course are listed below. These are used as guidelines, depending on subject area, not all courses will utilize each tool listed.
   - Email
   - Syllabus
   - Discussion board or other communication tools
   - Content module or other resources
   - Procedure for posting assignments
   - Clearly defined goals and outcomes, if not specified in syllabus
   - Assessment, if used, should be done online via assessment tools or by proctored delivery
   - Content formats should be standard programs such as Word, HTML, PDF, or RTF
   - Instructor contact and office hour information
   - Technical support contacts
6. Online instruction utilizes the learning methods listed below.
   - Reciprocal teaching through a dialogue between teachers and students regarding segments of course content. The dialogue is structured by the use of four strategies: summarizing, question generating, clarifying, and predicting.
   - The Learner-Centered atmosphere facilitates the exploration of meaning. Learners must feel safe and accepted. They need to understand both the risks and rewards of seeking new knowledge and understanding. New meaning should be acquired through a process of personal discovery.
   - Active learning encourages active participation for the construction of knowledge by placing students in situations which compel them to read,

speak, listen, think deeply, and write. Active learning puts the responsibility of organizing what is to be learned in the hands of the learners themselves, and ideally lends itself to a more diverse range of learning styles.
- o Higher level thinking skills are emphasized including: analysis, synthesis, and evaluation.
- o Promotion of group collaboration and cooperative learning is encouraged.

D. Quality of Online Instruction

Online instruction requires dedication to detail and quality content. Instructors should evaluate their decision to instruct online by considering their own technical abilities and their ability to transmit knowledge to learner-controlled systems.

The core standards of an online course should address the areas identified below:
- provide for reciprocal teaching,
- be learner-centered,
- encourage active participation and knowledge construction,
- be based on higher level thinking skills of analysis, synthesis, and evaluation,
- promote active learning,
- allow group collaboration and cooperative learning,
- provide multiple levels of interaction,
- focus on real-world problem solving.

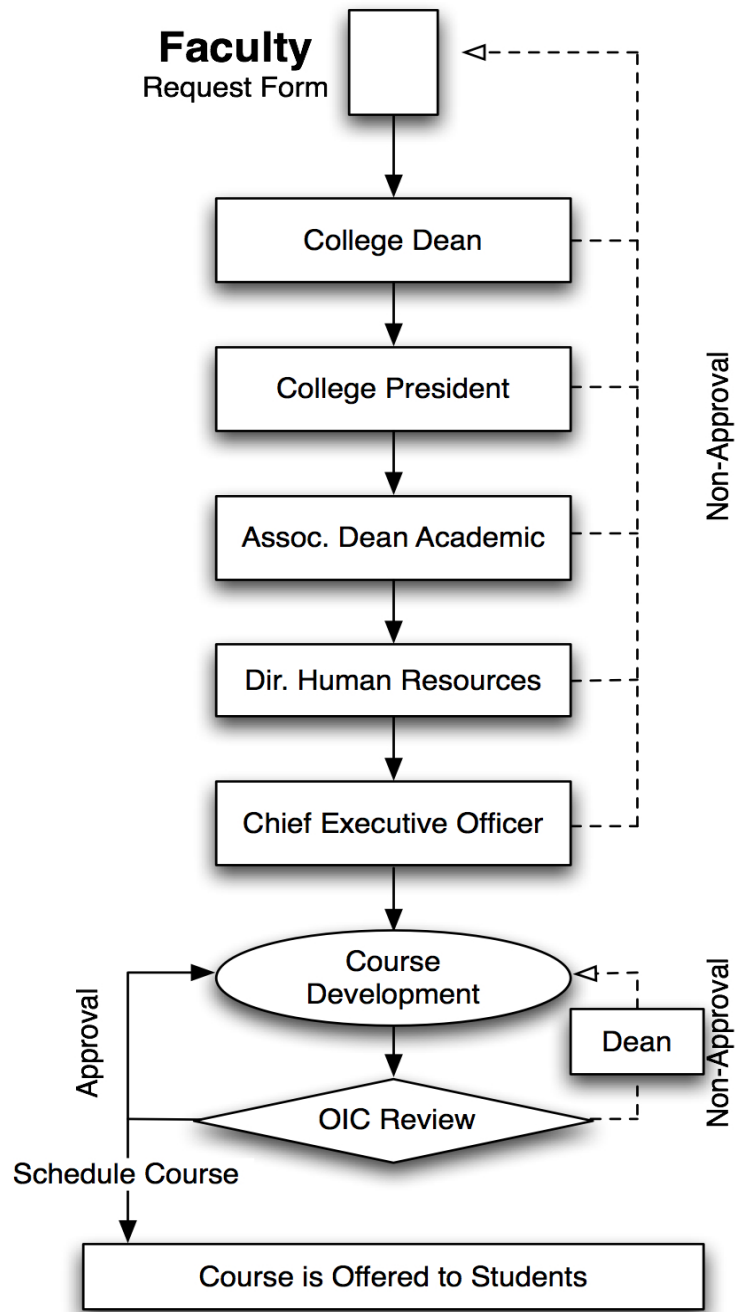Quality online instruction will adhere to the criteria noted below:
- Courses offered online will adhere to the same high quality standards as required by courses offered in the traditional face-to-face classroom.
- Online courses will be reviewed by the Online Instruction Committee prior to student participation for quality, content, and to verify the core standards have been met.
- Online course instructors will satisfy the Illinois State Board of Education requirements, the educational and professional standards and requirements of the Higher Learning Commission, the Illinois Community College Board, and Illinois Eastern Community Colleges and as mandated by the Illinois Articulation Initiative for IAI-applicable courses.
- Online instructors should have at least one semester of traditional face-to-face or hybrid course teaching experience prior to developing and implementing an online course.
- Online instructors are encouraged to register for CIS 1104, Introduction to Online Learning, to experience online learning from the students' perspective.
- Online instructors are encouraged to participate in Angel training offered by the district or other institutions providing formal training.
- Problems, concerns, and other issues shall be handled in accordance to policies and standards in place for traditional courses.

E. Review and Course Approval

To ensure that an online course meets IECC's definition, content, and quality, a review process has been developed. Online courses are reviewed at least one month prior to the course start date. The review assesses content and usability by College Deans, peers and/or selected member(s) from the Online Instruction Committee. Courses not containing the required elements or low content are not approved as acceptable online courses. Courses not meeting the criteria can be resubmitted for subsequent review and evaluation. Courses are evaluated at various stages as noted below.

- Design stage
    - Determine need for online courses and programs
    - Analyze student audience
    - Need/value evaluated against face- to-face courses
- Development (pre-student)
    - Outline content
    - Ensure course meets or exceeds Definition and Quality directives
    - Course is reviewed by peer and/or Online Instruction Committee for approval
- Post student
    - Content /value evaluation based on student post evaluation survey

The review and course approval process is outlined in the flowchart below.

Faculty
Request Form

College Dean

College President

Assoc. Dean Academic

Dir. Human Resources

Chief Executive Officer

Non-Approval

Course
Development

Dean

Non-Approval

OIC Review

Approval

Schedule Course

Course is Offered to Students

F. Online Course Ownership
College or joint ownership of inventions and/or materials developed or prepared by an employee exists when any one, or a combination, of the following conditions applies:

   A.   When the invention and/or material bear a direct relationship to, or is made or developed in connection with the employee's duties and responsibilities as an employee of the Board.
   B.   When the invention and/or material is made or developed with a contribution of college facilities, equipment (owned or rented), materials, funds, information, or of time and services of full-time faculty members and/or students.
   C.   When the invention and/or material is made or developed in performance of college commissioned projects including private and government sponsored grants by the college.

Online courses developed by faculty meet all three conditions above and therefore are owned by the District.

G. Course Scheduling and Multiple Offerings
The Deans have developed a five-year online course schedule to provide students with the information they need to plan and accomplish their academic and personal goals within a specific timeframe. This information is made available through the District's online portal system.

H. Class Size and Loads
Class size and instructional load is determined by the College Dean, in consultation with the providing instructor. Additionally, decisions about the number of online sections an individual faculty member may teach each term are made by the College Deans.

I. Student Complaint Policy
The Student Complaint Policy located in the college catalog (www.iecc.edu/catalog) applies to all formal student complaints at Illinois Eastern Community Colleges, except for complaints regarding sexual harassment or student readmission petitions (see Appendix B in college catalog). Traditional face-to-face and online students must follow the steps outlined in the catalog for complaints including, but not limited to, academic, grading, and institutional decisions that directly affect a student.

J. Student Survey
Two weeks prior to finals week each semester an online survey is activated for each online course within which a student is enrolled. This survey addresses a wide range of issues regarding the student's online experience. The results from this survey are collected and presented at the subsequent Online Instruction Committee meeting. The purpose of the survey is to gauge the student experience and gather pertinent comments. The results are made available to Deans and faculty. Faculty receive the results of the surveys four weeks after the completion of the semester in an anonymous format. A sample copy of the survey resides at www.iecc.edu/survey.html.

K. Student Step-by-Step Process
Step-by-Step process to take an online course is listed below.
1. Assess if a desired course is offered online.
2. Assess personal and technical abilities as well as the time commitment necessary for success in online education.
3. Complete the online application form, including email contact information, and pay applicable fees as necessary.
4. Receive notification from Student Services via email or mail at which time:
   a. Student may be required to provide verification of ASSET, COMPASS, ACT or SAT testing.
   b. Student may be required to complete placement testing.
   c. Student may need to verify prerequisites for particular courses have been met.
   d. New online students will be required to take *CIS 1104 Intro to Online Learning.*
5. Registration may occur by calling Student Services once all conditions above are met.
6. After phone or web registration, the student will be directed to the IECC website to request an Entrata account by submitting the User ID/Password request form. The form must be filled out and signed, then mailed to the college site. The student is given the option to receive the User ID/Password by email or by regular mail. This will allow the student access to their Entrata account for course information. The student also has the option to register in person where they can expedite the process and obtain their Entrata account information at that time.
7. Within seven days of course registration the student will be required to pay tuition or a student may be registered into a course and billed for the expenses. Students electing the second option will have a specified number of days to make payments or receive approval of other financial arrangements. Students must adhere to the registering college's tuition and fee payment policies. Payment may be made in person, by mail, or by credit card by phone or on Entrata.
8. Students should contact the offering college's bookstore or the online textbook ordering system to acquire, if any, course materials for a particular course. If more than one course is being taken, the student is responsible for contacting each of the offering institution's bookstores for course material. Course material requirements will be provided on the website.
9. Once registered, the student will be contacted by email or mailed letter providing directions to proceed within each registered course. Online instructors for each registered course will be responsible for posting course information on the Student Information System - Entrata. Students, in general, will be contacted one week prior to the start date of the online course. CIS 1104 students will be contacted within a week of registration in the course.

10. Students in CIS 1104 will be notified online or via email of either their completion of the course or additional requirements needed to satisfy completion requirements. Effective Summer 2011, CIS 1104 is to be completed PRIOR to registering for any other online course.
11. Final class grades must be accessed online via the IECC Entrata portal as are grades for traditional face-to-face classes.

L. Registration Deadline

Online courses must be approached in a district-wide, consistent manner in order to ensure that students have a positive online experience. Registration deadlines for online courses, which will be administered at each college, are one day prior to the first day of classes. Any registrations made after the first day of classes require the permission of the online instructor offering the particular course. Extension of the registration period, without online instructor's consent, requires all four College Deans to be in agreement with the extension. If an extension is agreed upon, the College Deans are responsible for notifying their college's bookstore and Student Services offices.

M. Online Course Instructions by Faculty

- Online instructors are responsible for posting the following course information online.
  - A. course prefix/number, title, and course reference number (CRN),
  - B. instructor name, contact address, email address, and phone number,
  - C. course materials requirements, and,
  - D. login directions and credentials, if needed.
- Online instructors are responsible for maintenance of the course content to ensure it continues to meet identified standards.
- Online instructors address all issues concerning content questions and redirect all technical issues to the District Office Information Technology Department.

N. LMS Accounts, Courses, and Backup

- The District Office Information Technology Department (IT) is responsible for setting up all Angel accounts for students and faculty.
- Upon request of an instructor, the IT Department is responsible for creating course areas for course development and/or practice.
- Instructors may backup their course, when desired, but the IT Department will also perform daily system-wide backup.

V. Assessment and Evaluation

A. Assessment of Student Learning
IECC is committed to high academic standards and to the assessment of student learning outcomes and academic achievement. Assessment of student learning outcomes in online courses does not differ substantially from traditionally taught courses and is being integrated into IECC's overall assessment of student learning. Analysis of assessment findings drive changes that promote quality in instruction and success in student learning.
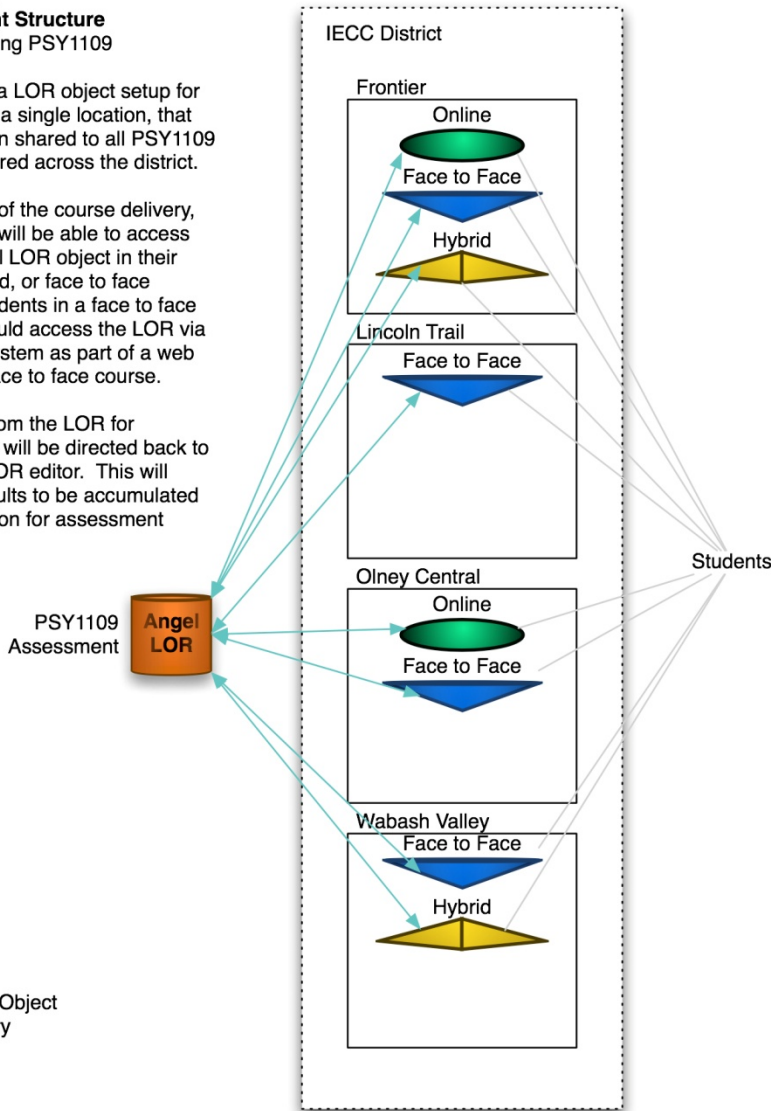
Additionally, the following outlines the potential of the new LMS system, Angel. This system allows IECC not only to extend assessment to online students, but to those in a traditional classroom as well. This type of structure allows a consistent approach to assessment to be distributed to all sections of a particular course, with multiple instructors, across the entire IECC district.

IECC Angel
Assessment Structure
Example using PSY1109

This shows a LOR object setup for PSY1109 in a single location, that object is then shared to all PSY1109 courses offered across the district.

Regardless of the course delivery, all students will be able to access that identical LOR object in their online, hybrid, or face to face course. Students in a face to face situation would access the LOR via the Angel system as part of a web enhanced face to face course.

All results from the LOR for assessment will be directed back to the single LOR editor. This will allow all results to be accumulated in one location for assessment

PSY1109
Assessment

Angel
LOR

IECC District

Frontier
Online
Face to Face
Hybrid

Lincoln Trail
Face to Face

Olney Central
Online
Face to Face

Wabash Valley
Face to Face
Hybrid

Students

LOR
Learning Object
Repository

B. Evaluation of Online Faculty
The evaluation of online faculty follows the same process as currently established by IECC for face-to-face instruction. Any faculty member's class/course may be visited by the administration. A Faculty Evaluation Form is located on the intranet on the forms page.

C. Evaluation of the Online Education Plan
The Online Education Plan is a dynamic process that adapts to changes in technology, student needs, occupational demands and community and economic assessments. Evaluation of the Online Education Plan is done through the College Deans, Online Instruction Committee, students and faculty. Assessment data that is compiled through student and faculty surveys and trends noted in community, occupational and economic development will be considered in improving the Online Education Plan. The Plan continues to be driven by quality in instruction and delivery, student, faculty and community needs, community requirements, economic development, technology availability and the global educational market.

Agenda Item #8B

Transcript Fee Increase

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: January 18, 2011

RE: Transcript Fee Increase and Elimination of Application Fee

      I recommend the Board's approval of an increase in the Transcript Fee from $3.00 to $5.00 and the elimination of the $10 Application Fee, effective Summer Term 2011 as indicated below.

Miscellaneous Fees – Effective Summer Term 2011

~~Application Fee (one-time, non-refundable)……………….$10.00~~

Transcript Fee……………………………………………~~$ 3.00~~ $5.00

Revised 01/18/11

TLB/rs

Agenda Item #8C

Agreement with Illinois Critical Access Hospital Network

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: January 18, 2011

RE: Rural Health Workforce Development Network

The University of Illinois was granted funds for the creation of the Illinois Critical Access Hospital Network (ICAHN). ICAHN's objective is to develop and implement a Southeastern Illinois Rural Health Workforce Development Network. ICAHN has asked that Frontier Community College be a participant in the 13 county program.

Frontier, as a partner, would be involved in determining regional needs relating to rural health and expected to identify and recruit potential students for rural health careers and to provide community based educational experiences for health career students, and to establish a regional approach to recruitment and retention of health career students and for the development of a network strategic plan to accomplish these objectives. Frontier would then be asked to evaluate and monitor the plan to see its impact on the development of health careers recruitment and retention. Other partners involved are:

- University of Illinois College of Medicine;

- Hamilton Memorial Hospital, McLeansboro, Illinois;

- Fairfield Memorial Hospital, Fairfield, Illinois;

- Lawrence County Public Health Department, Lawrenceville, Illinois;

- Illinois Department of Public Health, Springfield, Illinois;

The contract proposed by ICAHN would pay Frontier $4,950.00 and the study would be completed by June 30th of 2011. The grant would also pay for approved travel and other expenses above the $4,950.00.

I ask the Board's approval to enter into this Memorandum of Understanding with ICAHN.

TLB/rs

Attachment

MEMORANDUM OF UNDERSTANDING

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

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

1. Better understand southeastern Illinois regional needs related to rural health workforce development

2. Identify and recruit potential students, using multiple strategies, for rural health careers to serve the needs of southeastern Illinois.

3. Provide community-based educational experiences for health careers students

4. Establish a regional approach to ongoing recruitment and retention of health careers students

5. Establish a regional approach to ongoing recruitment and retention of health professionals in the targeted 13 counties of rural Illinois through development of a network strategic plan.

6. Set up and implement a longitudinal evaluation plan for monitoring the impact of project programs and activities on health professions recruitment and retention in the southeastern Illinois counties.

Period of Agreement: The Participating Organization agrees to carry out their roles and responsibilities for a period of at least three years, from September 1, 2010 to August 31, 2011

Payment of Project Fees & Expenses: ICAHN will provide $4,950.00, payable in two installments of $2,475.00, to Participating Organization for participation in development and implementation of the Network. The first installment will be made no later than December 31, 2010 and the second no later than June 30, 2011.

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

FOR PARTICIPATING ORGANIZATION   FOR ICAHN:

_____   _____
Authorized Signature   Authorized Signature

_____   _____
Printed Name   Printed Name

_____   _____
Title   Title

_____   _____
Date   Execution Date

Agenda Item #8D

Affiliation Agreement with Wabash General Hospital

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: January 18, 2011

RE: Affiliation Agreement with Wabash General Hospital

        IECC wishes to enter into a new affiliation agreement with Wabash General Hospital, located in Mt. Carmel, Illinois.

        This affiliation agreement is for the Medical Office Assistant Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
OLNEY CENTRAL COLLEGE
MEDICAL OFFICE ASSISTANT PROGRAM

AGENCY AGREEMENT

THIS AGREEMENT made and entered into this_____ day of _____, by and

between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY

CENTRAL COLLEGE for its Medical Office Assistant Program. (hereinafter referred to as

OLNEY CENTRAL COLLEGE) and WABASH GENERAL HOSPITAL (hereinafter

referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities

for Internships by students of the Medial Office Assistant Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and

faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience

in the field of Office Technologies,

NOW THEREFORE, for consideration of the mutual covenants and acts to be kept and

performed by the parties hereto, the parties do herewith agree as follows:

1.   The AGENCY agrees to make its facilities available for medical office assistant

internship training subject to the conditions and limitations contained herein.

2.   The arrangements for use of said facilities of the AGENCY will be made by the

Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL

COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program

will be organized and agreed to by said persons prior to the commencement of the training.

3.   OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact

information to the student(s) and AGENCY supervisor of the student(s).   The specific

assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in

consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program

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

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

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

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

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

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

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

calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL

COLLEGE's Medical Office Assistant Program, and participating in the program contemplated

herein at the time that notice to terminate this AGREEMENT is given by either party to the other,

shall be permitted to complete their experience needed for graduation at the AGENCY.

   IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be

executed by its duly authorized officials on the_____ day of _____.

AGENCY   OLNEY CENTRAL COLLEGE

Wabash General Hospital
Mt. Carmel   _____
IL   Chair, IECC Board of Trustees

                                          _____
                                          President, Olney Central College

                                          _____
                                          Dean, Olney Central College

_____
Administrator, Hospital or Agency   _____
                                          Internship Program Coordinator

                                          _____
                                          Chief Executive Officer,
                                          Illinois Eastern Community Colleges

Agenda Item #8E

Affiliation Agreement with Jackson-Hewitt Tax Service

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: January 18, 2011

RE: Affiliation Agreement with Jackson-Hewitt Tax Service

        IECC wishes to enter into a new affiliation agreement with Jackson-Hewitt Tax Service, located in Sumner, Illinois.

        This affiliation agreement is for the Administrative Information Technology Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
OLNEY CENTRAL COLLEGE
ADMINISTRATIVE INFORMATION TECHNOLOGY PROGRAMS

AGENCY AGREEMENT

THIS AGREEMENT made and entered into this_____ day of _____, by and

between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY

CENTRAL COLLEGE for its Administrative Information Technology Program. (hereinafter

referred to as OLNEY CENTRAL COLLEGE) and JACKSON-HEWITT TAX SERVICE

(hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities

for Internships by students of the Administrative Information Technology Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and

faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience

in the field of Office Technologies,

NOW THEREFORE, for consideration of the mutual covenants and acts to be kept and

performed by the parties hereto, the parties do herewith agree as follows:

1.   The AGENCY agrees to make its facilities available for medical office assistant and

administrative information technology internship training subject to the conditions and limitations

contained herein.

2.   The arrangements for use of said facilities of the AGENCY will be made by the

Coordinator of the Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring

Department on behalf of the AGENCY. The plan and program will be organized and agreed to by

said persons prior to the commencement of the training.

3.   OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact

information to the student(s) and AGENCY supervisor of the student(s).   The specific

assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in

consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program

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

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

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

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

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

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

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

year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's

Administrative Information Technology Program, and participating in the program contemplated

herein at the time that notice to terminate this AGREEMENT is given by either party to the other,

shall be permitted to complete their experience needed for graduation at the AGENCY.

   IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be

executed by its duly authorized officials the_____ day of _____.

AGENCY   OLNEY CENTRAL COLLEGE
Jackson – Hewitt Tax Service– Sumner, IL

                                                _____
                                                Chair, IECC Board of Trustees

                                                _____
                                                President, Olney Central College

                                                _____
                                                Dean, Olney Central College

_____
Administrator, Hospital or Agency
                                                _____
                                                Internship Program Coordinator

                                                _____
                                                Chief Executive Officer,
                                                Illinois Eastern Community Colleges

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

September 4, 2008

Agenda Item #8F

Affiliation Agreement with Office of Dr. Boughan

c

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: January 18, 2011

RE: Affiliation Agreement with Office of Dr. Boughan

       IECC wishes to enter into a new affiliation agreement with The Medical Office of Dr. Boughan, located in Lawrenceville, Illinois.

       This affiliation agreement is for the Medical Office Assistant Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
OLNEY CENTRAL COLLEGE
MEDICAL OFFICE ASSISTANT PROGRAM

AGENCY AGREEMENT

THIS AGREEMENT made and entered into this_____ day of _____, by and

between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY

CENTRAL COLLEGE for its Medical Office Assistant Program. (hereinafter referred to as

OLNEY CENTRAL COLLEGE) and DR. BOUGHAN (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities

for Internships by students of the Medial Office Assistant Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and

faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience

in the field of Office Technologies,

NOW THEREFORE, for consideration of the mutual covenants and acts to be kept and

performed by the parties hereto, the parties do herewith agree as follows:

1.   The AGENCY agrees to make its facilities available for medical office assistant

internship training subject to the conditions and limitations contained herein.

2.   The arrangements for use of said facilities of the AGENCY will be made by the

Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL

COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program

will be organized and agreed to by said persons prior to the commencement of the training.

3.   OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact

information to the student(s) and AGENCY supervisor of the student(s).   The specific

assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in

consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program

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

the AGENCY Supervisor.

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

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

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

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

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

8.   An annual review of the agreement may be made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program, and participating in the program contemplated

herein at the time that notice to terminate this AGREEMENT is given by either party to the other,

shall be permitted to complete their experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be

executed by its duly authorized officials on the_____ day of _____.

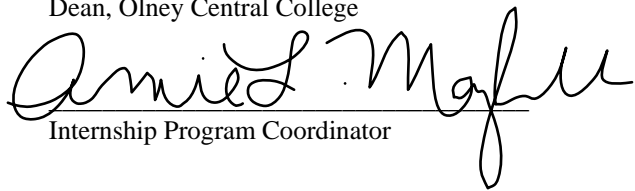AGENCY   OLNEY CENTRAL COLLEGE

Dr. Boughan
Lawrenceville   _____
IL   Chair, IECC Board of Trustees

                                            _____
                                            President, Olney Central College

                                            _____
                                            Dean, Olney Central College
_____
Administrator, Hospital or Agency
                                            _____
                                            Internship Program Coordinator

                                            _____
                                            Chief Executive Officer,
                                            Illinois Eastern Community Colleges

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

Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

Financial Report

Approval of Financial Obligations

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529

TREASURER'S REPORT December 31, 2010

FUND	BALANCE
Educational	$6,435,641.65
Operations & Maintenance	$498,742.83
Operations & Maintenance (Restricted)	$144,278.43
Bond & Interest	$204,832.09
Auxiliary	$1,344,203.95
Restricted Purposes	($657,523.04)
Working Cash	$2,185,456.17
Trust & Agency	$463,391.45
Audit	($19,128.11)
Liability, Protection & Settlement	$456,528.77
TOTAL ALL FUNDS	**$11,056,424.19**

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
December 31, 2010

| | **ALL FUNDS** |
	Fiscal Year 2011
ASSETS:	
CASH	11,056,424
IMPREST FUND	22,000
CHECK CLEARING	12,500
INVESTMENTS	8,690,000
RECEIVABLES	6,330,106
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	651,529
OTHER ASSETS	1,856,745
TOTAL ASSETS AND OTHER DEBITS:	28,619,304
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	190,269
ACCOUNTS PAYABLE	40,217
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	568,350
TOTAL LIABILITIES:	798,836
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	3,030,328
PR YR BDGTED CHANGE TO FUND BALANCE	615,970
FUND BALANCES:	
FUND BALANCE	17,041,803
RESERVE FOR ENCUMBRANCES	7,132,367
TOTAL EQUITY AND OTHER CREDITS	27,820,468
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	28,619,304

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Statement of Revenues, Expenses,
and Changes in Net Assets
AS OF December 31, 2010

ALL FUNDS

	FY 2011 YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	9,457,947
STATE GOVT SOURCES	532,631
STUDENT TUITION & FEES	11,594,587
SALES & SERVICE FEES	1,665,056
FACILITIES REVENUE	1,987
INVESTMENT REVENUE	82,487
OTHER REVENUES	82,604
TOTAL REVENUES:	23,417,299
EXPENDITURES:	
INSTRUCTION	5,633,547
ACADEMIC SUPPORT	207,052
STUDENT SERVICES	604,608
PUBLIC SERV/CONT ED	29,348
OPER & MAINT PLANT	1,370,935
INSTITUTIONAL SUPPORT	4,345,765
SCH/STUDENT GRNT/WAIVERS	3,278,109
AUXILIARY SERVICES	2,396,767
TOTAL EXPENDITURES:	17,866,131
TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0
NET INCREASE/DECREASE IN NET ASSETS	5,551,168

Illinois Eastern Community Colleges
Operating Fund - Income Statement
CASH BASIS
July 1, 2010 -- December 31, 2010

REVENUES:	Education Fund	O & M Fund	Total Operating Funds
Local Government Sources	2,270,076	974,220	3,244,296
State Government Sources	-	532,631	532,631
Net Tuition and Fees	4,044,898	-	4,044,898
Sales & Service Fees	9,298	-	9,298
Funding Bond Proceeds	2,125,000	-	2,125,000
Facilities Revenue	-	1,610	1,610
Investment Revenue	42,613	15,665	58,278
Other Revenues	55,480	-	55,480
TOTAL REVENUES:	**8,547,365**	**1,524,126**	**10,071,491**
EXPENDITURES:			
Salaries	6,787,911	375,099	7,163,010
Employee Benefits	892,417	70,274	962,691
Contractual Services	155,797	88,549	244,346
Materials	569,876	127,624	697,500
Travel & Staff Development	93,454	1,686	95,140
Fixed Charges	152,886	182,050	334,936
Utilities	57,983	462,060	520,043
Capital Outlay	39,594	10,228	49,822
Other	44,822	717	45,539
TOTAL EXPENDITURES:	**8,794,740**	**1,318,287**	**10,113,027**
TRANSFERS :			
INTERFUND TRANSFERS	(1,095,182)		(1,095,182)
TOTAL TRANSFERS:	**(1,095,182)**	**-**	**(1,095,182)**
NET INCREASE/DECREASE IN NET ASSETS	**(1,342,557)**	**205,839**	**(1,136,718)**

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
December 31, 2010

	FY 2011		FY 2010		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	7,163,010	53.54%	7,712,872	56.50%	(549,862)
Employee Benefits	962,691	7.20%	876,453	6.42%	86,238
Contractual Services	244,346	1.83%	256,055	1.88%	(11,709)
Materials	697,500	5.21%	687,572	5.04%	9,928
Travel & Staff Development	95,140	0.71%	80,785	0.59%	14,355
Fixed Charges	334,936	2.50%	333,030	2.44%	1,906
Utilities	520,043	3.89%	500,101	3.66%	19,942
Capital Outlay	49,822	0.37%	130,315	0.95%	(80,493)
Other	3,312,164	24.76%	3,074,836	22.52%	237,328
	13,379,652	100.00%	13,652,019	100.00%	(272,367)

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

Written Executive Session Minutes
Audio Executive Session Minutes

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: January 13, 2011

RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items <mark>400.1, 400.3 and 400.</mark>4. will be mailed under separate cover.

INDEX

PERSONNEL REPORT

400.1. Employment of Personnel

    A. Faculty

        1. Stephen Questelle, Workforce Education Instructor, effective January 19, 2011

400.2. Special Assignments

A. Academic		Recommended **Per month effective Jan 2011**
1. Hollie Kelly	Interim Dept. Head, Nursing, FCC	$330 / month + 3 hours of release time during the interim assignment period

    B. Extra-Curricular

1. Vicky Lemons	HRSA (Health Resources &Services Administration) Grant Project Planner	$150 / month

400.3. Retirement

    A. Faculty

        1. Randall Questelle, Workforce Education Instructor, effective January 1, 2011

400.4. Resignation

    A. Faculty

        1. Catherine Yockey, Nursing Instructor, effective January 3, 2011

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Adjournment

	Estimated Budget		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted
TENTATIVE **Protection, Health, Safety and ADA** **Projects Schedule** **Phase 9 Carryover 2 Projects**											
District Office Roof Replacement	$167,100										
District Wide Plumbing & Electrical Upgrades	$367,300										
GRAND TOTAL	$534,400		**Board Approval**	**Materials**	**Begin Construction**	**30% Completed**	**60% Completed**	**80% Completed**	**100% Completed**	**Partial Accepted**	**Fully Accepted**

12/31/2010