ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

March 17, 2009

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

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

Illinois Eastern Community Colleges
Board Agenda

March 17, 2009
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. Identity Theft Prevention Policy 100.23

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

8. Staff Recommendations for Approval

A. Special Recognition of Student Board Member ..... Bruce
B. Identity Theft Protection Program ..... Cantwell
C. Dual Credit Student Handbook ..... Pampe
D. Affiliation Agreement with Crawford Memorial Hospital (Robinson) ..... Bruce
E. Affiliation Agreement with Newton Rest Haven ..... Bruce
F. Fact Sheet and Technology Plan ..... Cline
G. Robinson Marathon Refinery Assessment ..... 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 Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, February 17, 2009.

AGENDA #1 – "Call to Order & Roll Call" – Chairman George 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, Benda K. Culver, George Andrew Fischer, William C. Hudson "Jr.," Larry Rost, Marilyn J. Wolfe. Trustees absent: Walter Koertge and Terra Ochs, student trustee. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

(Note: The CEO informed the Board of Trustees that Trustee Walter Koertge was absent because of the death of his step-father, Paul Russell Dunahee. Condolences were expressed to Mr. Koertge and his family. Student Trustee Terra Ochs was absent because she was ill with the flu.)

(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.
Jack Davis, President of Olney Central College.
Matt Fowler, President of Wabash Valley College.
Timothy Taylor, President of Frontier Community College.
Beverly Turkal, President of Lincoln Trail 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.
George Woods, 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
LCC – Lawrence Correctional Center
LTC – Lincoln Trail College
OCC – Olney Central College

PHS – Protection, Health & Safety
RCC – Robinson Correctional Center
SURS – State Universities Retirement System
WED – Workforce Education
WVC – Wabash Valley College

AGENDA #2 – "Disposition of Minutes" – Open meeting minutes as prepared for the regular meeting held Tuesday, January 20, 2009 were presented for disposition.

Board Action to Approve Minutes: Trustee Brenda Culver made a motion to approve minutes of the foregoing meeting as prepared. Trustee Larry Rost 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 and Guests" –

#3-A. Visitors and Guests: Visitors and guests present were recognized, including several Lincoln Trail College staff members.

#3-B. IECEA Representative: None.

AGENDA #4 – "Public Comment" None.

AGENDA #5 – "Reports" –

#5-A. Trustees: None.

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

#5-C. Report from Cabinet: None.

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

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

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

#8-A. Statements of Final Construction Compliance: IECC is required by the Illinois Community College Board (ICCB) to take Board action on Protection, Health and Safety, Capital Renewal and state and locally funded projects completed each year. Statements of Final Construction Compliance for Illinois Eastern Community Colleges projects have been prepared as required by the ICCB and were presented. There are $3,302,283 in construction costs for Protection, Health and Safety and locally funded projects which were completed this past year as outlined below, listing Project Number, Project Name, Actual Costs, and Funds used.

0031-0507 – Greenhouse Building, $154,055, L.
1680-0905 – Upgrade Plumbing, 107,776, B.
1858-0607 – Compressed Air System Replacement, 49,501, BE.
1859-0607 – Ventilation Upgrades, 45,052, BE.
1860-0607 – Site Paving Replacements, 143,915, BE.
1864-1007 – Install/Expand Energy Mgmt System, 173,798, B.

1865-1007 – ADA Compliance Work, 342,213, B.
1866-1007 – HVAC Replacement & Upgrades, 1,150,075, B.
1867-1007 – Roof Replacements, 368,930, B.
1868-1007 – Combustible Wall Panel Replacement, 114,242, B.
1869-1007 – Restroom Upgrade, 75,098, B.
1870-1007 – Asbestos Abatement, 294,295, B.
1871-1007 – Site Lighting Upgrade, 79,760, B.
1872-1007 – Door & Window Replacement, 184,486, B.
1873-1007 – Carpet Replacement, 19,087, B.

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

Board Action: Trustee Marilyn Wolfe made a motion to approve IECC's statements of final construction compliance as presented and 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, Brenda Culver, Andrew Fischer, William Hudson, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Walter Koertge, Terra Ochs. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Phase IX Carryover Funds, Application: Under the Protection, Health, and Safety bonding authority afforded the Board of Trustees, the Board issued $3.675 million worth of PHS bonds in December of 2007. Because of the nature of the bids on the previous projects funded with this bond issue and because the projects were completed efficiently with minimal change orders, excess PHS funds are available to be carried over and additional projects completed. Roger Browning, the Presidents, and the college O & M Team Leaders, have identified several projects including electrical and lighting upgrades at FCC, LTC, and OCC; Restroom repairs and upgrades at LTC; fire suppression upgrades in the cafeterias of LTC, OCC, and WVC; and ADA compliant automatic door openers at FCC that should have priority for these remaining PHS funds. These projects have been incorporated into Capital Project Applications as presented. Following the Board's approval of these project applications, they will be submitted to the Illinois Community College Board for their approval. If the project applications are approved by the ICCB, The IECC district will proceed to bid and complete the projects. The CEO recommended approval of the Capital Project Applications as presented.

Board Action: Trustee Brenda Culver made a motion to approve the Capital Project Application Forms for the foregoing projects as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Walter Koertge, Terra Ochs. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Phase IX Carryover Funds, Resolution: The following resolution is a required attachment for each of the foregoing Phase IX PHS Capital Project Applications. The CEO recommended adoption of the Resolutions to Approve PHS Construction Projects, in order that they may be submitted to the Illinois Community College Board along with each Capital Project Application Form.

RESOLUTION TO APPROVE PHS CONSTRUCTION PROJECTS

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

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

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

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

WHEREAS, the projects recommended for repair and alterations are:

1. Electrical & Lighting Upgrades – LTC, OCC, FCC: Total estimated cost including fees and contingency: $378,600.

2. Toilet & Locker room Upgrades – LTC: Total estimated cost including fees and contingency: $130,100.

3. Fire Suppression Systems Upgrades – LTC, OCC, WVC: Total estimated cost including fees and contingency: $72,600.

4. ADA Hardware Replacement/Supplement – FCC: Total estimated cost including fees and contingency: $53,300.

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

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

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the projects set forth above require alterations or repair and are necessary to remove accessibility barriers to the students, employees, or visitors of IECC.
3. There are not sufficient funds available in the Operations & Maintenance Fund of IECC to complete the projects set forth above.
4. The cost of the projects above, as determined in the certified estimate of a licensed architect, is not less than $25,000.
5. Properly completed application forms shall be completed and forwarded to the Illinois Community College Board for approval of the above referenced projects.

Board Action: Trustee Marilyn Wolfe made a motion to approve the foregoing Resolutions to Approve PHS Construction Projects as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Walter Koertge, Terra Ochs. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. DOC Contract Amendment for Lawrence Correctional Center: When the District prepares the Department of Corrections budget, an estimate is made of the number of hours that will be generated at the facility and the payment rate that will be provided by the

Illinois Community College Board. For the FY09 Budget, this estimate was made in FY07. The estimated rate for reimbursement for baccalaureate hours was $18.61; for business hours $22.98; and for technical hours was $61.65. By FY09 the respective reimbursement rates had been changed to $20.04; $23.00; and $55.31 which require IECC to make an adjustment to the FY09 budget of -$7,341.49. The Department of Corrections (DOC) will increase the amount paid to IECC by this identical amount and approves the District's change in the budget. The CEO recommended approval of the change to the FY09 Budget for the Lawrence Correctional Center.

Board Action: Trustee Marilyn Wolfe made a motion to approve the foregoing change to the FY09 budget for the Lawrence Correctional Center 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, Brenda Culver, Andrew Fischer, William Hudson, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Walter Koertge, Terra Ochs. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. DOC Contract Amendment for Robinson Correctional Center: When the District prepares the Department of Corrections budget, an estimate is made of the number of hours that will be generated at the facility and the payment rate that will be provided by the Illinois Community College Board. For the FY09 Budget, this estimate was made in FY07. The estimated rate for reimbursement for baccalaureate hours was $18.61; for business hours $22.98; and for technical hours was $61.65. By FY09 the respective reimbursement rates had been changed to $20.04; $23.00; and $55.31 which require IECC to make an adjustment to the FY09 budget of -$10,172.65. The Department of Corrections (DOC) will increase the amount paid to IECC by this identical amount and approves the District's change in the budget. The CEO recommended approval of the change to the FY09 Budget for the Robinson Correctional Center.

Board Action: Trustee Larry Rost made a motion to approve the foregoing change to the FY09 budget for the Robinson Correctional Center 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, Brenda Culver, Andrew Fischer, William Hudson, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Walter Koertge, Terra Ochs. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Illinois Sustainable University Compact: The Illinois Board of Higher Education and the Illinois Community College Board have taken a position in support of the Illinois Sustainable University Compact (ISUC). The ISUC outlines twelve environmental goals that universities and community colleges may adopt for their campuses. The ISUC includes such objectives as purchasing renewable energy, implementing green building practices, developing sustainable transportation options, and improving water conservation. As of January 27, 2009, 21 of 48 community colleges had agreed to participate in the ISUC.

Recommendation: The CEO recommended approval of the Illinois Sustainable University Compact, as follows.

In cooperation with the Illinois Green Government Coordinating Council and Universities and Community Colleges across Illinois, Illinois Eastern Community College District #529 joins the *Illinois Sustainable University Compact*, pledging to accomplish the following goals by December 31, 2010

☐ Acquire at least 3 percent of the energy for our campus from renewable sources.

☐ Join the U.S. Environmental Protection Agency's ENERGY STAR Challenge to increase energy efficiency on campus.

X Pledge that all new buildings constructed on campus will earn the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) certification.

X Promote more sustainable transportation options, such as

a. Purchasing hybrid and flex-fuel vehicles whenever practical.

b. Using renewable fuels for our campus fleet.

c. Establishing successful car-sharing and carpooling programs on campus.

☐ Reduce carbon emissions on campus and look into joining a greenhouse gas emission reduction and trading system.

☐ Reduce water usage on campus by at least 15 percent.

☐ Complete at least one storm water management project, such as

a. Installing permeable pavement in a parking lot on campus.

b. Creating a rain garden to reduce damage from campus flooding.

c. Incorporating swales into landscaping to improve drainage and reduce erosion.

☐ Increase the amount of overall waste recycled on campus by at least 15 percent.

X Purchase non-toxic cleaning products whenever practical.

☐ Purchase at least 25 percent of the food served in our dining facilities from local farms and vendors.

☐ Compost at least 5,000 cubic yards of the organic waste produced on campus.

X Reduce pesticide use by establishing integrated pest management practices at all facilities on campus.

Board Action: Trustee Brenda Culver made a motion to approve the Illinois Sustainable University Compact as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Walter Koertge, Terra Ochs. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. McCoy Property Application: The deeds for each of the McCoy properties in Robinson, Illinois, have been filed and Applications for Property Tax Exemption have been filed with the County Assessor of Crawford County. The Board of Trustees needs to apply to the Illinois Community College Board (ICCB) for acceptance of this property into the calculation of IECC's assignable square footage. The McCoy building contained approximately 4,025 square feet. The Application to the Illinois Community College Board to add the assignable square footage of the McCoy building was presented, along with the following Resolution.

RESOLUTION

WHEREAS, Mrs. Jane McCoy has made two gifts of property, located in Robinson, Illinois, to Illinois Eastern Community College District #529; and,

WHEREAS, upon this property there is a structure of approximately 4025 square feet; and,

WHEREAS, the District has filed Applications for Property Tax Exemption stating that this property will be used exclusively and solely for the purpose of education; and,

WHEREAS, the District reaffirms its commitment, by this resolution, that the premises involved will be used for educational purposes by Illinois Eastern Community College District #529; and,

WHEREAS, the Illinois Community College Board has the authority to add this assignable square footage to the calculation of benefits due to the District; and,

THEREFORE, the Board of Trustees of Illinois Eastern Community College District #529 hereby petitions the Illinois Community College Board, by this application, that the McCoy property and the structure containing 4025 square feet be added to the assignable square footage approved by the Illinois Community College Board.

Board Action: Trustee John Brooks made a motion to approve the Application to the ICCB to add the assignable square footage of the McCoy building as presented and to adopt the foregoing Resolution as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Walter Koertge, Terra Ochs. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9– "Bid Committee Report" – The CEO presented the following recommendations of the Bid Committee, followed by Board action as recorded.

#9-A. Mobile Training Gallery Van for Workforce Education: At the January Board meeting, the Board considered and rejected bids from Farber Specialty Vehicles in the amount of $298,580.00 and Gerling and Associates in the amount of $250,480.00. The Gerling bid did not meet bid specifications.

The funds for this purchase come from accounts as follows:

Department of Commerce and Economic Opportunity Grant: $126,000.00.
Department of Commerce and Economic Opportunity Grant: 63,522.00.
Federal Mining Safety and Health Administration: 48,000.00.
Peabody Coal Company: 15,000.00.
Carter Coal Company: 10,000.00.
Workforce Education Industrial Account: 25,005.00.
Total: $287,527.00.

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

The Bid Committee recommends acceptance of the only bid received that meets all specifications from Farber Specialty Vehicles in Reynoldsburg, Ohio for a total bid of $287,527.00.

Source of Funds: Mine Safety & Health Administration Grant, State of Illinois, Contributions from Coal Mining Companies and Educational Fund.

Department: Workforce Education.

Board Action: Trustee Larry Rost made a motion to approve the foregoing recommendation of the Bid Committee to accept the bid of Farber Specialty Vehicles for a Mobile Training Gallery Van for Workforce Education as outlined. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Walter Koertge, Terra Ochs. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of $5,289,565.26, as of January 31, 2009.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for February 2009, totaling $885,809.08, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for February 2009, in the amounts listed, and payments from the revolving fund for January 2009. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Walter Koertge, Terra Ochs. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – "Chief Executive Officer's Report" – CEO Terry Bruce presented an informational report on the following matters of interest to the Board of Trustees.

A. State Budget Status: The state budget status and its possible impact on community colleges was reviewed.

B. Marathon Assessment Meeting: An update was given on the status of the Marathon tax assessment appeal.

C. Lawrenceville Vo-Tech Center: Frank Ladner is leading an effort to create a vocational-technical education center in Lawrenceville. IECC has expressed a desire to cooperate in this effort.

D. Candidates Filing for Board of Trustees: Four persons have filed petitions as candidates in the April 7, 2009 election to full six-year terms on the Board of Trustees. Filing were G. Andrew Fischer of Mt. Carmel, Marilyn J. Wolfe of Albion, Larry Rost of Fairfield, and Michael K. Correll of Robinson. Three trustees will be elected.

E. IECC Board of Trustees Student Member: Carter Wilkinson, a student at Wabash Valley College, has been elected as the new student member of the Board of Trustees. He will be seated in April.

F. IECC Student Transfer Report from University of Illinois: A report from the University of Illinois shows that students transferring there from one of the IECC colleges have a grade point average of 3.75, compared with a grade point average for native students of 3.18.

G. Enrollment: District-wide enrollment is up 2% from this time one year ago.

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

AGENDA #13 – "Approval of Executive Session Minutes" – The Board of Trustees did not hold an executive session at the meeting of Tuesday, January 20, 2009.

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

400.1. Faculty Seniority List for 2008-2009

The Faculty Seniority List for 2008-2009 was presented for approval.

400.2. Reemployment of Faculty for 2009-2010 Academic Year

A. Continuation of Tenure: Bea Abernathy, Gary Adams, Tom Baird, Scott Balding, Mary Jane Becktell, Shasta Bennett, Lisa Benson, C. Allen Brown, Clyde Buck, James Burnett, Jay Carter, Byford Cook, David Cunningham, Jeff Cutchin, Laurel Cutright, John Day, David Denton, Lonnie Devin, Teresa Diekmann, Kathy Doty, Suzanne Downes, Phillip Edmondson, Mark Fitch, Donald Florida, Tamara Fralicker, Carole Fusco, David Goodson, Brenda Grove, Kathryn Harris, Nixie Hnetkovsky, Larry Hoeszle, Ruby Houldson, Kathleen Hudson, Anne Hustad, Russell Jausel, Carmen Jones, Hollie Kelly, John Kendall, Janet Kinkade, Hal Kizer, George Kocher, Linda Kolb, Don Leynaud, Carrie Mallard, Rob Mason, Christian Mathews, Travis Matthews, Rodney Maxey, Amie Mayhall, Michael McKern, Mary Mersinger, Wayne Morris, Judy Neikirk, Kathleen Nelson, Yvonne Newlin, John Nutter, Patricia Owens, Kelly Payne, Mark Pettigrew, Brenda Phegley, Lori Phillips, Susan Polgar, Richard Poskin, Judith Puckett, Randy Questelle, Gaziur Rahman, Diane Reed, Cathy Robb, Anurahda Roy, Fred Schwappach, Gary Spraggins, Dan Tahtinen, Teresa Tegeler, Michael Thomas, James Tucker, William Tucker, Kim Underwood, Kristi Urfer, Gary Wangler, Brian Wick, David Wilderman, Jill Winter, Gary Wise, Mitchell Wolfe, Sharen Wolke, Winifred Ann Wolven.

B. Initial Tenure: Holly Farley, Andrea Gere, Kyle Peach, Nick Short, Angelia Williams.

C. Non-Tenure: Susan Batchelor, James Beers, Donald Bennett, Tyler Boyles, Penny Campbell, Michael Conn, Cheryl Dill, Mary Doerner, Steve Hnetkovsky, Judith Hudson, Alan O'Keefe, Ryan Perry, Steve Rafferty, Doug Robb, Barbara Shimer, Kimberly Stevens, Paul Stouse, Christopher Teague, Rick Waldeck, Nick Wright.

400.3. Extension of Non-Tenure Status & Adoption of Resolution

A. Faculty

1. Shirley Smithenry.

This recommendation includes adoption of a resolution and other documents necessary to extend the non-tenure status of Shirley Smithenry for one additional year.

400.4. Special Assignment

A. Olney Central College – Extra Curricular – 2008-2009 Academic Year
Laurel Cutright, WYSE Coordinator, $550.

400.5. Leave of Absence Approved by CEO since January 20, 2009

A. None.

400.6. Retirement

A. Classified

1. Andy Pottorff, Custodian, FCC, effective April 1, 2009.

Board Action to Approve Personnel Report: Trustee Brenda Culver made a motion to approve the foregoing Personnel Report as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Walter Koertge, Terra Ochs. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – "Collective Bargaining" – None.

AGENDA #16 – "Litigation" – None.

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

AGENDA #18 – "Other Items" – None.

AGENDA #19 – "Adjournment" – Trustee Marilyn Wolfe made a motion to adjourn. Trustee John Brooks 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 8:25 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
A. Visitors and Guests
B. IECEA Representatives

Agenda Item #4

Public Comment

Agenda Item #5

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

Agenda Item #6

Policy First Reading (and Possible Approval)

Identity Theft Prevention Policy 100.23

Agenda Item #6

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: March 17, 2009

RE: Identity Theft Prevention Policy 100.23

The Federal Trade Commission has adopted new rules concerning identity theft. Because the District meets the definition of creditor under these rules and regulations, the District must comply with these new "Red Flag Rules".

The proposed policy will allow compliance with these new requirements. On the agenda for the Board is a complete Identity Theft Prevention Program which will be put in place pursuant to this policy.

I ask the Board's approval of this new policy.

TLB/rs

Attachment

BOARD OF TRUSTEES – 100

Identity Theft Prevention Policy (100.23)

Date Adopted:

The Board of Trustees of Illinois Eastern Community College District #529 is committed to compliance with the Federal Trade Commission Red Flag Rules on Identity Theft Prevention. The Board will maintain a written Identity Theft Program that:

- outlines the Identity Theft Prevention Program requirements;
- detects the red flags that the program incorporates;
- responds appropriately to detected red flags to prevent and mitigate identity theft; and
- ensures the program is updated periodically to reflect change in risks;
- establishes an identity theft prevention team to monitor and update the program;
- conducts annual training for staff with responsibilities in the areas of student accounts, student records, and financial aid;
- conducts staff training for any other employees for whom it is reasonably foreseeable may come into contact with student accounts or personally identifiable information.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Special Recognition of Student Board Member

Agenda Item #8A

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: March 17, 2009

RE: Special Recognition of Student Board Member

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

Since April 2008, Terra Ochs from Olney Central College has served as Student Trustee to the IECC Board. She has served with distinction and provided useful insights to the Board of Trustees during her tenure on the board. Her advice and counsel is appreciated by the Board and the Administration.

The Board and the administration wish Terra Ochs success in her future endeavors and hopes that she will continue to provide her insights to the Board.

TLB/rs

Agenda Item #8B

Identity Theft Protection Program

Agenda Item #8B

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE March 17, 2009

RE: Identity Theft Prevention Program

The Federal Trade Commission (FTC), the federal bank regulatory agencies, and the National Credit Union Administration (NCUA) have issued regulations known as the "Red Flags Rule". The Red Flags Rule requires financial institutions and creditors to develop and implement written identity theft prevention programs. The Red Flags Rule was developed pursuant to the Fair and Accurate Credit Transaction (FACT) Act of 2003. Under the Rule, financial institutions and creditors with covered accounts must have identity theft prevention programs to identify, detect, and respond to patterns, practices, or specific activities that could indicate identity theft. The Rule became effective January 1, 2008, with a mandatory compliance date of November 2008; however, on October 22, 2008, the FTC granted a delay of enforcement of the new Rule until May 1, 2009.

The Illinois Eastern Community College District's colleges participate in the Federal Perkins Loan Program and the Federal Family Education Loan Program. The colleges offer institutional loans to students and administer tuition payment plans that allow qualified students to pay their tuition and fees throughout the semester. Therefore, IECC is a creditor and student accounts are covered accounts subject to the Red Flags Rule. IECC is required to develop and implement an identity theft prevention program.

The Red Flags Rule allows Illinois Eastern Community Colleges to design and implement an identity theft prevention program that is appropriate to our size, complexity and the nature of our operation. The program contains reasonable policies and procedures to comply with District Policy 100.23

I recommend the Board's approval of this Identity Theft Prevention Program.

TLB/rs

Attachment

Illinois Eastern Community Colleges

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

Identity Theft Prevention Program

Approved by the Cabinet: March 9, 2009
Approved by the Board of Trustees: March 17, 2009
(pending)

Background

The Federal Trade Commission (FTC), the federal bank regulatory agencies, and the National Credit Union Administration (NCUA) issued regulations (Red Flags Rule) requiring financial institutions and creditors to develop and implement written identity theft prevention programs. The Red Flags Rule was developed pursuant to the Fair and Accurate Credit Transaction (FACT) Act of 2003. Under the Rule, financial institutions and creditors with covered accounts must have identity theft prevention programs to identify, detect, and respond to patterns, practices, or specific activities that could indicate identity theft. The Red Flags Rule became effective January 1, 2008, with a mandatory compliance date of November 1, 2008; however, on October 22, 2008, the FTC granted a delay of enforcement of the new Red Flags Rule until May 1, 2009.

IECC Identity Theft Prevention Program Requirement

Illinois Eastern Community Colleges participates in the Federal Perkins Loan Program and the Federal Family Education Loan Program, offers institutional loans to students, and administers a tuition payment plan that allows qualified students to pay their tuition and fees throughout the semester. Therefore, IECC is a creditor and student accounts are covered accounts subject to the Red Flags Rule which requires IECC to develop and implement an identity theft prevention program.

The Red Flags Rule allows Illinois Eastern Community Colleges to design and implement an identity theft prevention program that is appropriate to our size, complexity and the nature of our operation. Programs must contain reasonable policies and procedures to:

- identify relevant "Red Flags" and incorporate them into the program;
- detect the red flags that the program incorporates;
- respond appropriately to detected red flags to prevent and mitigate identity theft; and
- ensure that the program is updated periodically to reflect changes in risks.

Definitions

Red Flag – A red flag is a pattern, practice, or specific activity that indicates the possible existence of identity theft.

Identity Theft – Identity theft is a fraud committed or attempted using the identifying information of another person without authority.

Covered Account – A covered account is a consumer account designed to permit multiple payments or transactions. These are accounts where payments are deferred and made periodically over time such as a tuition or fee installment payment plan. Student accounts and loans administered by IECC are covered accounts.

Creditor – A creditor is defined as someone who regularly extends, renews or continues credit. Illinois Eastern Community Colleges is considered a creditor due to our participation in the following activities:

- Participation in the Federal Perkins Loan program;
- Participation as a school lender in the Federal Family Education Loan Program;
- Offering institutional loans to students, faculty, or staff;
- Offering a plan of payment or fees throughout the semester, rather than requiring full payment at the beginning of the semester.

Personal Information – Personal information is identifying information which is any name or number that may be used, alone or in conjunction with any other information, to identify a specific person including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, computer's Internet Protocol address, or routing code.

Red Flags

Red Flags are relevant patterns, practices, and specific activities that signal possible identity theft and fall in the following five categories:

- alerts, notifications or warnings from consumer reporting agencies;
- suspicious documents;
- suspicious personally identifying information, such as a suspicious address change;
- unusual use of, or other suspicious activity related to, a student account; and
- notices from students, victims of identity theft, law enforcement authorities or other persons regarding possible identity theft in connection with student accounts held by IECC.

Identification and Examples of Red Flags

In order to identify relevant Red Flags, IECC has reviewed the types of accounts offered and maintained, the methods provided to open and access these accounts, and previous experiences with identity theft. IECC identified the following twenty-six (26) Red Flags in the below five categories.

Alerts, Notifications, or Warnings from Consumer Reporting Agency

1. If a fraud or active duty alert is included with a consumer report.
2. If a consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
3. If a consumer reporting agency provides a notice of address discrepancy.
4. If a consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an application, such as:
    a. A recent and significant increase in the volume of inquiries;
    b. An unusual number of recently established credit relationships;
    c. A material change in the use of credit, especially with respect to recently established credit relationships, or
    d. An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

Suspicious Documents

5. If documents provided for identification appear to have been altered, forged or inauthentic.
6. If the photograph or physical description on the identification is not consistent with the appearance of the student presenting the identification.

7. If other information on the identification is not consistent with the information provided by the student.
8. If other information on the identification is not consistent with readily accessible information that is on file with Illinois Eastern Community Colleges, such as a signature on a registration form or other document.
9. If a document appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

Suspicious Personal Identifying Information

10. If personal identifying information provided is inconsistent when compared against external information sources used by Illinois Eastern Community Colleges such as inconsistent birth dates or addresses.
11. If personal identifying information provided by the student is not consistent with other personal identifying information provided by the student. For example, there is a lack of correlation between the SSN range and the date of birth.
12. If personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by Illinois Eastern Community Colleges. For example;
    a. The address on the document is the same as the address provided on a fraudulent document, or
    b. The phone number on the document is the same as the number provided on a fraudulent document.
13. If personal identifying information provided is a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by Illinois Eastern Community Colleges. For example:
    a. The address on the document is fictitious, a mail drop or a prison; or
    b. The phone number is invalid or is a pass through to a pager or answering service.
14. If the SSN provided is the same as that submitted by other students.
15. If the address or telephone number provided is the same as or similar to the address or telephone number submitted by an unusually large number of other students.
16. If the student fails to provide all required personal identifying information on a document or in response to notification that the information is incomplete.
17. If personal identifying information provided is not consistent with personal identifying information that is on file with Illinois Eastern Community Colleges.
18. If Illinois Eastern Community Colleges uses challenge questions, the student cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

Unusual Use of, or Suspicious Activity Related to, the Student Account

19. If shortly following the notice of a change of address for a student account, Illinois Eastern Community Colleges receives a request for the addition of other authorized users on the account.
20. If a student account is used in a manner commonly associated with patterns of fraud. For example, the student fails to make the first payment or makes an initial payment but no subsequent payments.
21. If a student account is used in a manner that is not consistent with established patterns of activity on the account. For example, nonpayment when there is no history of late or missed payments or a material change in usage patterns.
22. If a student account that has been inactive for a reasonably lengthy period of time is used.
23. If mail sent to the student is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the student's account.
24. If Illinois Eastern Community Colleges is notified that the student is not receiving paper account statements.
25. If Illinois Eastern Community Colleges is notified of unauthorized charges or transactions in connection with the student's account.

Notices from Students, Victims of Identity Theft, Law Enforcement Authorities or Others

26. If Illinois Eastern Community Colleges is notified by a student, a victim of identity theft, law enforcement authorities or other persons regarding possible identity theft in connection with student accounts held by IECC.

Detection and Response to Red Flags

Detection

In order to detect any of the Red Flags identified above associated with student accounts, IECC staff will take the following steps to obtain and verify the identity of a student by:

- Requiring certain identifying information such as name, date of birth, academic records, home address, mother's maiden name, or other identification; and
- Verifying the student's identity at time of issuance of any student records, academic information or financial aid by reviewing driver's license or other government-issued photo identification.

For existing student accounts, IECC staff will take the following steps to monitor transactions on an account by:

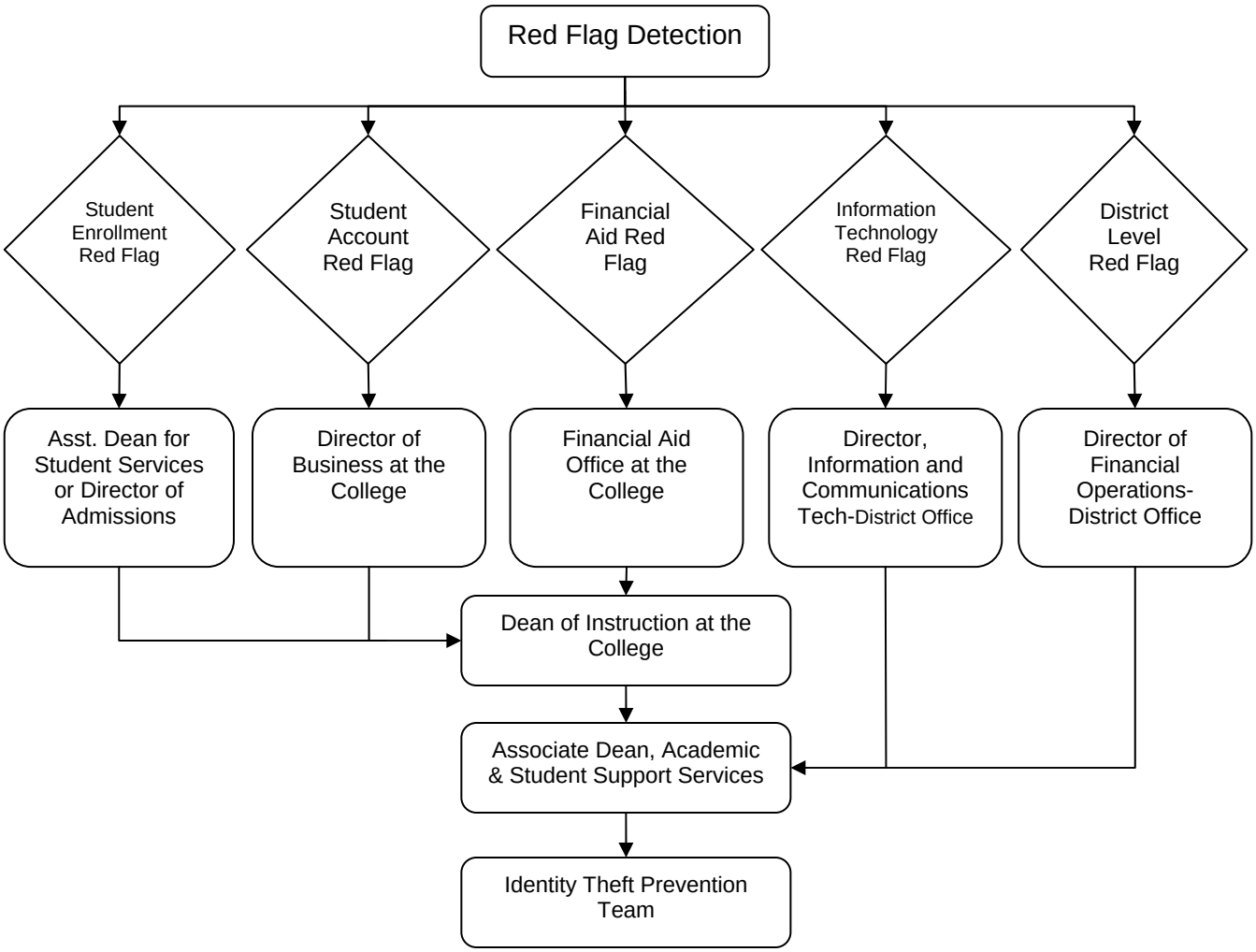
- Verifying the identification of students if they request information in person, via telephone, via facsimile or via email;
- Verifying the validity of requests to change billing address by mail or email and providing the student with a reasonable means of promptly reporting incorrect billing address changes; and
- Verifying changes in banking information given for billing and payment purposes.

Response

In the event IECC staff detects any identified Red Flags, action steps may include, but are not limited to, one or more of the following, depending on the degree of risk posed by the Red Flag:

- Monitoring a student account for evidence of identity theft;
- Contacting the student;
- Changing any passwords, security codes or other security devices that permit access to a student account;
- Reopening a student account with a new account number;
- Providing the student with a new identification number;
- Not opening a new student account;
- Closing an existing student account;
- Not attempting to collect on a student account or not selling a student account to a debt collector;
- Notifying law enforcement;
- Filing or assisting in filing a Suspicious Activities Report; or
- Determining that no response is warranted under the particular circumstances.

Any employee who detects a Red Flag associated with student enrollment will notify the Assistant Dean of Student Services or the Director of Admissions. Employees who detect a Red Flag with a student account will notify the college's Director of Business or the Director of Financial Operations at the District Office. The Financial Aid Office shall be notified if any Red Flag is detected within the financial aid area. Any Information Technology related Red Flag will be reported to the Director of Information and Communications Technology. All detections of Red Flags will be reported to the College Deans and the Associate Dean of Academic and Student Support Services. The Identity Theft Prevention Team will review any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating identity theft. The flowchart below outlines this reporting process:



Prevention and Protection of Student Identifying Information

In order to prevent and mitigate identity theft, IECC will take the following steps with respect to internal operating procedures to protect student identifying information:

- Ensure IECC website is secure or provide clear notice that the website is not secure;
- Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information;
- Ensure office computers with access to student account information are password protected;
- Limit use of social security numbers;
- Ensure computer virus protection is up to date;
- Require and keep only student information that is necessary for college purposes; and
- Provide identity theft information on IECC's webpage in Students Right to Know section.

Program Administration

Program Oversight and Reports

The Identity Theft Prevention Program is the responsibility of the administration of the District Office and the Colleges. Approval of the initial program and policy must be appropriately documented and approved by the Cabinet and the Board of Trustees.

The Associate Dean of Academic and Student Support Services will be responsible for developing and implementing the program. An Identity Theft Prevention Team will be formed which will be responsible for monitoring and updating the program. The Identity Theft Prevention Team will be responsible for ensuring appropriate training of IECC staff on the program, for reviewing any staff reports regarding the detection of Red Flags, and for reviewing the steps for preventing and mitigating identity theft. The Associate Dean will report annually or as needed to the Cabinet on the effectiveness of the program, significant incidents involving identify theft and IECC's response, and recommendations for material changes to the program. The Associate Dean will update the program as necessary.

Training

IECC staff with responsibilities in the areas of student accounts, student records, and financial aid will receive annual training as part of this prevention program. Training shall include detection and recognition of red flags, appropriate handling of notices, and action steps. Staff training shall be conducted for any other employees for whom it is reasonably foreseeable may come into contact with student accounts or personally identifiable information. To ensure maximum effectiveness, employees may continue to receive additional training as changes to the program are made.

Service Provider Arrangements

In the event IECC engages a service provider to perform an activity in connection with one or more student accounts, IECC will take the following steps to make every reasonable effort that the service provider performs its activity in accordance with policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.

1. Provide service providers with IECC's Identity Theft Prevention Program; and,
2. Request service providers to certify that they have received, and will abide by IECC's Identity Theft Prevention Program, and will report any Red Flags to the IECC employee with primary oversight of the service provider.

Program Updates

The Identity Theft Prevention Team will periodically review and update this program to reflect changes in risks to students and the soundness of IECC from identity theft. The program will be re-evaluated to determine whether all aspects are up to date and applicable in the current business environment. Red flags will be reviewed and may be revised, replaced, or eliminated as determined.

Agenda Item #8C

Dual Credit Student Handbook

Agenda Item #8C

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: March 17, 2009

RE: Dual Credit Student Handbook

Since 1997, Illinois Eastern Community Colleges (IECC) has partnered with area high schools to offer courses for dual credit. These dual credit courses have dramatically expanded student access to affordable higher education and have provided academic experiences to qualified high school students during their junior and senior years in high schools. Many parents have praised the District for reducing the cost of a college education for their son or daughter. In addition, the college has been able to provide to students in economically strapped districts the opportunity to take what would have been in the past known as an advanced placement course. By taking dual credit courses, area high school students find that admission to college has been enhanced.

The Board of Trustees currently has agreements with the high school districts for Clay City, Louisville, Cisne, Flora, Newton, East Richland, West Richland, Lawrenceville, Red Hill, Robinson, Hutsonville, Palestine, Oblong, Grayville, Edwards County, Fairfield, and Mt. Carmel.

Dean Kathy Pampe has been working with area high school districts to develop and improve the District's dual credit program. She has developed the Dual Credit Student Handbook for the Board of Trustees. The Handbook defines dual credit, its benefits, ACT scores required, admissions procedures, expectations, grades, and transferability of credits earned. In addition, there are several forms provided so that students can see a sample course syllabus, a schedule, a transcript, and sample letters to students and parents.

I ask the Board's approval of the Dual Credit Student Handbook for 2009-2010.

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES

Frontier | Lincoln Trail | Olney Central | Wabash Valley

Dual Credit Student Handbook

2009 – 2010

High School • College • Dual Credit

A Partnership for Success!

Experience College in High School
Illinois Eastern Community Colleges
Dual Credit Program

March 2009

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Welcome to IECC

Welcome to the Illinois Eastern Community Colleges' (IECC) Dual Credit Program.
The administration, faculty, and staff are delighted that you have chosen to begin your college career with IECC. We hope that your IECC educational experiences are rewarding as well as enjoyable.

Dual-credit courses expand student access to affordable higher education, provide challenging academic experiences to qualified high school students during their junior and senior years, and reduce the costs of a college education for students and their families. Successful completion of transfer courses will enable students to simultaneously earn college credit transferable to two- and four-year colleges and universities and to satisfy high school graduation requirements. Successful completion of occupational courses will allow students to simultaneously earn college credits, to satisfy high school graduation requirements, and to assist in the transition to the community college or job opportunities and careers. Dual-credit courses are important transitional links for high school students moving from secondary schools to colleges and universities and/or to high-skill careers.

The Board of Trustees of Illinois Eastern Community Colleges District 529 and the Boards of Education for Clay City, Louisville, Cisne, Flora, Newton, East Richland, West Richland, Lawrenceville, Red Hill, Robinson, Hutsonville, Palestine, Oblong, Grayville, Edwards County, Fairfield, and Mt. Carmel High Schools developed a partnership to provide dual-credit courses that are accessible and beneficial to high school students within the boundaries of the Illinois Eastern Community Colleges District.

The IECC Dual Credit Student Handbook provides information on IECC's Dual Credit Program, including contact information for the four colleges; courses and program information; dual credit eligibility requirements; dual credit rules and procedures; academic and general education information; and available student services.

It is the intent of Illinois Eastern Community Colleges to provide you with a quality dual credit program that will benefit your college career.

Sincerely,

Terry L. Bruce
CEO

Illinois Eastern Community Colleges

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

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

- educational programs, including pre-baccalaureate, career and technical degrees and certificates that prepare a diverse student body for transfer to a four-year institution of higher education or entry into a multicultural global workplace;
- program, course and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
- utilization of resource-sharing partnerships to expand, retrain, and strengthen the industrial base of southeastern Illinois;
- development of partnerships with pre-K through high schools allowing for the smooth transition and progression of students through lifelong learning;
- academic programs and institutional services that are reviewed and revised on a scheduled time frame with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
- adult and continuing education designed to meet the immediate and long-term needs of the residents in the District;
- programs in remedial education, which assist District residents in attaining skills and abilities needed to enter and complete college-level programs;
- student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, transferring to a four-year institution, entering employment, or completing certificate or course goals;
- curricula and services that are developed and updated, as necessary, to meet both short- and long-term needs of the residents of the District;
- community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring multiculturalism and diversity within our communities;
- professional enrichment and growth experiences for college, faculty, administrators, and staff which will improve and enhance instruction and service; and,
- resources, facilities, staff, and equipment to support all program and service components of the college.

Section 2

What is Dual Credit?
IECC dual credit courses are college-level courses taught in high schools or at Illinois Eastern Community Colleges (Frontier, Lincoln Trail, Olney Central, and Wabash Valley). Dual credit courses are provided to eligible high school juniors and seniors and taught by qualified instructors using the college's required textbooks, syllabi, curricula, and courses. When students successfully complete a dual-credit course, they can simultaneously receive both high school and college credit. These classes are an excellent way for eligible high school students to get an early start on their college education.

Benefits of the IECC Dual Credit program:

- Provides high school juniors and seniors with an opportunity to take college courses and minimizes the duplication of courses taken in high school and college;
- Expands academic options for college-bound high school students;
- Shortens the time required to complete an undergraduate degree or certificate;
- Reduces the cost of higher education;
- Provides selected course offerings in general education courses that are widely accepted and generally transferable;
- Provides a seamless transition from high school to college; and
- Provides access to college resources, facilities, and services.

Eligibility
High school students enrolled in a course that is offered for dual credit are required to meet the same prerequisites for college students at one of the Illinois Eastern Community Colleges. This means obtaining a minimum test score on a nationally standardized test and having completed any required prerequisite courses. In addition, students:

- Must be a junior or senior in high school;
- Must exhibit the maturity, social behavior, and attitude necessary for college;
- Must meet the minimum requirements on an approved standardized test.
  - ACT PLAN will be the primary assessment for high school dual credit students (incoming juniors). If a student does not meet the required PLAN scores, they may contact the college to arrange for additional testing. This testing must be completed prior to the end of the fourth week of the college semester;
  - Dual credit admission will also be assessed using ACT scores.

Required ACT PLAN and ACT Scale Scores (math scores applicable only if the student is taking a math class)

Test Title	Minimum National Scale Score	
	ACT Plan	ACT
English	16	18
Reading	16	18
Math • Technical Math • College Algebra, Liberal Arts Math or Statistics	 17 25	 18 25

Admissions Process
To begin the enrollment process for an IECC dual credit course, students should first talk to their high school guidance counselor. She or he will explain the process that your high school uses to enroll students in dual credit. Items that must be completed and/or submitted are:

- A completed student information and registration form. In most cases, IECC staff will visit your high school to register students for dual credit courses.
- Students' placement into dual credit courses is based on testing and assessment discussed on page 4. Students must complete a test score release of information form that will be available in your high school guidance office.

Expectations and Requirements
College courses are both interesting and challenging. Students should remember that a dual credit course is a college course and the curriculum is the college curriculum. Student course responsibilities are the same as for other college students. The teaching methods are the same as those taught at the college, and students will be expected to conduct themselves as college students.

College courses sometimes deal with controversial, sensitive, and/or adult material. Students are expected to be prepared for college-level content.

In order to be successful and ensure completion of out-of-class assignments, dual credit/college students should invest as much time out-of-class as in-class.

Students should pay careful attention to their instructor's system for assigning grades. The instructor's grading system is covered in the college course syllabus that students receive at the beginning of the semester. If students have trouble in a dual credit course, it is their responsibility to talk with the instructor about ways to improve their success.

Tuition, Fees, and Textbooks
Currently, the cost of tuition is waived for all IECC dual credit students; fees are waived for some courses; and textbook purchases and/or rentals are handled differently by each college.

IECC Student Services

Academic and Career Advisement – each college offers career planning and placement assistance through the Student Services Office. Career advisors, academic advisors, and faculty are well prepared to help students with career information.

Students planning to transfer to another college or university, regardless of the program in which they are enrolled, should be aware that the receiving institution makes the final decision regarding transfer of credit. IECC advisors will assist the student concerning transferability of classes. However, the student will need to maintain contact with the transfer institution to facilitate the transfer process.

Federal TRIO Programs – provide outreach and support programs targeted to help students progress from middle school through post-secondary education.

- **Educational Talent Search (ETS)** – a popular TRIO program with the goal to encourage and inspire its participants to think college early. ETS serves 650 middle school and high school students in 24 schools throughout the IECC District as well as individuals between the ages of 11 and 27 who have not completed high school or college programs. All ETS services are free to those accepted into the program and include at-school activities during the regular school year and workshops and fun-filled educational trips during the summer. *For more information contact Director Carol Redman at 618-395-7777.*

- **Student Advantage Network (SAN)** – this TRIO program offers tutoring, academic and career advisement, study skills enhancement, and special enrichment programs to help college students achieve their educational goals. Students may be eligible for SAN services by meeting one of the following criteria:
  1. Neither parent received a four-year college degree;
  2. Financially limited (according to federal guidelines); or
  3. Individual with a disability.

  For more information contact Director Cora Weger at 618-544-8675.

- **Upward Bound –** this TRIO program provides academic tutoring, college and career counseling, cultural enrichment, social awareness and other services to 115 participants each year. Students may be eligible for Upward Bound services if they meet all of the following criteria:
  1. Neither parent received a four-year college degree;
  2. Meets family taxable income guidelines;
  3. Has a need for academic support as determined by the Upward Bound program;
  4. Has completed the eighth grade but has not entered the twelfth grade and is at least 13 years old but not older than 19.

  For more information contact Program Director LeAnn Hartleroad at 618-395-7777.

Student Financial Aid

College students enrolled in an eligible degree or certificate program may qualify for grants, loans, scholarships, or work study. Loans must be paid back, while grants and scholarships do not have to be repaid.

- Financial Aid, Dual Credit, and Satisfactory Progress **– High School Dual Credit students do not qualify for college financial aid, however,** their college financial aid may be affected by college credits earned while still in high school. **U.S. Department of Education regulations and Illinois Student Assistance Commission policy require all students applying for federal and/or state financial assistance to maintain *satisfactory progress* in their course of study to receive funds.**

  All terms of attendance, including dual credit are evaluated, even those during which the student did not receive financial aid. Courses from other colleges that have been accepted for credit by Illinois Eastern Community Colleges are also included in the

evaluations. Students who have not previously received financial aid may not be notified of their status until they apply for financial aid.

- FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

  A student is considered to be making Financial Aid Satisfactory Academic Progress if both **of the following conditions are met:**

  - **Cumulative GPA is at least 2.0.**
  - **Successful Cumulative Completion Rate (hours earned divided by hours attempted) is 67%.**

  A student, who fails to maintain the required Cumulative GPA or Successful Cumulative Completion Rate, or both, will be placed on Financial Aid Probation for one semester.

  Students with less than a 2.00 cumulative grade point average after four (4) semesters will be suspended from financial aid, regardless of enrollment status or academic classification. The student will have the right to appeal.

- **For High School students planning to attend college, it is important that you meet federal application deadlines.** The Free Application for Federal Student Aid (FAFSA) should be submitted to the federal government as soon as possible after January 1 in order to begin the process for establishing need for financial aid. After filing the FAFSA, the student will receive a Student Aid Report (SAR). May 1 is the priority date for completion of a financial aid application for the next academic year. Students may apply electronically at www.fafsa.ed.gov or by U.S. mail. Students applying for scholarships or veteran's benefits should speak with a financial aid representative in the Financial Aid Office.

Learning Resource Centers (Libraries)
A variety of print and online resources are available at each of the four IECC colleges in the Learning Resource Centers. Students have access to research tools such as CQ Researcher, Facts.com, FirstSearch, Lexis-Nexis, and ProQuest Nursing Journals Online via the internet **on campus**. The LRCs are part of the Consortium of Academic and Research Libraries in Illinois (CARLI) which offers our students resource sharing of over 32 million items from 76 Illinois academic libraries.

Transition Center (Teen Parent, Single Parent and Displaced Homemaker Programs)
The purpose of these programs is to provide supportive services to eligible high school and college students that help them be successful in their educational endeavors. Services to college students include advisement and workshops on topics related to success in college and career exploration. Financial services include money for books, supplies, and transportation.

Services to high school students include advisement about career exploration, college, and financial aid; as well as information about pregnancy, labor & delivery, and parenting. The Teen Parent Program provides students with financial assistance for books and supplies, transportation costs, food, baby formula, diapers and pull-ups, baby clothing and other essentials. The director of the Teen Parent Program visits high schools within the IECC District on a monthly, bi-weekly, or weekly basis depending upon the need of the students. *For more information contact the Director of the Transition Center, Ashley Charleston at 618-395-7777 ext. 2238.*

Grades

The grades you earn in a college dual credit course will become part of your permanent college record and will appear on your transcript. It is important to remember that high school policies apply when awarding the high school grade for courses and college policies apply to college grades.

Withdrawing/Dropping Courses

If a student is doing poorly in a dual credit course, he or she may wish to withdraw from that college course. In order to officially withdraw from a course, a college withdrawal form must be completed. The student must contact the college student services office in person or by phone to complete this process and should also inform the high school guidance counselor of his or her intent to withdraw. Students who withdraw from a college course before the official drop date or do not meet the specific grade requirement for a class will receive a W (no grade) on their permanent college transcript. If a student is failing a class, but does not officially withdraw, they will receive an "F" on their permanent college record. Therefore, it is very important to follow the correct procedures to officially withdraw from the college dual credit course.

> **Withdrawals for each class must be accomplished by the date printed on your course schedule.**

Transferability

IECC dual credit courses are college courses and may be transferrable to other colleges and universities. The general education core curriculum at IECC was developed through the Illinois Articulation Initiative (IAI) and these courses are transferable to more than 100 participating colleges and universities in Illinois. This core curriculum includes courses in communications, mathematics, physical and life sciences, humanities and fine arts, and social and behavioral sciences. The general education core curriculum is the starting point for students pursuing an associate transfer degree (60 or more semester credits) or a bachelor's degree (120 or more credits). Be sure to talk to your high school guidance counselor and an IECC college advisor for additional information concerning transfer courses. To learn more about the IAI system and other transfer information, visit their web site at www.iTransfer.org.

IECC currently offers more than 40 career and technical degree programs (62 to 74 credit hours) and 35 certificate programs (30 credit hours or less). Many of these programs will also transfer to a number of universities through 2+2 and capstone articulation agreements. Examples include accounting, agriculture, nursing, and radiography.

IMPORTANT TRANSFER INFORMATION: High school students who plan to transfer to another college or university should speak with an IECC advisor concerning transferability of courses. Some universities do not accept courses when presented as dual credit. Dual credit courses are shown as college credit on the student's college transcript.

Family Educational Rights and Privacy Act (FERPA)

In accordance with FERPA, only directory information about students or former students will be disclosed to any person or agency without the written permission of the student except to: (1) IECC administrators and instructors; (2) certain federal officials specified in the Act; (3) stated educational authorities; (4) accrediting agencies; (5) upon receipt of proper judicial orders; or (6) officials of other schools in which the student seeks to enroll or has enrolled. At the request of the student, even directory information can be withheld.

Upon written request, the student may inspect information in his or her official file and will be given the opportunity to challenge any information which he or she considers inaccurate. Details on confidentiality rules can be obtained from the Admissions Office. Refer to the IECC catalog for additional information about FERPA (www.iecc.edu).

The Illinois Eastern Community Colleges District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status in educational programs, activities, admission, or employment practices.

Americans with Disabilities Act

IECC supports the terms of the Americans with Disabilities Act (ADA) of 1990 and according to the rules and regulations of the state of Illinois and the federal government, will make reasonable accommodations to ensure that college facilities are accessible and in compliance with employment practices. Students should make a request for special accommodations, if necessary, to their college Students Services office.

While every attempt has been made to address current State and local policies, procedures, and rules, the IECC District reserves the right to change policies, procedures, and rules relevant to Dual Credit and thus the provisions of this Handbook.

Definitions and Terms

Advanced Placement (AP) Courses – these courses are offered at high schools and taught by high school faculty. The AP curricula are standardized and the exams are administered in May each year. Students with passing grades of 3 or better, out of a possible score of 5, earn course credit and/or advance to higher-level courses at the colleges and universities where they enroll.

Community College/University 2+2 Agreements – IECC has many 2+2 agreements with universities, both in and out of state, that allow an IECC student to receive a career & technical degree and then transfer seamlessly into a university baccalaureate-degree program.

Course Articulation – Course articulation agreements contain specific information about course content, course outlines, credit/contact hours, course prerequisites, required placement scores, and minimum required grades that a student must obtain in order to receive dual credit. For dual credit articulation, the college course must be active and part of an active degree or certificate program at the community college. The college course and high school course are reviewed, compared, and articulated based on the similarity of content, intent, and outcomes of the course.

Dual Credit – a dual credit course is a college course taken by a high school student for which the student earns both college and high school credit. These courses can be taken at the high school or at an Illinois Eastern Community Colleges' facility.

Dual Enrollment – allows a student to enroll in a college course to earn college credit only while still in high school.

Hybrid Course – a course that incorporates a smaller number of classroom meetings with online instruction. Students must have access to a computer with Internet connectivity, an Internet Service Provider, and a Web browser.

Online Courses – instruction taught over the Internet. Students access lessons and assignments through the IECC Entrata system. Students must have access to a computer with Internet connectivity, an Internet Service Provider and a Web browser. **NOTE: Online courses are not offered for dual credit.**

Partnerships for College and Career Success (PCCS) Grant Program – Programs of Study 2+2 or 2+2+2 Articulation: 2+2 Programs provide an articulated high school/community college curriculum for professional and/or technical fields. The courses often reduce duplication between high school and college, thereby helping students to move seamlessly between the systems. Courses may be taught either by high school or college instructors and may or may not be dual credit courses.

2+2+2 Programs are articulated programs that begin in the third year of high school, include two years of community college education, and are completed at a four-year institution.

Frequently Asked Questions

What is dual credit?

IECC dual credit courses are college-level courses taught in high schools or at an Illinois Eastern Community College to eligible high school juniors and seniors and taught by qualified instructors using the colleges' required textbooks, syllabi, and curricula. When students successfully complete a dual-credit course, they simultaneously receive high school and college credit. These classes are an excellent way for eligible high school students to get an early start on their college careers.

What are the benefits of participating in dual credit?

- Students may have access to more challenging course options;
- Students earn credits toward a college degree or certificate program;
- Students obtain a basic understanding of what will be expected of them as college students;
- Students can demonstrate their ability to do college-level work and gain the confidence needed to succeed in college;
- Students and their families save a significant amount of money in college tuition, student fees, housing, and transportation costs; and
- Students have an opportunity to explore possible college majors and career fields.

What dual credit courses are usually offered?

IECC offers a full-range of lower-division general education/transfer courses as dual credit including introductory courses in English composition, Speech, foreign language, history, psychology, sociology, math, biology, chemistry, and physics. Career and technical course dual credit offerings include agriculture, business, computer science, automotive technology, collision repair, industrial studies, health occupations, and child care.

Where are IECC dual credit courses taught?

Dual credit courses are taught either at the high school or at one of the Illinois Eastern Community Colleges' facilities. Check with your high school guidance counselor for information regarding the location of courses in which you are interested.

What is the difference between dual credit and advanced placement courses?

Students enrolled in dual credit courses offered by one of the IECC colleges earn actual college credit by successfully completing these courses. These courses transfer to several public and private colleges and universities in Illinois, similar to IECC college transfer courses.

IECC's dual credit courses meet all state rules and guidelines and all IECC articulated dual credit courses transfer into IECC degree and certificate programs. While most senior institutions in Illinois accept "college credit" taken as dual credit, some do not. The State of Illinois is working with all state community colleges and senior institutions to improve the acceptance and the transferability of dual credit courses. Currently, IECC lists all dual credit courses as "college credit" on student transcripts with no reference to dual credit.

Advanced placement courses are special sections of high school courses designated by the high school to prepare students for national Advanced Placement tests. Students may earn college

credits for these courses that are recognized at colleges and universities across the country based upon their scores on these tests. Generally, students must earn scores of at least 3 and often higher, (on a scale of 1 to 5) on these national exams to earn college credit.

How are dual credit final grades recorded?
Final grades for dual credit courses will be reflected on both the student's high school transcript and on the student's college permanent record. To withdraw from a course or all courses, a student must complete the withdrawal form. Failure to follow the official withdrawal procedure will result in a grade of F for the courses. Withdrawals for each class must be accomplished by the date printed on your course schedule. Contact your high school guidance office to learn about the procedure for withdrawing from a dual credit course. Students who withdraw from a college class before the official drop date or do not meet the specific grade requirement for a class will receive a W (no grade) on their permanent college transcript. If a student is failing a class, but does not officially withdraw, they will receive an "F" on their permanent college record.

What if a student does not successfully complete a college-level course?
That is a risk for students in this program. If a class required for high school graduation is not successfully completed, the student might not be able to graduate with his or her high school class. In addition, the grade is recorded on a permanent college transcript.

Section 4 – IECC Contact Information

Frontier Community College
2 Frontier Drive
Fairfield, IL 62837-2601
618-842-3711
Toll Free: 877-464-3687

Dean of Instruction: Robert Boyles ext. 4007
Assistant Dean for Student Services: Carroll Hilliard ext.4106

Lincoln Trail College
11220 State Highway 1
Robinson, IL 62454-5707
618-544-8657
Toll Free: 866-582-4322

Director of Admissions: Becky Mikeworth ext. 1137

Olney Central College
305 North West Street
Olney, IL 62450-1099
618-395-7777
Toll Free: 866-622-4322

Dean of Instruction: ext. 2002
Assistant Dean for Student Services: Chris Webber ext. 2005

Wabash Valley College
2200 College Drive
Mt. Carmel, IL 62863-2699
618-262-8641
Toll Free: 866-982-4322

Dean of Instruction: Theresa Marcotte ext. 3377
Assistant Dean for Student Services: Diana Spear ext. 3101

Illinois Eastern Community Colleges
ACT PLAN Scores Release of Information Form

(Please print)

Student Name: _____

Date of Birth: _____

High School ID Number: _____

Address: _____

City, State & Zip Code: _____

Phone: _____

Email: _____

I authorize _____to release my ACT/PLAN
Name of High School

scores to Illinois Eastern Community Colleges.

Student signature: _____

Parent/Guardian signature: _____

Date: _____

NOTE TO STUDENTS: Illinois Eastern Community Colleges is requesting this information to evaluate your scores and determine eligibility to enroll in dual credit courses offered by IECC (FCC, LTC, OCC, and WVC). This information will remain confidential and this form will be retained by your high school.

You must meet the required minimum scores on your ACT PLAN assessment in order to enroll in dual credit courses through Illinois Eastern Community Colleges. Please contact your high school guidance office for additional information about minimum scores.

PLAN test results will be used only for dual credit purposes during this pilot year. Illinois Eastern Community Colleges will continue to require ACT, COMPASS or ASSET scores for placement of students who are no longer enrolled in high school.

ILLINOIS EASTERN COMMUNITY COLLEGES
STUDENT INFORMATION & REGISTRATION FORM
www.iecc.edu

FRONTIER COMMUNITY COLLEGE	LINCOLN TRAIL COLLEGE	OLNEY CENTRAL COLLEGE	WABASH VALLEY COLLEGE
2 Frontier Drive	11220 State Highway 1	305 North West Street	2200 College Drive
Fairfield, IL 62837-2601	Robinson, IL 62454-5707	Olney, IL 62450-1099	Mt. Carmel, IL 62863-2699
618/842-3711 OR Toll free: 877/464-3687	618/544-8657 OR Toll free: 866/582-4322	618/395-7777 OR Toll free: 866/622-4322	618/262-8641 OR Toll free: 866/982-4322

New Students Complete: Section 1, 2 & 3 **Continuing & Returning Students Complete: Section 1 & 2**

SECTION 1: FALL SEMESTER YEAR_____

1. ID/SOCIAL SECURITY NUMBER _____-_____-_____.

2. COMPLETE LEGAL NAME (Please Print) _____
LAST FIRST MIDDLE PREVIOUS LAST NAME

3. PERMANENT ADDRESS _____
NUMBER AND STREET CITY STATE ZIP

4. DAY PHONE (_____) _____ 5. EVENING PHONE (_____) _____

6. DATE OF BIRTH _____/_____/_____ 7. EMAIL ADDRESS _____

8. HIGHEST DEGREE EARNED _____ or are you a current high school student Y or N (circle)

A - ASSOCIATE DEGREE
B - BACHELOR'S DEGREE
C - CERTIFICATE
D - DOCTORAL DEGREE
G - GED
H - HIGH SCHOOL DIPLOMA
M - MASTER'S DEGREE
N - NONE
O - OTHER
P - FIRST PROFESSIONAL DEGREE

9. PROGRAM CODE/MAJOR _____/_____

10. MOTHER'S MAIDEN NAME _____

11. ARE YOU HISPANIC OR LATINO? (OR ARE YOU OF SPANISH ORIGIN?) ___YES ___NO

A. ARE YOU FROM **ONE OR MORE** OF THE FOLLOWING RACIAL GROUPS? **(SELECT ALL THAT APPLY)** ____ AMERICAN INDIAN / ALASKA NATIVE, ____ ASIAN, ____ BLACK /AFRICAN AMERICAN, ____ NATIVE HAWAIIAN / OTHER PACIFIC ISLANDER, ____ WHITE

B. PLEASE IDENTIFY **PRIMARY** RACIAL/ETHNIC GROUP: **(MUST CIRCLE ONE)** 1 ASIAN, 2 AMERICAN INDIAN / ALASKA NATIVE, 3 BLACK / AFRICAN AMERICAN, 4 HISPANIC OR LATINO, 5 WHITE, 8 NATIVE HAWAIIAN / OTHER PACIFIC ISLANDER

SECTION 2:

CRN	COURSE	NUMBER	SECTION	1-GRADE 2-P/F	CREDIT	REPEAT Y/N

CERTIFICATION: I certify the address above is the location at which I permanently reside. I understand IECC is *NOT RESPONSIBLE* for providing accident, health, or medical insurance for medical services and that I am solely responsible for any and all medical bills incurred as a result of injury or loss during my participation in IECC classes. I certify the above statements are correct and complete. I understand that giving false information may result in dismissal from IECC.

STUDENT SIGNATURE DATE

ADVISOR/INSTRUCTOR SIGNATURE DATE

☐ I live out-of-district/out-of-state but work full time within IECC District 529.

Fee Paying Agency _____

SECTION 3 IS CONTINUED ON REVERSE SIDE

11-08

SECTION 3: STUDENT INFORMATION FORM

NAME (Please Print) _____
LAST FIRST MIDDLE

12. COUNTY OF RESIDENCE: _____

13. GENDER: _____ FEMALE _____ MALE

14. U. S. CITIZEN ?_____YES _____NO

IF NO, WHAT COUNTRY?_____

15. ARE YOU A VETERAN?

_____YES _____NO

16. ENROLLMENT TYPE: _____

1 - FIRST TIME STUDENT
2 - NEW PRE-COLLEGE
3 - TRANSFER
4 - NEW GENERAL STUDY/ VOCATIONAL SKILLS
5 - CONTINUING
6 - TO COLLEGE LEVEL FROM PRE-COLLEGE GENERAL/ VOCATIONAL
7 - RETURNING

17. RESIDENCE STATUS: _____

1 - IN-DISTRICT
3 - OUT-OF-DISTRICT
5 - OUT-OF-STATE
7 - FOREIGN

18. HOME COLLEGE DISTRICT: _____

19. CHARGEBACK:

_____YES _____NO

20. HIGH SCHOOL:
Students must submit official transcripts of their high school record. A copy should be provided during the initial advising appointment.

_____
NAME OF HIGH SCHOOL CITY/STATE

_____
GRADUATION DATE

21. GED?

_____YES* _____NO ***Please provide a copy.**

22. STUDENTS TRANSFERRING FROM ANOTHER COLLEGE:
Do you want credit earned at another college evaluated to meet IECC requirements?_____Y _____N Please list:

COLLEGE:_____

_____

_____

23. EMERGENCY PHONE#:

_____
NAME/RELATIONSHIP TELEPHONE #

24. HAVE EITHER OF YOUR PARENTS EARNED A FOUR-YEAR COLLEGE OR UNIVERSITY DEGREE?

_____YES
_____NO
_____UNSURE

IECC does not discriminate against applicants on the basis of race, color, religion, gender, age, disability, national origin, or veteran status.

ILLINOIS EASTERN COMMUNITY COLLEGES
MASTER COURSE SYLLABUS
PSY 1101 – GENERAL PSYCHOLOGY I

FCC –X **LTC –** X **OCC –** X **WVC –** X

Course Prefix & Number PSY 1101 **PCS/CIP/ID Code** 11 / 420101 / 01

Course Title General Psychology I

Curriculum Title Associate in Science **Prefix** AS **Number** D110

Prepared/Updated On 1/7/05 **By** David Cunningham

Credit Hours 3 **Credit Lecture** 3 **Credit Lab** 0 **Credit Variable** N

Contact Hours 45 **Contact Lecture** 45 **Contact Lab** 0 **Contact Internship** 0

Is This Course Repeatable N **How many Times** 0

IAI Codes S6 900D SPE 912

Attribute Code IASS

Course Description
A survey of the study of human and animal behavior with emphasis on the scientific nature of contemporary psychological investigation. Topics may include the biology of behavior, sensation, motivation, emotion, life-span development of behavior, personality, abnormal behavior and its therapies, social behavior, and individual differences. Three classroom hours per week. 3 semester hours credit.

Student Learning Outcomes
Successful completers will:
1. Identify and define the technical vocabulary involved in the field of psychology.
2. Name and describe methodology utilized by psychologist in psychological investigations.
3. Identify and apply principles and theories of psychological research to animals and humans.
4. Complete the learning outcomes noted in the student workbook.

Methods of Instruction
Lecture, discussion, films, written assignment(s).

Methods of Student Evaluation
Assessment of learning for each chapter(s) may include:1. Tests for each assigned chapter of the text. Tests incorporate matching, multiple choice, and essay questions. Each test is valued at 100 points.2. Class involvement. Each student is expected to participate in class discussions.3. Written assignments.4. Unannounced quizzes may contribute to the final grade. No make-up quizzes will be allowed.

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

ESSENTIALS OF UNDERSTANDING PSYCHOLOGY, Feldman, Robert S., current edition, McGraw Hill. (WVC, FCC).
INTRODUCTION TO PSYCHOLOGY GATEWAYS TO MIND AND BEHAVIOR. Dennis Coon. (OCC, LTC). Current edition.
GENERAL PSYCHOLOGY I WORKBOOK. David Cunningham, current edition.
Reference Materials:
Wake up America: A National Sleep Alert. Executive Report, Dement, 1993.
The Great Psychologists by Robert Watson. 2nd ed.; J. B. Lippencott Co., 1968.
Hypnosis In the Relief of Pain. Hilgard & Hilgard, 1983. W. Kaufman, Inc.
Psychology Annual Editions. Duskin Publishing Co., 2004.

Topical Outline

I.	An Introduction to Psychology and Psychologists	5
	Defining Psychology/Psychiatrists/Psychoanalyst/Counselor/Psychologist	
	Job areas in the Field of Psychology	
	Pseudo-Psychologies	
II.	Research Methods in Psychology	5

	The Scientific Method	
	Observation Naturalistic/Laboratory	
	Correlational Studies/Survey Method	
	Experimental Process DV/IV	
	Clinical Method	
III.	The Sensory World and Reality	2
	Sensory Receptors	
	Psychophysics/Thresholds	
	Vision/Hearing/Tastes/Touch/Smell	
	Somesthetic Senses	
	Sensory-Adaptation/Attention/Pain Gating	
IV.	Perception	2
	Factory affecting perception	
	Perceptual constances/groupings	
	Depth Perception/Pictorial Cues	
	Illusions	
	Perceptual Learning/Habits	
V.	Altered States of Consciousness	3
	Hypnosis-Brain activity	
	Stage Hypnotism	
	Pain relief via hypnotism	
	Sensory Deprivation/Womb Tank	
	Sensory enhancement	
	Relaxation	
	Limitations of Hypnosis	
	Altering habits by hypnosis	
VI.	Sleep, Dreaming & Arousal	4
	The need for sleep	
	Sleep Deprivation	
	Biological Rhythms/Sleep Patterns/Shift Work	
	EEG activity during sleep	
	Stages of sleep	
	REM/NREM Stages	
	Sleep-walking/Sleep-talking	
	Sleep disorders: Apnea/Narcolepsy/Insomnia	
	Dreams & Dream Theories	
	Activation-Synthesis Hypothesis	
	Psycho-dynamic Dream Theory	
	Circadian Rhythms	
VII.	Learning & Conditioning	5
	Trial and Error learning	
	Classical/Operant Conditioning	
	Shaping, extinction, acquisition, etc.	
	Reinforcement/Primary, Secondary	
	Partial vs. Continuous reinforcement schedules	
	FR, VR, FI, VI Schedules of Partial Reinforcement	
	Feedback/Bio-feedback	
	Punishment vs. Rewards	3
	Modeling	
	Cognitive Learning	
VIII.	Frustration, Conflict, Stress, & Defense Mechanisms	4
	Sources of Frustration	
	Reactions to Frustrations	
	Types of Conflicts	
	Psychological Defense Mechanisms	
	Stress-Psychosomatic Disorders	
	Stress and Health (physical/mental)	
IX.	Intelligence	4
	Defining Intelligence-testing	
	Reliability, Validity	
	The IQ & IQ testing	
	Types of IQ tests	
	Individual/Group Tests	
	Mentally Gifted/Retarded	
	Causes of Retardation	
	Heredity & Environment Studies	
	Concerning Intelligence	

X.	Abnormal Behavior & Psychotherapy Psychopathology Normal vs. Abnormal/DSM IV Antisocial personality Sexual Deviance Non-psychotic Disorders Anxiety Disorders Panic, Phobic, Obsessive/Compulsive Dissociative Disorders Somatoform Disorders Theories to causes of Anxiety Psychodynamic Approach Humanistic-Existential Approaches Behavioristic Approach	4
XI.	Affective Disorders Hallucinations & Sensory Changes Personality Disorganization and Disintegration Organic Psychosis Functional Psychosis Affective Psychosis Schizophrenia-Types of Causes of Schizophrenia Environment, Heredity, Bio-Chemistry Treatment of Mental Illnesses Drugs, Shock, Psycho-surgery Hospitalization	4

Total Contact Hours
45

Approved by Curriculum Committee 4/25/03

FCC –X **LTC –** **OCC –** X **WVC –** X

Course Prefix & Number AGR 1200 **PCS/CIP/ID Code** 12 / 240105 / 00

Course Title Agricultural Occupations

Curriculum Title Agricultural Technology/Business **Prefix** AGB **Number** D115

Prepared/Updated On 12/2/02 **By** Paul Schnarre

Credit Hours 1 **Credit Lecture** 1 **Credit Lab** 0 **Credit Variable** N

Contact Hours 15 **Contact Lecture** 15 **Contact Lab** 0 **Contact Internship** 0

Is This Course Repeatable N **How many Times** 0

IAI Codes

Attribute Code

Course Description
This course is a survey of the entire field of agriculture, including farm production, agricultural service and supply industries, marketing, processing, and education. Discussion will focus on skills and competencies required for a successful agricultural career. One classroom hour per week. 1 semester hour credit.

Student Learning Outcomes
Successful completers will:
1. Complete "Career Exploration" testing.
2. Examine the various types of careers available in the agriculture industry.
3. Discuss the competencies and skills required to secure and retain employment in various agricultural occupations.
4. Complete a letter of application, resume, and job interview.
5. Survey the various agricultural curriculums offered at Wabash Valley College.
6. Receive information on transferring via. Capstone to Senior Universities in Illinois.

Methods of Instruction
Includes lecture, discussion, and guest speakers.

Methods of Student Evaluation
Includes quizzes, discussion, assignments, and class participation.

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

CAREERS IN AGRI-BUSINESS AND INDUSTRY, Smith, Underwood, and Bultman, latest edition, Interstate Printers, & Publishers, Inc.

Topical Outline

I.	Introduction to Wabash Valley College and the Agricultural Curriculums	1
II.	Career Exploration Testing & Review of Results	2
III.	Agri-business Occupation Survey	2
IV.	Production Agriculture Skills and Competencies	2
V.	Guest Speaker - "Preparing for a Career in Agriculture"	1
VI.	Applying for a Position - Developing a Resume	2
VII.	The Interview Process - Being Prepared	1
VIII.	Videotaping of Interview & Review of Tapes	2
IX.	Employer - Employee Relations	1
X.	Completion of News Release Forms and Pictures	1

Total Contact Hours
15

Approved by Curriculum Committee

ILLINOIS EASTERN COMMUNITY COLLEGES

Student Schedule

Frontier Community College, Fairfield, Illinois
618.842.3711/Toll Free: 877.464.3687
Lincoln Trail College, Robinson, Illinois
618.544.8657/Toll Free: 866.582.4322
Olney Central College, Olney, Illinois
618.395.7777/Toll Free: 866.622.4322
Wabash Valley College, Mt. Carmel, Illinois
618.262.8641/Toll Free: 866.982.4322

Date: Feb 9, 2009
Student ID: **910285344**
College: OLNEY CENTRAL COLLEGE
Major: TRANSFER COURSE ENROLLEE
Advisor:
Tot Credits: 3.00

CLAUS, SANTA
1234 NORTH POLE LANE
OLNEY, IL 62450

SPRING 2009

Campus Codes
1 - LTC
2 - OCC
3 - WVC
4 - FCC
7 - WED

CAMP	CRN	SUB	CRS	SEC	TITLE	CR	STAT	DAYS	START	END	TIME	INSTRUCTOR
BUILDING					ROOM	CITY			NOTES			
2	61926	PSY	1101	211	GENERAL PSYCHOLOGY I	3.00	RD	MTWRF	01/05	03/13	08:00 am-09:42 am	ANSELMENT
EAST RICHLAND HIGH SCHOOL									THIS IS A DUAL CREDIT COURSE WITH OLNEY CENTRAL COLLEGE. IF YOU DO NOT WISH TO RECEIVE COLLEGE CREDIT, YOU MUST WITHDRAW BY 3/9/09. CALL 395-7777, EXT. 2012 TO WITHDRAW.			

REFUND POLICY

A refund of 100 percent of the tuition and fees will be made to a student who withdraws during the first 10 days of a 16-week class period. No refunds will be given after the 10th day of the semester for the regular 16-week course.

For courses which are offered outside the regular 16-week schedule (including Summer Semester courses), contact the Records Office to determine the refund period.

March 2005

OLNEY CENTRAL COLLEGE
an Illinois Eastern Community College
305 North West Street
Olney, IL 62450
(618) 395-7777
(866) 622-4322 (toll-free)

OFFICIAL

Issued To:

UNOFFICIAL UNIV. OF THE ARTIC
4455 SOUTH POLE WAY
SUMMERSVILLE, IL 54321

Academic Record of: SANTA CLAUS
Date Issued: 09-FEB-2009
Date of Birth: 25-DEC-1900
Student ID: 910285344

Course Level: UNDERGRADUATE CREDIT
High School: EAST RICHLAND HIGH SCHOOL 31-MAY-1918

Current Program
COURSE ENROLLEE
Program : CE-TRANSFER COURSE ENROLLEE

SUBJ	NO.	C	COURSE TITLE	CRED	GRD	PTS	R
INSTITUTION CREDIT:							
FALL 2008							
CIS	1201	2	INTRO TO THE INTERNET	2.00	F	0.00	
Ehrs: 0.00 GPA-Hrs: 2.00 QPts: 0.00 GPA: 0.00							
SPRING 2009							
PSY	1101	2	GENERAL PSYCHOLOGY I	3.00	C	6.00	
Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 6.00 GPA: 2.00							

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	3.00	5.00	6.00	1.20
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	3.00	5.00	6.00	1.20

********** END OF TRANSCRIPT **********

OFFICIAL TRANSCRIPT EMBOSSED WITH SEAL

Christine Webber

Asst. Dean for Student Services

The Family Educational Rights and Privacy Act of 1974 (as amended) prohibits the release of this information without the student's written consent.

An official transcript must include the signature of the registrar and the seal of the college or university.

This document reports academic information only.

ACADEMIC CALENDAR

2009 FALL SEMESTER

August.....13-14	Faculty Workshop
August.....17-19	Registration, Testing
August.....20	First Day of Classes
September 7	Colleges Closed. Labor Day
September 17	Constitution Observance Day. Classes in Session
October.....6	No Classes. District Faculty/Staff Professional Development Day
October.....12	Colleges Closed. Columbus Day
October.....16	Midterm
November.....11	Colleges Closed. Veterans' Day
November.....26-27	Colleges Closed. Thanksgiving
December 11	Last Day of Classes
December 14-17	Final Exams
December 18	Last Day of Semester

(Colleges closed December 21 – January 3, 2010. Winter Break)

2010 SPRING SEMESTER

January.....4	Colleges Open
January.....6	Faculty Workshop
January.....7-9	Registration, Testing
January.....11	First Day of Classes
January.....18	Colleges Closed. Martin Luther King, Jr. Day
February.....15	Colleges Closed. Presidents' Day
March.....5	Midterm
March.....8	No Classes. Casimir Pulaski Holiday Observed
March.....9-12	No Classes. Spring Break
April 2	Colleges Closed. Spring Holiday
May.....7	Last Day of Classes
May.....10-13	Final Exams
May.....14	Last Day of the Semester/Graduation

2010 SUMMER INTERSESSION

May.....17	First Day of Classes
May.....25	Midterm
May.....31	Colleges Closed. Memorial Day
June.....4	Last Day of Intersession

2010 SUMMER SEMESTER

June.....7	Faculty Workshop
June.....8	First Day of Classes
July.....2	Midterm
July.....5	Colleges Closed. Independence Day Observed
July.....30	Last Day of Classes
August.....2-3	Final Exams

Illinois Eastern Community Colleges

Dear Student:

You have registered for a college course(s) at (Frontier, Lincoln Trail, Olney Central or Wabash Valley) Community College through the Illinois Eastern Community Colleges Dual Credit program. At the end of the semester your grade will be entered on your permanent college transcript. ***If you do not want college credit*** for your (semester, year) course(s), ***you must withdraw*** from the college course. Withdraw dates for each course are indicated on the enclosed schedule.

For your information the following is the withdrawal policy at Illinois Eastern Community Colleges:

> *To officially withdraw from a course(s), a withdrawal form must be completed. Please contact the college student services office in person or by phone to complete this process. Contact your high school counselor to inform him/her of your intent to withdrawal. Termination of class attendance does not constitute official withdrawal. Failure to follow the official withdrawal procedure will result in a grade of "F" for the course. Once withdrawn, a grade of W will be recorded on the student's permanent college record but will not be included in the student's grade point average.*

We believe this program offers you many advantages including acquainting you with college level courses and encouraging you to attend college after you graduate. If you attend an Illinois Eastern Community College after graduation, courses earned as part of the Dual Credit program may be applied to appropriate degrees and certificates. To determine if the course will transfer to another college you need to check with that institution.

I have enclosed a copy of your (fall, spring) semester schedule. If you have questions, please contact the college or your guidance counselor.

Best wishes for a successful school year.

Sincerely,

Illinois Eastern Community Colleges District 529
Dual-Credit Agreement

STATEMENT OF AGREEMENT

The Board of Trustees of Illinois Eastern Community Colleges District 529 and the Board of Education for [high school district] agree to enter into a partnership to provide dual-credit courses for academic and occupational courses that will be accessible and beneficial to high school students within the boundaries of the Illinois Eastern Community Colleges District. This agreement shall become effective on [date].

I. STATEMENT OF PURPOSE

Dual-credit courses expand student access to affordable higher education, provide challenging academic and occupational experiences to qualified high school students during their junior and senior years, and reduce the costs of a college education for students and their families. Successful completion of transfer courses will enable students to simultaneously earn college credit transferable to two- and four-year colleges and universities and to satisfy high school graduation requirements. Successful completion of occupational courses will allow students to simultaneously earn college credits, to satisfy high school graduation requirements, and to assist in the transition to the community college or job opportunities and careers. Dual-credit courses are important transitional links for high school students moving from secondary schools to colleges and universities and/or high-skill careers.

II. GUIDELINES

A. Dual-credit courses are governed by the policies and regulations of the Illinois Community College Board, the Illinois State Board of Education, the North Central Association, and the policies and standards of Illinois Eastern Community Colleges and the [high school board of education]. These policies, regulations, and standards apply to students, faculty, staff, instructional procedures, academic standards, and course offerings, whether courses are offered at the college campus, at off-campus sites, including distance learning and Internet, or at secondary schools.

B. The Illinois Eastern community college and the high school will jointly select dual-credit courses in both transfer and occupational areas. Transfer courses offered for dual-credit should be articulated with Illinois colleges and universities. Occupational courses offered for dual-credit should be first-year courses in ICCB approved associate in applied science degree and certificate programs.

C. Students enrolling in dual-credit courses must satisfy course placement tests and/or course prerequisites when applicable.

High school students who wish to enroll in dual-credit courses must be recommended and approved by their high school counselor and principal.

D. Academic advising services and course registration assistance will be provided jointly by the Illinois Eastern community college and the high school.

E. Matters of student discipline will be handled cooperatively between the Illinois Eastern community college and the high school.

F. Tuition for high school students who enroll in dual-credit courses will be based upon the following:

1. Tuition is waived for students for day (regular school day) courses taught at either the high school or community college.
2. Students will pay regular tuition rates for night classes (any class after 3:00 p.m.) or summer classes. Note: High school students enrolled in dual-credit courses are not eligible for state or federal financial assistance.

G. A dual-credit course will be identified on the college transcript in the standard format and will not be identified as dual-credit course.

H. Faculty teaching dual-credit courses will satisfy the Illinois State Board of Education requirements and the educational and professional standards and requirements of the North Central Association, the Illinois Community College Board, Illinois Eastern Community Colleges District, and the [high school].

I. The Illinois Eastern community college and the [high school] will jointly supervise faculty teaching dual-credit courses. Full time high school faculty members who teach dual-credit courses as part of their regular teaching assignment will not receive additional compensation. Illinois Eastern community college part-time and full-time faculty who teach dual-credit courses, will be compensated according to the policy approved by the IECC Board of Trustees.

J. Dual-credit courses offered during the regular school day shall have equipment and classroom/laboratory space provided by the host site at no charge to the other institution.

K. The Illinois Eastern community college and the [high school] will jointly conduct monitoring and evaluation of dual-credit courses.

L. There is a minimum enrollment of eight (8) students for dual-credit courses.

M. Consultation and mutual agreement with the CEO of the Illinois Eastern Community Colleges District and the Superintendent of the Unit School District, or their designees, may address items not covered in this agreement.

N. This agreement shall remain in effect until cancelled by official action by either the Board of Education or the Illinois Eastern Community Colleges Board of Trustees or by notice of the Superintendent of Schools or the CEO of Illinois Eastern Community Colleges of their intent to cancel this agreement.

III. BOARD APPROVAL

The Board of Trustees of Illinois Eastern Community College District #529

By: _____ _____
President Date

[Community Unit District # Board of Education]

By: _____ _____
President Date

dual credit district agreement/9/28/01

Agenda Item #8D

Affiliation Agreement with Crawford Memorial Hospital (Robinson)

Agenda Item #8D

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: March 17, 2009

RE: Affiliation Agreement with Crawford Memorial Hospital - Nurse Assistant

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

This affiliation agreement is for the Nurse 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
LINCOLN TRAIL COLLEGE
BASIC NURSE ASSISTANT PROGRAM #NA-5

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2009, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Basic Nurse Assistant Program #NA-5 (hereinafter referred to as LTC) and Crawford Memorial Hospital Robinson, IL (hereinafter referred to as AGENCY). *Agency City State*

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of LTC'S Basic Nurse Assistant Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. LTC will be responsible for the teaching and guidance of the students in the clinical nursing assistant laboratory practice, and will be available to the nursing assistant students.

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Nursing Assistant Faculty on behalf of LTC will be responsible for maintaining proper standards of nursing assistant care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing assistant students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of LTC, and will comply with the policies of the health AGENCY.

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

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

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

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. LTC Nursing Assistant Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Assistant Faculty member of LTC participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Assistant Faculty member to any clinical area.

7. LTC will provide orientation for the educational program for the AGENCY staff.

8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Nursing Assistant Faculty and nursing assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

10. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.

11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the _____ day of _____, 2009.

AGENCY	LINCOLN TRAIL COLLEGE
_____	_____
Director of Nursing Services	Nursing Assistant Faculty Member
_____	_____
Administrator, Hospital or Agency	Dean of Instruction
	_____
	College President
	_____
	Chairman, Board of Trustees Illinois Eastern Community Colleges

Agenda Item #8E

Affiliation Agreement with Newton Rest Haven

Agenda Item #8E

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: March 17, 2009

RE: Affiliation Agreement with Newton Rest Haven – Nurse Assistant

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

This affiliation agreement is for the Nurse 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
LINCOLN TRAIL COLLEGE
BASIC NURSE ASSISTANT PROGRAM #NA-5

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2009, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Basic Nurse Assistant Program #NA-5 (hereinafter referred to as LTC) and Newton Rest Haven Newton, IL (hereinafter referred to as AGENCY).
Agency City State

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of LTC'S Basic Nurse Assistant Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. LTC will be responsible for the teaching and guidance of the students in the clinical nursing assistant laboratory practice, and will be available to the nursing assistant students.

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Nursing Assistant Faculty on behalf of LTC will be responsible for maintaining proper standards of nursing assistant care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing assistant students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of LTC, and will comply with the policies of the health AGENCY.

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

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

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

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. LTC Nursing Assistant Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Assistant Faculty member of LTC participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Assistant Faculty member to any clinical area.

7. LTC will provide orientation for the educational program for the AGENCY staff.

8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Nursing Assistant Faculty and nursing assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

10. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.

11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the _____ day of _____, 2009.

AGENCY	LINCOLN TRAIL COLLEGE
_____	_____
Director of Nursing Services	Nursing Assistant Faculty Member
_____	_____
Administrator, Hospital or Agency	Dean of Instruction
	_____
	College President
	_____
	Chairman, Board of Trustees Illinois Eastern Community Colleges

Agenda Item #8F

Fact Sheet and Technology Plan

Agenda Item #8F

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: March 17, 2009

RE: Fact Sheet and Technology Plan

Beginning in 1996, the District initiated a program of improving internal telecommunication programs and the District's computer system. By 2001, the District began expending $440,000.00 per year on its five-year technology plan. Since 2001, the District has adopted annually its forecast expenditures for the year and for each of the next four years. The District currently has committed $540,000.00 per year on its technology plan.

The Technology Plan for FY2010 through FY2014 as developed by the Technology Committee established a blueprint that sets forth IECC's Information Technology vision, its strategic directions, and the action plans for supporting the academic experience of students and strengthening the educational mission of faculty and staff.

The Technology Plan is grouped into the categories of administrative systems, networking infrastructure, telecommunications, software, and other technology resources. The plan reviews the progress on FY2008 projects and sets the goals for FY2010-FY2014.

The Information Technology Systems Fact Sheet sets forth progress on: the Banner administrative software system, the network and servers, the on-line systems, the telephone system, the IECC alert program, the Help Desk, and other applications. The Fact Sheet also sets forth a complete review of computer and printer totals district-wide.

The Technology Plan from 2010-2014 contemplates a consistent expenditure of $540,000.00 in each of the fiscal years for a total anticipated expenditure of $2,700,000.00.

I ask the Board's approval of the Technology Plan as submitted.

TLB/rs

Attachment

Illinois Eastern Community Colleges

TECHNOLOGY PLAN
FY 2010 - 2014

Frontier Community Lincoln Trail Olney Central Wabash Valley

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The IECC staff and students wish to express a special thank you to the Technology Committee members.

TECHNOLOGY COMMITTEE MEMBERS

Bob Boyles

Roger Browning

Charlotte Bruce

Chris Cantwell

Alex Cline

Matt Fowler

John Highhouse

LaVonna Miller

Penny Quinn

George Woods

Submitted to Cabinet: March 9, 2009

Submitted to Board of Trustees:

IECC

Information Technology Systems Fact Sheet

March 2009

Illinois Eastern Community Colleges continues to invest in technology services to support students, faculty and staff. This fact sheet provides a list of the major technology services supported by the district.

Banner Administrative Software System

Banner is the integrated suite of applications used to support the business functions of the district. There are a total of 243,733 students in system with historical data back to 1974.

Banner modules include:

General	Web General
Student	Student Self-Service
Faculty and Advisors Self-Service	Financial Aid
Financial Aid Self-Service	Finance
Finance Self-Service	Accounts Receivable
Human Resources	Employee Self-Service
Position Control	Legato Integration
Legato App Xtender	Legato Web Xtender
Legato Scan Xtender	

The Banner system data is stored in a central Oracle database running on an HP 9000 server located at the District Office.

Other applications related to the Banner product include:

- Evisions Form Fusion for custom printing of transcripts and schedules
- Internet Native Banner forms server
- Payroll to finance processing
- Direct Deposit
- Bank Reconciliation
- SURS
- Unemployment
- Over 300 internal custom reports
- 25 state reports
- 10 federal reports
- 26 custom programs

Network and Servers

The district's data network supports a multitude of applications including Banner, email, online services, Internet access, etc. Equipment required to support these services includes:

51 Production Servers including: 7 Active Directory Servers 7 File Servers 4 Student File/Application Servers 2 VMWare Virtualization Servers and Equipment 8 Entrata and FileMaker Servers 15 Other Infrastructure Servers 8 Production Virtual Servers 10-15 Virtual test servers	5 Terabyte SAN for data storage 3 Citrix Servers 10 Firewalls 9 Routers 85 Network Switches - 5,304 Network ports 13 Wireless Access Points 17 T-1 Circuits 770 Employee Exchange email accounts Solar Winds Monitoring software

Online Systems

Online applications include the internal and external web pages, portal system, online learning management system, eportfolio system and online credit card payment system.

Web Site The IECC web site contains over 5,000 web pages and provides valuable information about the district and the colleges.

Entrata Portal System

Entrata serves as a single sign on portal for students and provides faculty and staff with access to a wide variety of services. The system was developed in-house by Jeff Gumbel, Coordinator of Web and Online Learning Services.

Students have access to schedules, email account, college information, and link out to services such as Banner Web, e2Campus alerts, credit card payment, and Angel. They may also register online, pay tuition and fees, access grades, unofficial transcripts, financial aid, course work and material, testing, and much more.

Faculty access rosters, student information, submit 1st and 10 day rosters, progress and incomplete reports, submit final grades, and advising.

Staff utilize the system to submit time sheets, pay information, and tax forms.

Entrata **statistics** include:

- 16,099 total accounts
- 10,429 active accounts
- 6,496 logins on 1/12/2009 first day of classes
- 2,000 logins on an average weekday

Angel Online Learning Management System
The Angel system manages all online course material and is used to provide supplemental information for face-to-face courses.

Online **statistics** include

- 122 Online courses are being offered Spring 2009
- 3,855 online credit hours have been generated in Spring 2009
- Approximately 300-350 students take CIS 1104 Intro to Online Learning every semester.
- Out of 3226 total courses listed for the Spring 2009 term, 633 of those are utilizing Angel at some level; approximately 21%.

Telephone Systems

The current Nortel telephone system was installed in 1997 and has been continually upgraded. The system remains extremely reliable and provides excellent service. If Nortel is unable to remain in business, we will need to evaluate options for migrating to a new system

Telephone **statistics** include:

- 6 PBXs with over 600 telephone ports
- 911 Systems for each college
- College room mapping for emergency services
- Call Pilot Voice Mail

IECC Alerts

IECC implemented the e2Campus emergency alert system to provide emergency and weather related alerts via text, email and voice messaging.

Help Desk

The district provides a technology help desk to support both students and employees. Support is provided via telephone, email and online. The help desk tracking system was developed internally by IT staff.

Help desk **statistics** include:

- 173 submissions first day of classes
- Average 24 calls per day

Other Applications

The IT Department staff also maintain and support other various applications. They include:

Compass Testing
Nursing Testing - LXR
Tracker Survey
Uselect integration with IECC web site and Banner data
efollett and bookstore web site setup
Inventory system to track technology equipment

Computer and Printer District-Wide Totals

- 275 Printers
- 1,141 total desktop computers
- 250 notebook computers
- 4 open labs
- 29 classroom labs
- 101 classrooms with computers and projectors

Computer Labs by College

Frontier 1 open lab with 24 PCs 4 Classroom labs 2 labs with 25 PCs. 1 lab with 16 PCs. 1 lab with 4 PCs. 17 rooms with projectors.	**Lincoln Trail** 1 open lab with 16 computers (LRC) 1 semi-open lab with 16 computers (LSC) 8 classroom labs: WH 109 = 5 WH 112 = 26 WH 116A =25 WH 117 = 6 WH 118 = 25 WH 119 = 23 SU 211 = 26 SU 220 = 11 OA 102 = 17 21 rooms with a computer and projector.
Olney Central One open lab with 30 computers 1 open lab with 30 computers 8 classroom labs: 204 – 25 205 – 25 206 – 25 207 – 25 208 – 21 209 – 16 210 – 18 WT801 – 14 38 rooms with a computer and projector.	**Wabash Valley** One open lab with 30 computers 9 Classroom Labs MH 205 – 25 MH 202 – 17 MH 203 – 13 BMC 16 - 15 SB 30 -8 AA 108 -17 IB 4 - 17 MS 102 - 17 AG 104 -10 25 Classrooms with computers and projectors

MISSION

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

PURPOSES

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

- Educational programs, including pre-baccalaureate, career and technical degrees and certificates that prepare a diverse student body for transfer to a four-year institution of higher education or entry into a multicultural global workplace;

- program, course, and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;

- utilization of resource-sharing partnerships to expand, retrain, and strengthen the industrial base of southeastern Illinois;

- academic programs and institutional services that are reviewed and revised on a scheduled timeframe with a focus on accountability relative to planning, student and program assessment, and learning outcomes;

- development of partnerships with pre-K through high schools allowing for the smooth transition and progression of students through life-long learning;

- adult and continuing education designed to meet the immediate and long-term needs of the residents in the District;

- programs in remedial education, which assist District residents in attaining skills and abilities needed to enter and complete college-level programs;

- student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, transferring to a four-year institution, entering employment, or completing certificate or course goals;

- curricula and services that are developed and updated, as necessary, to meet both short- and long-term needs of the residents of the District;

- community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring multi-cultural and diversity within our communities;

- professional enrichment and growth experiences for college, faculty, administrators, and staff which will improve and enhance instruction and service; and,

- resources, facilities, staff, and equipment to support all program and service components of the college.

Technology Plan FY 2010 – FY 2014

Executive Summary

With the support and commitment of the Board of Trustees, staff, faculty and administration, IECC continues to improve the technological resources available throughout the district. The FY 2010 – FY 2014 Technology Plan serves as a review of FY 2009 technology projects and outlines current and future technological needs. The goal of the plan is to improve technological services for faculty, staff, and students within the projected budget.

A Technology Committee comprised of employees throughout the IECC District provided input and guidance for the plan. This Committee identified technological resources needed to better serve the citizens of District 529 and developed a Technology Plan that:

- is supported by the four colleges, workforce education, and district office and includes their full commitment to the implementation of the adopted plan.
- is cost-effective, with regard given to present and anticipated financial resources.
- is developed with input from key officers from each college and the district office with full consideration given to the American Disabilities Act and the need to accommodate access for the physically challenged.
- ensures investments in technologies that will provide a sound, reliable infrastructure.
- focuses on major technology needs outside of the normal operating budget and grant funds.

TECHNOLOGY VISION FOR ILLINOIS EASTERN COMMUNITY COLLEGES

IECC has actively built a substantial technology foundation rapidly adopting a significant amount of technology. The district must continue to upgrade technology in order to maximize the educational benefits to the citizens of District 529.

Technology changes on a regular basis, therefore, the Technology Plan is a "living" document that will be updated on an annual basis. The plan is a blueprint for tomorrow that sets forth IECC's information technology vision, strategic directions, and action plans for achieving the empowerment of the district's community through information technology. Empowering IECC through information technology entails supporting the academic experience for students, strengthening the mission of faculty and staff, and expanding the district's ability to serve the community.

Fiscal Year 2009 Technology Plan Accomplishments

The Technology Plan projects are grouped in the following categories: administrative systems, network infrastructure, telecommunications, software, and other technology resources. Below are status updates for the FY 2008 projects.

STATUS UPDATE

Administrative Systems

Project	***STATUS***	***NOTES***
Information Security Assessment	• **In Progress**	A network security scan will be performed by Keller Schroeder Technology Consultants.

Network Infrastructure

Project	**Status**	**Notes**
Network Equipment	• **In Progress**	Purchased Solar Winds network monitoring software. Purchased firewall for the District Office additional switches throughout the District.
Wireless Equipment	• **In Progress**	Have ordered additional access points and for each of the four colleges.
Instructional File Servers	• **In Progress**	Plan to replace the instructional server at each of the four colleges.
Tape Backup Systems	✔ **Completed**	Upgraded tape backup systems at the District Office and OCC.

Telecommunications

Project	***STATUS***	***NOTES***
Telephone PBX Software Upgrades	• **In Progress**	Plan to purchase PBX software upgrades.

Software

Project	***STATUS***	***NOTES***
Computer Software Licenses	✔ **Completed**	The following District-wide software licenses were purchased: Microsoft Desktop Bundle, Antivirus, Ghost, Deepfreeze, Backup Exec, Angel, File Maker Pro, MARS, Survey Tracker and Compass.
Online Software Subscriptions	✔ **Completed**	The following district-wide LRC software subscriptions were also purchased: Lexis Nexis, The Chronicle of Higher Education, Facts on File, Literary Reference Center and CQ Researcher
Reporting Software	• **Reallocated**	Software costs exceeded allocated budget. Funds were used to purchase network bandwidth shaping appliances, routers, and memory for the Banner server.

Other Technology Resources

Project	***STATUS***	***NOTES***
Personal Computer Replacements	• **In Progress**	Plan to purchase computer and monitor replacements. See Appendix A.
Other Technology Needs	• **In Progress**	Purchased technology equipment and software based on campus needs.
Computer Projection Units	✔ **Completed**	Purchased and installed 12 computer projection units.

Five Year Technology Goals
FY 2010 – FY 2014

The improvements and recommendations established through the Technology Plan are listed below as goals in the areas of administrative systems, network infrastructure, telecommunications, software, and other technology resources. The goals and activities of the Technology Plan are not a wish list, but represent the cost for improvements, upgrades and maintenance necessary to provide the technological resources required by the IECC district. These projects represent technology needs outside the normal operating budget and grant funds.

Note: Please refer to the budget on page 8 for years projects are scheduled.

Goal 1: Maintain and upgrade systems in support of administrative operations

Activity 1: Upgrade the hardware that supports Banner, the centralized administrative software system. This system contains the core information required for day-to-day operations at IECC including financials, human resources, student records, and financial aid. Additional software demands from Banner upgrades, web access, online reporting, and imaging system access require additional computing capacity.

Activity 2: The IECC district utilizes laptops to communicate with the Board of Trustees. As with all personal computers, the laptops must be upgraded every four to five years.

Activity 3: Contract with vendor to perform an information security assessment. The assessment will evaluate IECC technology systems and practices to identify and mitigate possible security vulnerabilities.

Goal 2: Maintain and upgrade the district's network infrastructure

Activity 1: Upgrade the existing local area network equipment. Increases in both instructional and administrative network applications drive the need for faster network access; therefore, we must annually upgrade the networking switches and routers to accommodate the traffic demands.

Activity 2: Expand wireless network access at each of the college campuses by purchasing additional access points and control switches.

Activity 3: Upgrade network servers and data storage equipment to support various applications throughout the district. See Appendix B for a detail equipment list.

Activity 4: Replace the central battery backup system located at the district office. The current system will no longer be eligible for vendor support after 2010.

Activity 5: Upgrade tape backup systems at district office and college locations. Server data is copied to tape nightly and stored off-site for disaster recovery and business continuity purposes.

GOAL 3: ENHANCE THE CURRENT TELECOMMUNICATIONS NETWORK

Activity 1: Upgrade the Telephone PBX software and hardware to most current releases. The telephone PBXs are very similar to other computer equipment and require periodic updates.

Activity 2: Purchase an emergency notification system that can send text and voice messages to cell phones.

GOAL 4: UPGRADE SOFTWARE LICENSING

Activity 1: As with all areas of technology, software applications change rapidly. IECC must teach and use the most current software applications to give both students and employees the tools needed to compete in today's marketplace. Applications such as the Microsoft Office Suite, Microsoft Windows and Norton Antivirus, just to name a few, are installed on almost every computer throughout the district. Angel, the district's course management software, also requires an annual licensing fee. Therefore, an annual line item to upgrade and maintain software applications is needed.

Activity 2: Many research materials are now available online and are accessible by purchasing annual software subscriptions. Purchasing access to the online materials as a district provides district-wide access to the information and takes advantage of quantity discounts. Subscriptions include: The Chronicle of Higher Education, CQ Researcher, and Lexis-Nexis Academic Universe.

Activity 3: Purchase a more robust, web-based reporting tool to enhance access to stored data.

GOAL 5: MAINTAIN AND UPGRADE OTHER TECHNOLOGY RESOURCES

Activity 1: Replace desktop computers that no longer meet minimum requirements. The lifecycle of a desktop computer ranges from three to five years depending on application requirements. A line item to ensure the replacement of outdated computers is critical.

Activity 2: Due to the elimination of the ICCB Advanced Technology Grant funding, the Committee recommends allocating funds to support technology needs previously funded by the grant. Purchases from this line item will be based on the Advanced Technology Grant guidelines and left to the discretion of the CEO, CFO, Director of IT, College Presidents, and College Deans. The distribution will be: FCC: $20,000, LTC: $20,000, OCC: $20,000, WVC: $20,000, WE: 10,000.

Activity 3: Purchase computer projection units to display computer images on a large screen.

Activity 4: Provide access to advanced technology training for the technology staff. The rapid changes in hardware and software require ongoing technical training.

Technology Plan Budget
FY 2010 - 2014

Administrative Systems

Activity	Description	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	TOTALS
1	HP 9000 Hardware Upgrade	$0.00	$0.00	$35,000.00	$0.00	$0.00	$35,000.00
2	Laptop Upgrades	$10,000.00	$0.00	$0.00	$0.00	$0.00	$10,000.00
3	Information Security Assessment	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$25,000.00
	Administrative Systems Totals	**$15,000.00**	**$5,000.00**	**$40,000.00**	**$5,000.00**	**$5,000.00**	**$70,000.00**

Network Infrastructure

Activity	Description						
1	Network Equipment	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$100,000.00
2	Wireless Network Equipment	$15,000.00	$0.00	$0.00	$0.00	$0.00	$15,000.00
3	Network Servers and Storage	$40,000.00	$60,000.00	$50,000.00	$80,000.00	$50,000.00	$280,000.00
4	Network Power Backup and Surge Protection	$30,000.00	$0.00	$0.00	$0.00	$30,000.00	$60,000.00
5	Tape Backup Systems	$10,000.00	$0.00	$0.00	$0.00	$0.00	$10,000.00
	Network Infrastructure Totals	**$115,000.00**	**$80,000.00**	**$70,000.00**	**$100,000.00**	**$100,000.00**	**$465,000.00**

Telecommunications

Activity	Description						
1	Telephone System Upgrades	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$50,000.00
2	Emergency Notification System	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$25,000.00
	Telecommunications Totals	**$15,000.00**	**$15,000.00**	**$15,000.00**	**$15,000.00**	**$15,000.00**	**$75,000.00**

Software

Activity	Description						
1	Computer Software Licenses	$75,000.00	$75,000.00	$75,000.00	$75,000.00	$75,000.00	$375,000.00
2	Online Software Subscriptions	$20,000.00	$20,000.00	$20,000.00	$25,000.00	$25,000.00	$110,000.00
3	Reporting Software	$0.00	$45,000.00	$0.00	$0.00	$0.00	$45,000.00
	Software Totals	**$95,000.00**	**$140,000.00**	**$95,000.00**	**$100,000.00**	**$100,000.00**	**$530,000.00**

Other Technology Resources

Activity	Description						
1	Computer Replacements	$180,000.00	$180,000.00	$200,000.00	$200,000.00	$200,000.00	$960,000.00
2	Other Technology Needs	$90,000.00	$90,000.00	$90,000.00	$90,000.00	$90,000.00	$450,000.00
3	Computer Projection Units	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$100,000.00
4	IT Training	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$50,000.00
	Other Tech Resources Totals	**$300,000.00**	**$300,000.00**	**$320,000.00**	**$320,000.00**	**$320,000.00**	$1,560,000.00
	Totals	**$540,000.00**	**$540,000.00**	**$540,000.00**	**$540,000.00**	**$540,000.00**	**$2,700,000.00**

Appendix A – FY 09 Computer Replacements

FY 2009 Technology Plan Computer Replacements				
Location	**Description**	**Cost**	**Quantity**	**Total**
FCC	Desktop with 19" non- adjustable analog monitor	$732.50	15	$10,987.50
FCC	Minitower with 19" non-adjustable analog monitor	$739.50	33	$24,403.50
FCC	Desktop w/Media Pack 19" adjustable w/sound bar	$917.56	5	$4,587.80
LTC	Desktop with 17" adjustable monitor	$724.50	60	$43,470.00
LTC	Desktop - no monitor	$573.30	5	$2,866.50
OCC	Desktop with 17" adjustable monitor	$724.50	57	$41,296.50
OCC	Desktop with 19" adjustable monitor	$755.50	6	$4,533.00
OCC	Desktop - no monitor	$573.30	27	$15,479.10
WVC	Desktop with 17" adjustable monitor	$724.50	71	$51,439.50
WE	Desktop	$573.30	1	$573.30
WE	Desktop with 17" adjustable monitor	$724.50	1	$724.50
	Totals		**281**	**$200,361.20**

Appendix B – Server List

Server Name	Description	Implementation Date	Estimated Replacement Date	Approx Cost
LSTD	LTC Instructional Server	July 1, 2002	FY2009	$7,500.00
OSTD	OCC Instructional Server	July 1, 2002	FY2009	$7,500.00
WSTD	WVC Instructional Server	July 1, 2002	FY2009	$7,500.00
FSTD	FCC Instructional Server	July 1, 2004	FY2009	$7,500.00
FSDO	District Office Server	August 1, 2002	FY2009	$7,500.00
FSFCC	FCC Admin Server	August 23, 2005	FY2010	$7,500.00
FSLTC	LTC Admin Server	August 23, 2005	FY2010	$7,500.00
FSOCC	OCC Admin Server	August 23, 2005	FY2010	$7,500.00
FSWVC	WVC Admin Server	August 23, 2005	FY2010	$7,500.00
FMP-SERVER	FileMaker DB Server	January 1, 2003	FY2010	$10,000.00
ADDO	DO Active Directory Server	January 1, 2005	FY2011	$5,000.00
ADFCC	FCC Active Directory Server	January 1, 2005	FY2011	$5,000.00
ADLTC	LTC Active Directory Server	January 1, 2005	FY2011	$5,000.00
ADOCC	OCC Active Directory Server	January 1, 2005	FY2011	$5,000.00
ADWVC	WVC Active Directory Server	January 1, 2005	FY2011	$5,000.00
ADLTCS	LTC - South Active Directory Server	January 1, 2005	FY2011	$7,500.00
ADEDC	EDC Active Directory Server	January 1, 2005	FY2011	$7,500.00
SQLDO	SQL DB Server	September 1, 2005	FY2011	$7,500.00
SELFSERVE2	Banner Self Service	September 1, 2005	FY2011	$5,000.00
MAIL	MS Exchange Server	August 1, 2003	FY2011	$10,000.00
TM	Telephony Manager	February 1, 2004	FY2012	$5,000.00
C1	Citrix	February 1, 2007	FY2012	$5,000.00
C2	Citrix	February 1, 2007	FY2012	$5,000.00
C3	Citrix	February 1, 2007	FY2012	$5,000.00
ANGEL-FS	Angel File Server	February 1, 2007	FY2012	$7,500.00
ANGEL-SQL	Angel SQL Server	February 1, 2007	FY2012	$7,500.00
ANGEL-WEB	Angel Web Server	February 1, 2007	FY2012	$5,000.00
INB10G	Banner Form Server	February 1, 2007	FY2012	$7,500.00
ACADMAIL	Instructional Exchange Server	June 6, 2006	FY2012	$5,000.00
FMS	FileMaker	February 1, 2007	FY2013	$7,500.00
FMPSERVER2	FileMaker	February 1, 2007	FY2013	$7,500.00
ESX1	Virtual Server	March 25, 2008	FY2013	$10,000.00
ESX2	Virtual Server	March 25, 2008	FY2013	$10,000.00

PS5000X	SAN	March 25, 2008	FY2013	$50,000.00
FCC	FCC Firewall syslog server	July 1, 2001	REPLACE WITH RETIRED SERVER	
LTC1	LTC Firewall syslog server	July 1, 2001	REPLACE WITH RETIRED SERVER	
OCC1	OCC Firewall syslog server	July 1, 2001	REPLACE WITH RETIRED SERVER	
WVC1	WVC Firewall syslog server	July 1, 2001	REPLACE WITH RETIRED SERVER	
VCBTEST		December 1, 2003	REPLACE WITH RETIRED SERVER	
VirtualCenter	Virtual Center Server	May 1, 2005	REPLACE WITH RETIRED SERVER	
CITRIX1	Citrix	March 1, 2001	RETIRE	
CITRIX3	Citrix	April 17, 2005	RETIRE/REPURPOSE	
WEB	Web Server	January 1, 2003	RETIRE/REPURPOSE	
ENTRATA	Entrata	January 1, 2003	RETIRE/REPURPOSE	
FMPSERVER7 (FMPWWW_Load)	FileMaker	January 1, 2003	RETIRE/REPURPOSE	
FMPWWW	FileMaker	January 1, 2003	RETIRE/REPURPOSE	
WEBCT	WebCT	January 1, 2003	RETIRE/REPURPOSE	
WEBSERV (Entrata_Load)	Entrata	January 1, 2003	RETIRE/REPURPOSE	
LICENSING	Licensing	August 1, 2002	VIRTUAL	
SERVERW		July 1, 2002	VIRTUAL	
BXS		December 1, 2000	VIRTUAL	

TOTALS:		
	FY2009	**$37,500.00**
	FY2010	**$40,000.00**
	FY2011	**$62,500.00**
	FY2012	**$52,500.00**
	FY2013	**$85,000.00**

Agenda Item #8G

Robinson Marathon Refinery Assessment

Agenda Item #8G

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: March 17, 2009

RE: Robinson Marathon Refinery Assessment

The Crawford County taxing bodies, including Illinois Eastern Community Colleges, have reached a tentative agreement with Marathon regarding the 2008-2013 tax assessment of the Robinson refinery.

Although the assessment dispute began over the 2007 assessment, Marathon has agreed to allow the 2007 assessment of $350 million to stand and the taxing bodies will not be requested to pay back any taxes collected on that assessment level.

The agreement will put Marathon's EAV at approximately $167,000,000 from 2008-2013. As part of the agreement, Marathon agrees to drop the cases filed before the State Property Tax Appeal Board (PTAB) and the Tax Objection case filed in Crawford County against the Unit 2 School District.

The taxing bodies agree to drop the complaints filed with the Pollution Control Board and the Illinois Department of Revenue concerning assessment of pollution control equipment

It may take several weeks for the documents to be drawn up setting forth the details of the agreement. However, the attorneys have agreed to provide a summary document on Monday March 16th for the District's consideration. A copy will be available at the Board meeting.

From the details currently known, the agreement appears to be a reasonable settlement of the issue of equalized assessed valuation of the Robinson refinery.

Based upon the attorney summary provided to the Board on March 17th, a roll call vote on the agreement may be taken at the board meeting. That vote will be advisory in nature and will ask if the Board agrees to the broad outline of the agreement.

A final vote would not occur until the full agreement is available to the Board.

TLB/rs

Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

A. Financial Report
B. Approval of Financial Obligations

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529

TREASURER'S REPORT
February 28, 2009

FUND	BALANCE
Educational	$ 3,649,962.15
Operations & Maintenance	$ 656,916.79
Operations & Maintenance (Restricted)	$ 51,011.44
Bond & Interest	$ 294,959.70
Auxiliary	$ 900,783.87
Restricted Purposes	$ 189,589.34
Working Cash	$ 123,123.05
Trust & Agency	$ 429,155.33
Audit	$ (388.73)
Liability, Protection & Settlement	$ 324,596.70
TOTAL ALL FUNDS	$ 6,619,709.64

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
February 28, 2009

	ALL FUNDS
	Fiscal Year 2009
ASSETS:	
CASH	6,619,710
IMPREST FUND	21,500
CHECK CLEARING	12,000
INVESTMENTS	10,849,591
RECEIVABLES	2,695,442
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	512,740
OTHER ASSETS	456,014
TOTAL ASSETS AND OTHER DEBITS:	21,166,997
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	7,213
ACCOUNTS PAYABLE	87,678
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	736,278
OTHER LIABILITIES	850,579
TOTAL LIABILITIES:	1,681,748
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	2,567,241
PR YR BDGTED CHANGE TO FUND BALANCE	653,711
FUND BALANCES:	
FUND BALANCE	10,548,245
RESERVE FOR ENCUMBRANCES	5,716,052
TOTAL EQUITY AND OTHER CREDITS	19,485,249
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	21,166,997

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Statement of Revenues, Expenses,
and Changes in Net Assets
As Of February 28, 2009

ALL FUNDS

	FY 2009 YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	4,663,075
STATE GOVT SOURCES	7,742,237
STUDENT TUITION & FEES	11,179,699
SALES & SERVICE FEES	2,396,772
FACILITIES REVENUE	4,505
INVESTMENT REVENUE	259,231
OTHER REVENUES	89,943
TOTAL REVENUES:	26,335,462
EXPENDITURES:	
INSTRUCTION	7,736,922
ACADEMIC SUPPORT	352,243
STUDENT SERVICES	836,256
PUBLIC SERV/CONT ED	43,936
OPER & MAINT PLANT	2,473,058
INSTITUTIONAL SUPPORT	6,367,062
SCH/STUDENT GRNT/WAIVERS	5,746,358
AUXILIARY SERVICES	3,064,693
TOTAL EXPENDITURES:	26,620,528
TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0
NET INCREASE/DECREASE IN NET ASSETS	-285,066

OPERATING FUNDS

COMPARISON REPORT FY07-09

		FISCAL YEAR 2007			FISCAL YEAR 2008			FISCAL YEAR 2009			
College	Category	Annual Budget	Spent Thru February	% of Bdgt	Annual Budget	Spent Thru February	% of Bdgt	Annual Budget	Spent Thru February	% of Bdgt	% of Year
Frontier	Bills		$1,444,315			$1,580,400			$1,846,026		
	Payroll		1,314,079			1,279,725			1,278,068		
	Totals	$3,752,325	2,758,394	74%	$3,973,484	2,860,125	72%	$4,457,801	3,124,094	70%	67%
Lincoln Trail	Bills		957,872			1,075,028			1,514,391		
	Payroll		1,548,721			1,604,339			1,649,188		
	Totals	3,610,238	2,506,593	69%	3,779,529	2,679,367	71%	4,499,878	3,163,579	70%	67%
Olney Central	Bills		1,422,650			1,465,142			1,979,773		
	Payroll		2,926,711			2,847,249			3,018,417		
	Totals	6,089,108	4,349,361	71%	6,211,145	4,312,391	69%	7,117,178	4,998,190	70%	67%
Wabash Valley	Bills		1,468,644			1,668,860			2,372,221		
	Payroll		1,964,474			1,956,742			2,206,472		
	Totals	4,610,951	3,433,118	74%	4,871,893	3,625,602	74%	5,999,791	4,578,693	76%	67%
Workforce Educ.	Bills		1,147,529			1,161,208			1,361,529		
	Payroll		650,543			677,008			797,284		
	Totals	2,663,391	1,798,072	68%	2,754,423	1,838,216	67%	3,057,648	2,158,813	71%	67%
District Office	Bills		158,417			160,865			177,609		
	Payroll		571,499			590,420			604,270		
	Totals	1,240,904	729,916	59%	1,295,077	751,285	58%	1,322,403	781,879	59%	67%
District Wide	Bills		1,046,404			1,190,510			1,150,123		
	Payroll		493,923			545,265			584,239		
	Totals	4,393,591	1,540,327	35%	5,722,116	1,735,775	30%	5,428,201	1,734,362	32%	67%
GRAND TOTALS		$26,360,508	$17,115,781	65%	$28,607,667	$17,802,761	62%	$31,882,900	$20,539,610	64%	67%
Excludes DOC											

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
February 28, 2009

	Amount	% of Total
Salaries	10,137,938	49.36%
Employee Benefits	1,143,707	5.57%
Contractual Services	474,729	2.31%
Materials	1,006,733	4.90%
Travel & Staff Development	143,057	0.70%
Fixed Charges	278,949	1.36%
Utilities	867,259	4.22%
Capital Outlay	658,891	3.21%
Other	5,828,347	28.38%
	20,539,610	100.00%

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive's Session Minutes

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

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: March 12, 2009

RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for item 400.1., 400.2., 400.4., and 400.6. will be mailed under separate cover

INDEX

400.1. Employment of Personnel
400.2. Change-in-Status
400.3. Special Assignment
400.4. FMLA Leave Request (External Report)
400.5. Leave of Absence Approved by CEO since February 17, 2009
400.6. Retirements

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Anne Hahn, LPN Instructor, effective August 13, 2009

B. Classified

1. Christina Nation, Accounts Receivable & Records Clerk, FCC, effective March 19, 2009

400.2. Change-in-Status

A. Professional/Non-Faculty

1. Kathy Swinson, Director, WorkKeys Testing Center, DO, to Program Director, Economic and Educational Development, DO, effective March 18, 2009

400.3. Special Assignment

A. District Office

Recommended

1. Extra-Curricular
Spring 2009

Scott Balding	Faculty Coordinator of Student Learning Assessment – WVC	$500

400.4. FMLA Leave Request (External Report)

400.5. Leave of Absence Approved by CEO since February 17, 2009

A. None

400.6. Retirements

A. Faculty

1. Susan Polgar, Psychology Instructor, effective June 1, 2009

2. Diane Reed, English Instructor, effective June 1, 2009

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

TENTATIVE
Protection, Health, Safety and ADA
Projects Schedule
Phase 9

	Estimated Budget										
Districtwide Plumbing & Electrical Survey	$38,500										
Install / Expand Energy Mgt System - FCC	$173,700										
Districtwide ADA Compliance Work	$467,800										
HVAC Replacements & Upgrades, LTC, OCC	$1,149,500										
Roof Replacement - LTC, OCC	$471,800										
Combustible Wall Panel Replacement, LTC	$150,300										
Toilet Replacement & Upgrade, LTC	$90,800										
Districtwide Asbestos Abatement	$515,900										
Site Lighting Upgrade, OCC	$198,500										
Door & Window Replacement, LTC & OCC	$219,900										
Carpet Replacement, WVC	$32,700										
Storm Water Remediation, WVC	$121,000										
GRAND TOTAL	$3,630,400		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted