

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**March 20, 2012**



**Location:**

**Lincoln Trail College  
11220 State Highway 1  
Robinson IL 62454**

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**March 20, 2012  
7:00 p.m.  
Lincoln Trail College  
Cafeteria**

1. Call to Order & Roll Call ..... Chairman Fischer
2. Disposition of Minutes ..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
  - Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval) ..... Bruce
  - A. None
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Recognition of Student Board Member Miranda Steinman ..... Bruce
  - B. Identity Theft Prevention Program Status Report for 2011 ..... Cantwell
  - C. Campus Emergency Plans Status Report for 2011 ..... Cantwell
  - D. IECC Strategic Plan for 2012-2016 ..... Schwartz
  - E. 403(b) Plan Review ..... Browning
  - F. NJCAA Report ..... Bruce
  - G. Report on LTC Athletic Programs ..... Bruce
  - H. Affiliation Agreement with Crawford Memorial Hospital (Basic Nurse Assistant) ..... Bruce
  - I. Affiliation Agreement with Seagoville Hospital (Medical Office Assistant) ..... Bruce
  - J. Affiliation Agreement with Jasper Co. Health Dept. (Certified Medical Assistant) ..... Bruce
  - K. Affiliation Agreement with Lawrence Co. Hospital (Certified Medical Assistant) ..... Bruce
9. Bid Committee Report ..... Bruce
  - A. Lincoln Trail College
    1. 2011 or Newer 12-Passenger Van

- 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. Litigation ..... Bruce
- 16. Other Items
- 17. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in Foundation Hall, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, February 21, 2012.

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

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

John D. Brooks, Gary Carter, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, Marilyn J. Wolfe. Trustees absent: William C. Hudson “Jr.,” and Miranda Steinman, 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.

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.  
Matt Fowler, President of Wabash Valley College.  
Mitch Hannahs, President of Lincoln Trail College.  
Rodney Ranes, President of Olney Central College.  
Timothy Taylor, President of Frontier Community College.  
Roger Browning, Chief Finance Officer/Treasurer.  
Tara Buerster, Director of Human Resources.  
Chris Cantwell, Dean, Academic & Student Support Services/Chief Academic Officer.  
Alex Cline, Director of Information & Communications Technology.  
Renee Smith, Executive Assistant to CEO.  
Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office  
DOC – Department of Corrections  
FCC – Frontier Community College  
HLC – Higher Learning Commission  
HRSA – Health Resources & Services Administration  
ICCB – Illinois Community College Board  
ICCTA – Illinois Community College Trustees Association  
IECC – Illinois Eastern Community Colleges  
IECEA – Illinois Eastern Colleges Education Association  
IGEN – Illinois Green Economy Network  
LTC – Lincoln Trail College  
LWIB – Local Workforce Investment Board  
MSHA – Mine Safety & Health Administration  
OCC – Olney Central College

PHS – Protection, Health & Safety  
SAN – Student Advantage Network  
SBDC – Small Business Development Center  
SURS – State Universities Retirement System  
WED – Workforce Education  
WVC – Wabash Valley College

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held Tuesday, January 17, 2012 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 Gary Carter seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

**AGENDA #3 – “Recognition of Visitors & Guests”** –

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

**#3-B. IECEA Representative:** Rob Mason, President of the Illinois Eastern Colleges Education Association, was recognized.

**AGENDA #4 – “Public Comment”** – None.

**AGENDA #5 – “Reports”** –

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

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

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

**AGENDA #6 – “Policy First Readings (and Possible Approval)”** –

**#6-A. Meetings and Minutes Policy 100.3 – Public Comment:** The Illinois Open Meetings Act requires that each agenda of the Board have a place for public comment. Currently, the Board has no policy on limiting the amount of time for public comment. Courts have allowed Boards to limit public comment if the Board has adopted a written policy.

The proposed revised policy allows public comment and allows the Board to impose reasonable restrictions so as to ensure the Board can conduct its business in an orderly fashion. Further, the Board has a right to limit individual participation to five minutes. Finally, the policy indicates that the Board is not required to act on any item introduced or discussed in public comment that is not on the agenda.

A copy of the revised Meeting and Minutes Policy 100.3 regarding Public Comment was presented and is made a part of the minutes by this reference.

*Recommendation:* The CEO recommended that second reading be waived and that the revised Meetings and Minutes Policy 100.3 – Public Comment be adopted as presented.

**Board Action:** Trustee Michael Correll made a motion that second reading be waived and that the revised Meeting and Minutes Policy 100.3 regarding Public Comment be adopted as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: William Hudson and Miranda Steinman, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

**#8-A. Joint Agreement with Southwestern Illinois College:** Chris Cantwell reviewed the revised Joint Agreement between Illinois Eastern Community Colleges, District #529, and Southwestern Illinois College, District #522. Changes and updates to this agreement include the following:

Illinois Eastern Community Colleges added:

Automotive Service Tech I: Certificate.

Computer Telephony: AAS Degree.

Southwestern Illinois College removed:

Construction Management Technology: AAS Degree.

Fire Science: AAS Degree/Certificate.

Paralegal Studies: AAS Degree.

Paramedic: AAS Degree.

The CEO recommended approval to renew the revised Joint Agreement for Education Cooperation with Southwestern Illinois College as presented.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve the revised Joint Agreement for Education Cooperation with Southwestern Illinois College as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: William Hudson and Miranda Steinman, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. NJCAA Report:** On January 31, 2012, the National Junior College Athletic Association (NJCAA), in a Letter of Findings asked that Lincoln Trail College submit a report in February concerning the basketball program at Lincoln Trail College.

The report, which was presented in its entirety, fulfills the requirements for the February report to the NJCAA and indicates that the District has made progress on the audit of the Lincoln Trail College athletic program, the development of a financial report on dorm receipts, a procedure for educating college staff and booster members on NJCAA rules, and the development of a handbook for college coaches and staff relative to NJCAA rules.

The February report indicates the areas where the District is responding. A report in March will include on-going progress on the NJCAA findings and the need for better oversight of the athletic program at Lincoln Trail College.

The CEO recommended that the February report, which was submitted to the NJCAA on February 15, 2012, be approved.

**Board Action:** Trustee Brenda Culver made a motion to approve the February report to the NJCAA concerning the basketball program at LTC be approved as presented and submitted. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: William Hudson and Miranda Steinman, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. International Student Admission Fee:** International students currently pay \$75.00 to have their file considered for admission to an IECC college. Mailing costs have increased significantly and the fee needs to be increased to \$100.00. The fee increase will be effective with the Fall Semester 2012. The CEO recommended approval to increase the International Student Admission Fee to \$100.00.

**Board Action:** Trustee Marilyn Wolfe made a motion to increase the International Student Admission Fee to \$100.00, effective with the Fall Semester 2012 as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: William Hudson and Miranda Steinman, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Environmental Scan FY2012:** The fiscal year 2012 Environmental Scan was presented and the CEO recommended approval. The scan is used by the IECC District to forecast future internal and external needs for college programs and services. The data assists the District in developing the Strategic Plan, the Career and Technical Education Plan, and the On-Line Education Plan.

Included in this year's document is the following data of particular interest:

Almost 40% of high school students qualify for free or reduced lunches. This number has increased the past three years.

Median household income and per capita personal income lagged significantly behind the statewide average and the cost of higher education will continue to be an issue.

Local high schools have had a decrease in graduates in the past three years.

On-Line enrollments now exceed 5,000 students, the highest since on-line learning has been offered.

Changes in Estimated Family Contribution for Federal Pell Grants mean that fewer students will be eligible.

Illinois Monetary Awards Grants continue to squeeze out more and more community college students because of earlier eligibility dates.

Funding opportunities through local Workforce Investment Agencies have decreased, reducing the dollars for retraining for new technical skills.

The District continues to review items for inclusion in the Environmental Scan. Items being considered include residential building permits, home foreclosures and migration in and out of the District. Future reviews will consider data related to remedial and developmental education, to respond to the State's implementation of Performance Funding and the State focus on degree completion.

**Board Action:** Trustee Gary Carter made a motion to approve the FY2012 Environmental Scan as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted as follows: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: William Hudson and Miranda Steinman, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. IGEN Intergovernmental Agreement:** The Illinois Green Economy Network (IGEN) has been established to foster sustainability centers, provide training for the green workforce, and deploy energy conservation and techniques and renewable energy technology by local community colleges. IGEN requests that the District enter into an Intergovernmental Agreement to establish a network for cooperation and collaboration in promoting sustainability. Under the Intergovernmental Agreement, the District may be required to receive funds from IGEN and cooperate with that agency in the operation of the IGEN network. Under the Intergovernmental Agreement, the Board may withdraw from IGEN with 30 days' notice of withdrawal.

The CEO recommended approval of the Resolution approving the Intergovernmental Agreement and the Intergovernmental Agreement itself. Both the agreement and the resolution were presented and are made a part of these minutes by this reference.

**Board Action:** Trustee Brenda Culver made a motion to approve the Resolution approving the IGEN Intergovernmental Agreement and the Intergovernmental Agreement as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: William Hudson and Miranda Steinman, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. Ameren Underground Electric Easement for Lincoln Trail College:** Ameren Illinois has asked for the approval of an underground electric easement for Lincoln Trail College for the replacement and rerouting of electric service for the college. The easement goes from an



existing utility pole and terminates at a pad-mounted transformer which is 935 feet south of the center line of County Road 1150N and 1072 feet west of the center line of Illinois State Route 1. The described easement will be 15 feet wide from the utility pole to the pad-mounted transformer. The District has been negotiating with Ameren Illinois to upgrade electrical service to the college and this project has been placed on their Spring 2012 construction program. A copy of the easement was presented and is made a part of these minutes by this reference.

The CEO recommended approval of the easement requested by Ameren Illinois for service to Lincoln Trail College.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve the easement requested by Ameren Illinois for service to LTC as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: William Hudson and Miranda Steinman, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-G. 2012 Holiday Calendar:** The CEO recommended approval of the 2012 Holiday Calendar for administrative, technical, professional/non-faculty, clerical and maintenance staff, as follows:

Monday, January 16: Martin Luther King Jr. Day.

Monday, February 20: Presidents Day.

Friday, April 6: Spring Break.

Monday, May 28: Memorial Day.

Wednesday, July 4: Independence Day.

Monday, September 3: Labor Day.

Monday, October 8: Columbus Day.

Monday, November 12: Veterans Day.

Thursday & Friday, November 22 & 23: Thanksgiving.

Wednesday, Thursday, Friday & Monday, December 19, 20, 21 & 24: Winter Break.

Tuesday, December 25: Christmas Day.

Wednesday, Thursday, Friday & Monday, December 26, 27, 28 & 31: Winter Break.

Tuesday, January 1, 2013: New Year's Day.

**Board Action:** Trustee Gary Carter made a motion to approve the 2012 Holiday Calendar for full-time employees as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: William Hudson and Miranda Steinman, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-H. Statements of Final Construction Compliance:** The Illinois Community College Board (ICCB) requires the Board of Trustees to file a Statement of Final Construction Compliance for projects completed each year. Projects covered by the requirement include those funded by Protection, Health and Safety, Capital Renewal, state, and locally funded projects. Illinois Eastern Community Colleges' Statement of Final Construction Compliance.

Construction costs for Protection, Health and Safety projects completed this past year totaled \$129,743. Budgeted costs for the project was \$144,000. It was Project Number 2122-0511, Security Surveillance Systems District-wide.

**Board Action:** Trustee John Brooks made a motion to approve the Statements of Final Construction Compliance for submission to the ICCB as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: William Hudson and Miranda Steinman, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-I. Intergovernmental Agreement between the City of Robinson and IECC:** The District currently has an Intergovernmental Agreement with the City of Robinson concerning the Fitness Center located at 501 South Cross Street in Robinson.

Under the agreement, the City of Robinson owns and operates the facility and the college currently pays \$275.00 per month toward utilities to the building, which is approximately 50% of the cost of the utilities. The City will continue the \$275.00 monthly utility cost and add an additional \$81.49 per month for internet services to the building and add \$200.00 per month for janitorial services and supplies. This means the college's payment will increase to \$556.49 per month.

In addition, the City shares with the college 40% of all collected user fees associated with use of the fitness center equipment, which was provided by the college when the agreement began. The City will reduce the amount of money shared with the District from 40% to 30%. From 04-10-2010 through 03-31-2011, the college has received \$7,854.00 as its 40% share of those collected fees.

The CEO recommended approval of the revised Intergovernmental Agreement with the City of Robinson which will increase IECC's monthly payment for the use of the facility and reduce by 10% the amount the City shares with the college for collected user fees.

**Board Action:** Trustee Gary Carter made a motion to approve the revised Intergovernmental Agreement with the City of Robinson concerning the Fitness Center located at 501 South Cross Street in Robinson as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: William Hudson and Miranda Steinman, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-J. Intergovernmental Agreement for the Local Debt Recovery Program:** The State of Illinois created the Debt Recovery Program, effective January 2012, which allows local units of government, including community colleges, to partner with the Illinois Office of the Comptroller to recoup dollars local units are owed. Prior to the Comptroller issuing a state income tax refund check, the amount owed the District will be deducted and deposited into the Comptroller Debt Recovery Trust Fund. The debtor will be provided written notice of the action and has 60 days to protest the deduction by the Comptroller. If a protest is made, a hearing

officer will review the protest and associated documentation from the colleges, and issue a decision. If no protest is made at the end of the 60 day period, the amount deducted is then disbursed to the colleges. The District has been in contact with the Comptroller's Office and is currently processing test files to make sure the information the District provided is compatible. The legislation requires an Intergovernmental Agreement between the District and the Illinois Office of the Comptroller. A copy of the Intergovernmental Agreement was presented.

The CEO recommended approval of the Intergovernmental Agreement for the Local Debt Recovery Program as presented.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve the Intergovernmental Agreement between IECC and the Illinois Office of the Comptroller for the Local Debt Recovery Program as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: William Hudson and Miranda Steinman, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-K. Affiliation Agreement with Fairfield Memorial Hospital – Emergency Response Training:** IECC wishes to enter into a new affiliation agreement with Fairfield Memorial Hospital, located in Fairfield, Illinois. This affiliation agreement is for Emergency Response Training and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Gary Carter made a motion to approve the affiliation agreement for Emergency Response Training with Fairfield Memorial Hospital, Fairfield, Illinois, as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: William Hudson and Miranda Steinman, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-L. Motorcycle Safety Course Facility Usage Agreement between SIU-C and Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College:** Southern Illinois University Carbondale (SIU-C) has agreed to offer Motorcycle Rider Safety Courses at FCC, LTC, OCC and WVC. SIU-C has proposed continuation of the Motorcycle Training Facility Use Agreements for each college. The proposed agreements set forth the requirements of SIU-C and IECC but do not require the payment of funds by either party. The agreements deal extensively with insurance requirements of IECC and SIU-C. The agreements may be terminated by either party with 30 days notice. The parties may renew these agreements by written mutual agreement.

The CEO recommended approval of the agreements for offering the Motorcycle Rider Safety course at FCC, LTC, OCC and WVC.

**Board Action:** Trustee John Brooks made a motion to approve the SIU-C agreements for offering the Motorcycle Rider Safety course at FCC, LTC, OCC and WVC as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair

the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: William Hudson and Miranda Steinman, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #9 – “Bid Committee Report”** – The Bid Committee presented the following recommendations and the CEO recommended approval:

**A. Frontier Community College**

1. Tractor-Mower

The Bid Committee recommended acceptance of the low bid that meets all specifications from McLean Implement, Wayne City, Illinois, for \$13,957.74.

Source of Funds: Operations and Maintenance.

Department: Operations and Maintenance.

**Board Action:** Trustee Gary Carter made a motion to accept the foregoing recommendation of the Bid Committee for a tractor-mower for FCC 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: William Hudson and Miranda Steinman, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**B. Lincoln Trail College**

1. 2009 or Newer 12-Passenger Van

**Board Action:** Trustee John Brooks made a motion to reject all bids received and rebid this vehicle. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

2. Roof Replacement – McCoy Building

The Bid Committee recommended acceptance of the low bid received that meets all specifications from Joiner Sheet Metal & Roofing Company, Greenville, Illinois, for a total bid of \$37,465.00 that includes alternate bid #1. The low bid received from Kehrer did not meet specifications in that no certification letter was provided. This is a letter IECC requires from the manufacturer certifying that they will warrant the product as installed by the particular contractor.

Source of Funds: DCEO Grant (\$25,000) and Carryover (Operations & Maintenance).

Department: Operations & Maintenance.

**Board Action:** Trustee Michael Correll made a motion to accept the foregoing recommendation of the Bid Committee for roof replacement on the McCoy Building in Robinson as outlined. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by

the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: William Hudson and Miranda Steinman, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**C. Olney Central College**

1. Custom Engine Trainer w/HVAC

The Bid Committee recommended acceptance of the only bid received that meets all specifications from S & W Products, Waterford, Wisconsin, for \$16,760.00. Very few manufacturers offer this type of engine trainer with these capabilities, so options are limited.

Source of Funds: OCC Foundation Mini-Grants.

Department: Automotive.

**Board Action:** Trustee Marilyn Wolfe made a motion to accept the foregoing recommendation of the Bid Committee for a custom engine trainer w/HVAC for OCC as outlined. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: William Hudson and Miranda Steinman, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**D. Workforce Education**

1. Hydraulic Training System

The Bid Committee recommended acceptance of the bid received from Fluid Power Training Institute, Valley City, Utah, that meets all specifications for a total of \$31,925.00. The lower bid received did not meet specifications because it does not have the capability for scan schematics into the system and does not include a computer screen.

Source of Funds: Education Fund.

Department: Workforce Education.

**Board Action:** Trustee Michael Correll made a motion to accept the foregoing recommendation of the Bid Committee for a hydraulic training system for Workforce Education as outlined. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: William Hudson and Miranda Steinman, student trustee. 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 the balance in all funds as of January 31, 2012. The CFO reported that the State of Illinois owes the IECC District \$4,440,247 in Education Fund grants. A utilities

recap for calendar year 2011 was presented. Also presented was a fleet management report for calendar year 2011.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for February 2012, totaling \$862,592.90, 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 2012, in the amounts listed, and payments from the revolving fund for January 2012. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: William Hudson and Miranda Steinman, student trustee. 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 L. Bruce Presented an informational report on the following topics:

1. FCC Parking Lot: The Illinois Capital Development Board has rebid the FCC Parking Lot.

2. ICCB Pilot Project on Perkins Core Indicators: OCC and IECC will do this project.

3. EIU College of Education and Professional Studies Alumni Rising Star Award: OCC President Rodney Raney received this award.

4. MSHA Holmes Safety Meeting and Illinois Electrical Certificate: IECC will develop a certificate program.

5. Newton Power Plant: The Newton Power Plant is asking for a tax exemption.

6. Application for Property Tax Exemption: Lawrence County Shellbark Bottoms State Natural Area.

7. Application for Property Tax Exemption: Crawford Hospital District.

8. Application for Property Tax Exemption: Lawrence County Memorial Hospital.

9. Enrollment: IECC's reimbursable full-time equivalency enrollment is down 2% while reimbursable headcount is up 3% from February FY11 to February FY12.

10. ICBD Approval: Illinois Capital Development Board has approved \$1,600,000 for the Collision Repair Building at OCC.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** – The following actions were taken relative to executive session minutes.

**#13-A. Written Executive Session Minutes:** The CEO recommended that written minutes of an executive session held during the regular meeting Tuesday, January 17, 2012 be approved and remain closed at this time.

**Board Action:** Trustee John Brooks made a motion to approve, as prepared, written minutes of an executive session held January 17, 2012, but that executive session minutes of that date will remain closed and not be opened to public inspection at this time. Trustee Marilyn Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

**#13-B. Approval of Audio Recording of Executive Session:** The CEO recommended that the audio recording of an executive session of Tuesday, January 17, 2012 be approved and that the Board Secretary make provisions for its safe keeping, that it be made available only upon the proper order of a court and a finding by a judge that such audio recording should be released. This audio recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question.

**Board Action:** Trustee John Brooks made a motion to approve the audio recording of an executive session of January 17, 2012 as recommended. Trustee Marilyn Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

#### **400.1. Employment of Personnel**

- A. Professional/Non-Faculty
  - 1. Mary Morningstar Johnson, Coordinator of Financial Aid, WVC, effective March 5, 2012.
  - 2. Adam Porter, Broadcast Services Specialist, WVC, effective March 1, 2012.
- B. Classified
  - 1. Tracy Robinson, Office/Computer Lab Assistant, DO/WVC, International Programs, effective February 22, 2012.
  - 2. Melanie Wiseman, Administrative Assistant to the President, FCC, effective February 27, 2012.

#### **400.2. Change in Status**

- A. Classified
  - 1. Shannon Sneed, Temporary Full-time Program Assistant, WED, to Program Assistant, WED, effective February 22, 2012.

### **400.3. Bargaining Unit Faculty Seniority List for 2011-2012**

The Bargaining Unit Faculty Seniority List for 2011-2012 was presented for approval.

### **400.4. Non-Bargaining Unit Faculty Seniority List for 2011-2012**

The Non-Bargaining Unit Faculty Seniority List for 2011-2012 was presented for approval.

### **400.5. Reemployment of Faculty for 2012-2013 Academic Year**

A. Continuation of Tenure: Tom Baird, Scott Balding, Mary Jane Beckett, Shasta Bennett, Tyler Boyles, C. Allen Brown, Carrie Brown, James Burnett, Penny Campbell, Jay Carter, Michael Conn, Byford Cook, Laurel Cutright, John Day, David Denton, Teresa Diekmann, Cheryl Gill, Suzanne Downes, Holly Farley, Mark Fitch, Carole Fusco, Andrea Gere, David Goodson, Brenda Grove, Nixie Hnetkovsky, Steve Hnetkovsky, Ruby Houldson, Judith Hudson, Kathleen Hudson, Anne Hustad, Russell Jausel, Carmen Jones, Hollie Kelly, John Kendall, Janet Kinkade, Linda Kolb, Don Leynaud, Theresa Marcotte, Rob Mason, Christian Mathews, Travis Matthews, Rodney Maxey, Amie Mayhall, Judy Neikirk, Patricia Owens, Kelly Payne, Kyle Peach, Brenda Phegley, Richard Poskin, Steve Rafferty, Doug Robb, Anurahda Roy, Barbara Shimer, Nick Short, Shirley Smithenry, Kimberley Stevens, Paul Stouse, Christopher Teague, James Tucker, William Tucker, Kristi Urfer, Brian Wick, David Wilderman, Angelia Williams, Jill Winter, Gary Wise, Sharen Wolke, Winifred Ann Wolven, Nick Wright.

B. Initial Tenure: Pauletta Gullett, Anne Hahn, Jason Hortin, Vicky Lemons, Mary McGlasson, Mary (Linda) Monge, Philip Thorsen.

C. Non-Tenure: Reno Bemont, Christopher Boyd, Laura Bruck, Mark Doerries, Wanda Douglas, Sharon Hoffee, Andrew King, Lisa Maple, Amy Scamman.

### **400.6. Reemployment of Non-Bargaining Unit Faculty 2012-2013**

A. Continuation of Tenure: James Beers, Donald Bennett, Phillip Edmondson, Fred Schwappach, Kim Underwood, Gary Wangler, Mitchell Wolfe.

B. Non-Tenure: Phillip Brooks, Joshua Lipe, Vernon Miller, Stephen Questelle, William Rogers.

### **400.7. Notice of Intent to Renew CEO Contract**

### **400.8. Notice of Intent to Renew President Contracts**

### **400.9. Retirements**

A. Faculty



1. Lisa Benson, Math Instructor, effective June 1, 2012.  
2. Larry Hoeszle, Diesel Equipment Technology Instructor, effective July 1, 2012.

B. Administrative

1. John Howard, Associate Dean, CMT, Workforce Education, effective April 1, 2012.

C. Professional/Non-Faculty

1. Mindy Silvernale, Coordinator of Financial Aid, WVC, effective May 31, 2012.

**400.10. Resignation**

A. Classified

1. Nellie Dianne Mitchell, Program Assistant, Workforce Education, effective January 16, 2012.

**400.11 Special Assignment**

A. Athletic

1. Zach Loll, Athletics Compliance Coordinator, DO, \$6,000 per year, effective March 1, 2012.

**Personnel Report Addendum**

**400.12. Employment of Personnel**

A. Faculty

1. Kevin Weber, Workforce Education Instructor, WED, effective March 1, 2012.

B. Classified

1. Betty Noll, Program Assistant, WED, effective February 23, 2012.

**#14-A. Board Action to Amend Personnel Report:** Trustee Marilyn Wolfe made a motion to amend the Personnel Report, to add an addendum containing Section 400.12, as recommended. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

(Note: One trustee expressed a desire to defer action on Sections 400.7 and 400.8 until the next meeting of the Board of Trustees.)

**#14-B. Board Action to Approve Amended Personnel Report with Exception of Sections 400.7 and 400.8:** Trustee Brenda Culver made a motion to approve the amended Personnel Report with the exception of Sections 400.7 and 400.8. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted as follows: John Brooks, yea; Gary Carter, yea; Michael Correll, yea; Brenda Culver, yea; Andrew Fischer, yea; Marilyn Wolfe, nay. Trustees absent: William Hudson and Miranda Steinman, student trustee. The motion having received 5 yea votes and 1 nay vote, the Chair declared the motion carried.

**AGENDA #15 – “Litigation”** – The CEO presented an update on the status of pending litigation affecting the Board of Trustees.

**AGENDA #16– “Other Items”** – None.

**AGENDA #17 – “Adjournment”** – Trustee Gary Carter made a motion to adjourn. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 9:15 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)**

**None**



**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Recognition of Student Board Member Miranda Steinman**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 20, 2012  
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 2011, Miranda Steinman from Lincoln Trail 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 Miranda Steinman success in her future endeavors and hope that she will continue to provide her insights to the Board.

TLB/rs

**Agenda Item #8B**

**Identity Theft Prevention Program Status Report for 2011**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 20, 2012  
RE: Identity Theft Prevention Program Status Report for 2011

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

In February 2012, the Identity Theft Prevention Team reviewed and no major updates were made to the current Identity Theft Prevention Program. The Team will continue to annually review the program and update it as needed. The Team will also provide identity theft and red flag training annually for their assigned departments and areas. A Release of Student Information Guidelines was developed by the Team for use when training staff on the prevention program. Each Team member was assigned specific departments and committees to oversee the Identify Theft and Red Flag training. Training was completed in these areas between March 2011 and September 2011.

There were no reports regarding the detection of any red flags in 2011.

In January 2012, IECC was informed that an inappropriate request had occurred which involved the improper disclosure of Social Security numbers. IECC does not believe the Social Security numbers were misused, however, appropriate actions and notifications were completed to assist in the detection of any identity theft and additional actions and account monitoring will be implemented if deemed necessary.

I recommend the Board’s acceptance of the attached IECC’s Identity Theft Prevention Program Status Report for 2011.

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 7, 2012

To Be Approved by the Board of Trustees: March 20, 2012

## **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 Direct Student Loan Program, offers institutional loans to students, and administers a tuition payment plan that allows qualified students to pay their tuition and fees throughout the semester. Therefore, IECC is a creditor and student accounts are covered accounts subject to the Red Flags Rule which 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 as a school lender in the Federal Direct Student 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

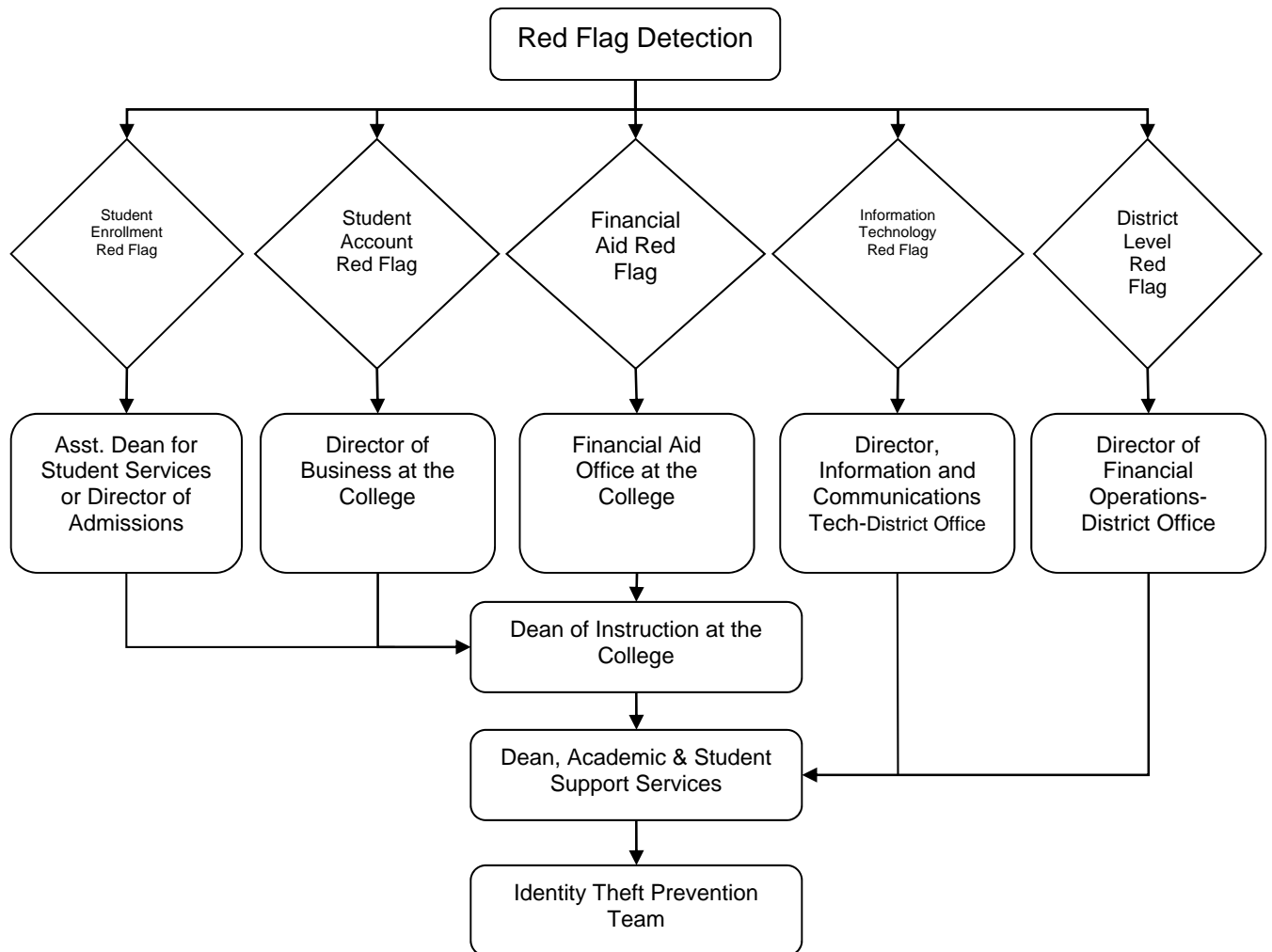
- Verifying changes in banking information given for billing and payment purposes.

### 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:



**Identity Theft Prevention Team**

Rita Adams  
 Chris Cantwell  
 Bonnie Chaplin  
 Alex Cline  
 Doug Shipman  
 Diana Spear

**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 the Consumer Information/Student Right to Know section.
- Provide Release of Student Information Guidelines to new and current staff who work with student accounts, student records, financial aid or other personal identifiable information.

## **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 Dean of Academic and Student Support Services is responsible for developing and implementing the program. An Identity Theft Prevention Team was formed and is responsible for monitoring and updating the program. The Identity Theft Prevention Team is 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 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 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 and all new employees for whom it is reasonably foreseeable may come into contact with student accounts or personally identifiable information. To ensure maximum effectiveness, employees will 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.

### **Program Status and Report as of March 2012**

In February of 2012, the Identity Theft Prevention Team reviewed and updated the prevention program as necessary. No major updates were made to the current Identity Theft Prevention Program. The Team will continue to annually review the program and provide identity theft and red flag training annually with their assigned departments and areas. The Release of Student Information Guidelines were included as part of the identity theft training. Each Team member was assigned specific departments and committees to oversee the Identify Theft and Red Flag training. Training was completed in these areas between May 2011 and September 2011.

There were no reports regarding the detection of any red flags in 2011.

In January 2012, IECC was informed that an inappropriate request had occurred which involved the improper disclosure of Social Security numbers. Illinois Eastern Community Colleges does not believe the Social Security numbers were misused, however, appropriate actions and notifications were completed to assist in the detection of any identity theft and additional actions and account monitoring will be implemented if deemed necessary.

**Agenda Item #8C**

**Campus Emergency Plans Status Report for 2011**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 20, 2012  
RE: Campus Emergency Plans Status Report for 2011

Pursuant to the Campus Security Enhancement Act of 2008, each of the four IECC colleges annually review and update their Campus Emergency Plans to provide an organized plan to facilitate the safety of their students, faculty and staff. The plans outline each of the college's procedures for managing major emergencies and incidents that may threaten the health, safety and welfare of the campus community or disrupt its programs and activities.

In March 2012, the colleges reviewed and updated their Campus Emergency Plans. No major updates were made to the current plans. Minor updates relating to personnel changes, extension numbers, and to the section relating to severe weather were made to the current plans.

As required by the Campus Security Enhancement Act, colleges must test emergency response and evaluation procedures annually. The colleges have scheduled the following drills to meet this requirement.

Frontier Community College	Tornado Drill	April 27, 2012
Lincoln Trail College	Tornado Drill	April 13, 2012
Olney Central College	Tornado Drill	March 16, 2012
Wabash Valley College	Tornado Drill	August 9, 2012

The Campus Emergency Plans were sent by email to the Board. I recommend the Board's acceptance of each of the Campus Emergency Plans.

TLB/rs

**Agenda Item #8D**

**IECC Strategic Plan for 2012-2016**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 20, 2012  
RE: IECC 2012-2016 Strategic Plan

IECC's Strategic Plan for 2012-2016 was developed through a district wide process which identified critical focus areas, established strategic goals and objectives and developed actions and activities to achieve these objectives. The plan established targets and indicators to measure success and ensure the Plan's ongoing review and renewal.

The purpose of IECC's Strategic Plan is to prepare for the future, prioritize issues, and create strategies that will allow the District to successfully meet its mission -- provide excellence in teaching, learning, public service, and economic development.

IECC's Strategic Plan will be reviewed and a Strategic Plan Status Report will be created which will report on progress, accomplishments, and challenges as IECC makes progress toward the District's strategic goals and to set new goals for the future.

The following Strategic Plan for Illinois Eastern Community College District 529 is the result of many individual efforts over the past seven months, especially, the Strategic Planning Committee members.

The Strategic Planning Committee reviewed, evaluated and prioritized the input and trends from internal and external analyses, input from the district employees on specific questions asked on the Employee Satisfaction Survey, The Environmental Scan, other objective data , internal plans and reports.

The five focus areas are aligned with the HLC Criteria for Accreditation and provided the framework of IECC's Strategic Plan:

- Focus Area 1 – Mission
- Focus Area 2 – Integrity: Ethical and Responsible Conduct
- Focus Area 3 – Teaching and Learning: Quality, Resources, and Support
- Focus Area 4 – Teaching and Learning: Evaluation and Improvement
- Focus Area 5 – Resources, Planning, and Institutional Effectiveness

In an effort to advance the direction of the District, each focus area has an overall goal which is a broad statement of what IECC hopes to achieve. Each goal focuses on major outcomes, improvements or results and includes several objectives, actions and activities.

The Strategic Planning Committee will monitor the goals and activities using the Compliance Assist software, which will also link the goals in this plan with goals established in other District plans.

I recommend the Board's approval of the 2012-2016 IECC Strategic Plan.

TLB/rs

Attachment

# IECC STRATEGIC PLAN 2012-2016 *Direction for Success*

## **Mission and Purpose of IECC**

The mission of Illinois Eastern Community Colleges District 529 is to provide excellence in teaching, learning, public service, and economic development. The District is committed to high academic standards for pre-baccalaureate, career and technical education (CTE) degrees and certificates that sustain and advance excellence in learning.

The purpose of IECC's Strategic Plan is to prepare for the future, prioritize issues, and create strategies that will lead the District in successfully meeting its mission to provide excellence in teaching, learning, public service, and economic development. IECC's Strategic Plan was developed through a district-wide process which identified critical focus areas, established strategic goals and objectives, and developed actions and activities to achieve these objectives, as well as establish targets and indicators to measure success and to ensure the Plan's ongoing review and renewal. IECC's Strategic Plan is designed as a "work in progress" that will evolve and be annually reviewed as IECC makes progress towards these strategic goals and objectives and sets new goals in the future.

Strategic planning is achieved through the integration of long term planning and environmental scanning. Both processes contribute to successful institutional growth and improvement. A strategic planning model results from integrating a long term plan with an environmental scan in a six step process which includes: environmental scanning, evaluating, forecasting, goal setting, implementing, monitoring and assessing. Fundamentally, the inclusion of external data in the strategic planning process is the defining factor in creating a "strategic plan" verses a long range plan.



Strategic planning allows the District to assess where it is, determine where it wants to be, and define the steps necessary to get there. Building upon the existing mission and values of IECC, our Strategic Plan has identified prioritized goals and the activities and strategies necessary for attainment. Additionally, strategic planning addresses a variety of emerging educational challenges which include changing student demographics, a decrease in enrollment, emerging models of higher education, and decreasing state funding.

**Strategic Planning Committee:**

Adam Bowles  
Barney Brumfiel  
Jeffrey Cutchin  
Carrie Hallam  
Mitch Hannahs  
LeAnn Hartleroad  
Steve Hnetkovsky  
Steve Patberg  
Pam Schwartz  
Doug Shipman  
Michael Thomas

This committee reviewed and evaluated the following resources in creating the Strategic Plan:

**Environmental Scanning**

Internal Analysis

The committee asked three questions on the 2011 Employee Satisfaction Survey that was administered in the fall of 2011:

- 1) What do you feel should be the most important function or responsibility that you or your department can contribute to the success of your college or IECC?
- 2) Are you provided the necessary resources to accomplish this?
- 3) What do you believe are the most critical issues facing IECC in the next three to five years?

In addition the committee also reviewed the current Higher Learning Commission criterion as well as many IECC planning documents to incorporate goals and objectives into the strategic plan.

### External Analysis

Scanning the District environment enables IECC to analyze issues of potential impact and prepare appropriately, as well as assist the District in meeting the identified mission. The committee reviewed the FY2010 Environmental Scan that addressed:

- Population data within the District
- Employment categorization data – farm, construction, manufacturing, wholesale trade, retail trade, financial services, educational services, and unemployment rates
- Income data – average wage, per capita personal income and percent per capita
- High school graduate population – within the District and within our neighboring states' border counties
- Financial aid data – distribution and family income of recipients
- Enrollment related data – student age distribution, unduplicated headcount, reimbursable credit hour generation, distributions between transfer, technical and online enrollment
- State equalized assessed valuation
- Programs for review in FY2010

### Summary and Recommendations from Environmental Scan

IECC's environmental scan provides several views of the district's environment that are used by the CEO and Cabinet to plan for future student and institutional demand. The data analysis in the environmental scan, combined with local information and community input supports the District in developing the annual Strategic Plan, completing the Program Review process, developing Institutional Effectiveness, developing the Career and Technical Education Plan, and the Online Education. The complete Environmental Scan for FY2010 is located on the intranet.

Recommendations from the data analysis of the FY10 Environment Scan include:

- increase the number of online course offerings;
- increase dual credit offerings at local high schools;
- increase student tuition and fees;
- generate more state reimbursable credit hours to receive more state funding;
- continue to support local manufacturing entities through programs, courses and training;
- increase program offerings in retail trade and financial services employment areas;

- evaluate student support services to determine if changes are necessary to existing services and support programs;
- utilize program review process to determine program feasibility and sustainability;
- continue efforts to reach students by offerings programs that are in demand relative to our southwestern Indiana neighbors;
- continue to offer educational programs and services that prepare students to meet the demands of a global human capital economy, especially students from low-income families; and,
- address the continuing decline of males enrolled in certificate and degree programs.

In addition to the Environmental Scan the committee reviewed the following IECC planning documents:

- Gama Version of the HLC Proposed Criteria for Accreditation
- Career and Technical Education Enhancement Plan FY2012-2016
- Enrollment Management Plan FY2011
- 2011 Fact Book
- IECC Technology Plan FY2012-2016
- IECC Marketing Plan FY2011-2012
- 2011 Employee Satisfaction Survey Results
- 2011 Student Satisfaction Survey Results

### **Evaluating and Forecasting**

The Strategic Planning Committee reviewed, evaluated and prioritized the input and trends from the internal and external analyses and other objective data to establish the following five focus areas which represent the framework of IECC's Strategic Plan:

Focus Area 1: Mission

Focus Area 2: Integrity: Ethical and Responsible Conduct

Focus Area 3: Teaching and Learning: Quality, Resources and Support

Focus Area 4: Teaching and Learning: Evaluation and Improvement

Focus Area 5: Resources, Planning, and Institutional Effectiveness



### **Goal Setting and Implementation**

In an effort to advance the direction of the District, each focus area has an overall goal which is a broad statement of what IECC hopes to achieve over the next 3-4 years. Each goal focuses on major outcomes, improvements or results and includes several objectives which are specific, relevant and time-based. Actions and activities are listed as methods of specifying how an objective is achieved. Activity specification includes staff responsible for the activity, timeframe, targets to measure success, and resources necessary for the implementation of the activity.

### **Monitoring and Assessing**

Periodic evaluation and monitoring of the strategies, goals, and activities are essential to assessing the success of the strategic planning process. The Strategic Planning Committee will monitor the newly implemented goals and activities through reports and assessments submitted by staff responsible for each activity. Progress will be assessed utilizing Compliance Assist at appropriate intervals to ensure that activities and actions are on track and continuing to achieve the established outcomes and success targets.

### **Review of the Strategic Plan**

After assessing the progress of the strategic planning process, IECC will review the current plan, make necessary changes, and adjust goals, objectives, and activities based on these evaluations. The strategic plan will be revised and updated annually to include any emergent strategies and changes impacting IECC's mission.

### **Institutional Effectiveness**

The Strategic Plan is designed to serve as both a reporting mechanism and a guide for planning and institutional effectiveness activities at Illinois Eastern Community Colleges. The strategic planning process will allow IECC to measure performance annually and to evaluate the effect of specific actions on long-term results and on IECC's vision and mission.

### **Approvals**

The Strategic Plan for 2012-2016 will be presented to the Cabinet for approval on March 7, 2012, and to the Board of Trustees for approval on March 20, 2012.

## IECC Strategic Plan 2012-2016

The mission of IECC is to provide excellence in teaching, learning, public service, and economic development.

**FOCUS AREA: Mission**

*HLC Criterion One: The institution's mission is clear and articulated publicly: it guides the institution's operations.*

**GOAL 1: To ensure the mission is articulated publicly and continues to guide IECC operations.**

Objectives	Action/Activities to achieve objective	Person/group responsible for activities	Timeframe	Targets or indicators to measure success	Resources
<u>Objective 1</u> – To ensure the mission statement is valid and directs the institutions actions.	Evaluate the current mission statement to determine if the institution is meeting its educational role and commitment to the public good.	CEO and Presidents/ Appointed committee	2013	Mission is clear and directly relates to the educational role and commitment to public good.	Mission Statement
<u>Objective 2</u> –To include the mission statement on documents originating from the institution.	Review and update documents, brochures, websites and syllabi to include the mission statement.	Administration, Marketing, Faculty, College Departments	Ongoing	Mission statement appears on documents originating from the district and the colleges.	Mission Statement

**The mission of IECC is to provide excellence in teaching, learning, public service, and economic development.**

**FOCUS AREA: Integrity: Ethical and Responsible Conduct**

*HLC Criterion Two: The institution acts with integrity; its conduct is ethical and responsible.*

**GOAL 1: To develop and implement an academic integrity policy and offer guidance to students in the ethical use of information resources.**

<b>Objectives</b>	<b>Action/Activities to achieve objective</b>	<b>Person/group responsible for activities</b>	<b>Timeframe</b>	<b>Targets or indicators to measure success</b>	<b>Resources</b>
<u>Objective 1</u> –To develop a district wide policy on academic honesty and integrity.	Develop a code of conduct pertaining to academic integrity that includes research, plagiarism, and cheating.	District Wide Faculty Committee	Fall 2012	Policy will be approved by IECC Board of Trustees.	Allied Health Code of Conduct, LRC
<u>Objective 2</u> – To ensure the policy on academic honesty and integrity is implemented and enforced.	Incorporate the district policy into each course and reference academic honesty and integrity policy on class syllabi.	Faculty and Deans	Spring 2013	Include a link to policy on syllabi and in the IECC Catalog.	Policy Manual/ Faculty Hand-book

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**FOCUS AREA: Integrity: Ethical and Responsible Conduct**

*HLC Criterion Two: The institution acts with integrity; its conduct is ethical and responsible.*

**GOAL 2: To ensure the institution presents itself clearly and completely to the students and to the public.**

<b>Objectives</b>	<b>Action/Activities to achieve objective</b>	<b>Person/group responsible for activities</b>	<b>Timeframe</b>	<b>Targets or indicators to measure success</b>	<b>Resources</b>
<p><u>Objective 1</u> – To meet all disclosure information requirements of the Higher Education Act of 1965.</p>	<p>Review and update Consumer information to contain accurate and current information meeting all requirements of the Higher Education Act of 1965.</p>	<p>Cabinet, Chief Academic Officer, Office of Institutional Development</p>	<p>Ongoing 2012-2016</p>	<p>Consumer information requirements available online and in the IECC Catalog.</p>	<p>Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008</p>

**The mission of IECC is to provide excellence in teaching, learning, public service, and economic development.**

**FOCUS AREA: Teaching and Learning: Quality, Resources and Support**

*HLC Criterion Three: The institution provides high quality education, wherever and however its offerings are delivered.*

**GOAL 1: To improve student's academic performance, increase retention and aid in a timely degree completion for all students.**

<b>Objectives</b>	<b>Action/Activities to achieve objective</b>	<b>Person/group responsible for activities</b>	<b>Timeframe</b>	<b>Targets or indicators to measure success</b>	<b>Resources</b>
<u>Objective 1</u> - To utilize the early alert system to assist with student retention and completion.	A: Adopt an early alert system district wide.	Student Services/Faculty	2012 - 2013	Increase in student retention and program completion.	Faculty. Advisors and Student Support Programs
	B: Train faculty in use of early alert (progress report) system				
<u>Objective 2</u> - To participate in state or federal educational data studies.	Investigate and participate in state data collection studies.	Student Services / Career & Technical Faculty	2013-2014	Increase in completion data and ability to track CTE graduates.	CTE Programs, employment data, and Chief Academic Officer

**The mission of IECC is to provide excellence in teaching, learning, public service, and economic development.**

**FOCUS AREA: Teaching and Learning: Quality, Resources and Support**

*HLC Criterion Three: The institution provides high quality education, wherever and however its offerings are delivered.*

**GOAL 1: To improve student's academic performance, increase retention and aid in a timely completion of a degree for all students.**

<b>Objectives</b>	<b>Action/Activities to achieve objective</b>	<b>Person/group responsible for activities</b>	<b>Timeframe</b>	<b>Targets or indicators to measure success</b>	<b>Resources</b>
<u>Objective 3 -</u> To provide information and advisement to students about programs offered throughout the district.	Develop and implement district wide training ensuring uniform advising practices and knowledge of all programs offered in the district.	Assistant Deans of Student Services, TRAC and Faculty	Fall 2013	Increase in enrollment district wide and increase in program completion rates.	CAO, ICCB and IBHE

**The mission of IECC is to provide excellence in teaching, learning, public service, and economic development.**

**FOCUS AREA: Teaching and Learning: Quality, Resources and Support**

*HLC Criterion Three: The institution provides high quality education, wherever and however its offerings are delivered.*

**GOAL 2: To provide excellence in delivery of all methods of instruction.**

<b>Objectives</b>	<b>Action/Activities to achieve objective</b>	<b>Person/group responsible for activities</b>	<b>Timeframe</b>	<b>Targets or indicators to measure success</b>	<b>Resources</b>
<u>Objective 1</u> – To evaluate all methods of instruction.	Review and update current faculty evaluation form ensuring that all methods of delivery are appropriately evaluated.	Deans, Director of Online Learning, Faculty	2012 - 2013	Improvement of quality of instruction and student success.	Current Faculty Evaluation
<u>Objective 2</u> – To strengthen and revitalize CTE programs and transfer courses to ensure content is appropriate for the degree awarded.	To establish a program review process that addresses quality of curriculum and learning outcomes.	Deans, Faculty, Director of Online Learning	Annual report due 8/1/ to ICCB	Establish best practices from course and program review.	ICCB Program Review Report
<u>Objective 3</u> – To explore the feasibility of new programs.	To develop new programs that meets the need of preparing a skilled work force and preparing students for transfer to a four year institution	Presidents, Deans, Occupational Summit	Ongoing	New programs approved and development of 2+2 programs.	Environmental Scan, Advisory Councils, Universities and Colleges

**The mission of IECC is to provide excellence in teaching, learning, public service, and economic development.**

**FOCUS AREA: Teaching and Learning: Evaluation and Improvement**

*HLC Criterion Four: The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and evaluates their effectiveness for student learning through processes designed to promote continuous improvement.*

**GOAL 1: To establish goals for student recruitment, retention, persistence, and completion.**

<b>Objectives</b>	<b>Action/Activities to achieve objective</b>	<b>Person/group responsible for activities</b>	<b>Timeframe</b>	<b>Targets or indicators to measure success</b>	<b>Resources</b>
<b>Objective 1</b> – To distribute and implement the Enrollment Plan.	A: Communicate the Enrollment Plan strategies and criteria to faculty and staff.	Cabinet, CEO, DO Administrators, College Presidents, and Deans	2012 - 2013	Increased enrollment and retention of students.	IECC Fact Book, Environmental Scan, CTE Programs
	B: Create a position to compile, analyze, and disseminate data.	HR Director and CEO	2013	Position will be filled.	Enrollment Plan
	C: Utilize enrollment data reports to develop plans that increase student completion of programs.	Cabinet, Presidents, CEO	2012-2016	Meet or exceed state completion rates.	Enrollment Data, Enrollment Plan
<b>Objective 2</b> - To increase the number of degree seeking nontraditional students.	Develop a marketing initiative that targets prospective nontraditional students.	Marketing Directors, Office of Institutional Development	2013	Increase in the number of nontraditional students.	Enrollment Data, IECC Fact Book



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**FOCUS AREA: Teaching and Learning: Evaluation and Improvement**

*HLC Criterion Four: The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and evaluates their effectiveness for student learning through processes designed to promote continuous improvement.*

**GOAL 2: To provide high academic standards for pre-baccalaureate and career and technical education through assessment of student outcomes.**

Objectives	Action/Activities to achieve objective	Person/group responsible for activities	Timeframe	Targets or indicators to measure success	Resources
Objective 1 - To ensure faculty and staff have access to and utilize Compliance Assist.	Provide Compliance Assist training sessions for faculty and staff allowing for the reporting of assessment activities and outcomes.	Director of Assessment, Students First Faculty Coordinators, Coordinator, Assessment and Accreditation	2012-2013	Assessment activities and outcomes reported on Compliance Assist. Level of participation, action plans and results recorded in Compliance Assist.	Faculty Director of Student Learning  Coordinator, Assessment and Accreditation
Objective 2 – To provide educational programs and learning environments that support student learning by continuous quality improvement of academic programs and student support services.	A: Review assessment of student learning data and results in courses, programs, and general education.	Faculty, Staff, Student's First Assessment Team, Deans, Coordinator, Assessment and Accreditation	Ongoing	Improved assessment of student learning at multiple levels and utilization of results of assessments to improve student learning.	IECC's Compliance Assist website
	B. Review plans and results of Student's First! Co-Curricular areas.			Improved support services and co-curricular programs that are suited to IECC's mission, student population, and educational experience.	

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**FOCUS AREA: Teaching and Learning: Evaluation and Improvement**

*HLC Criterion Four: The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and evaluates their effectiveness for student learning through processes designed to promote continuous improvement.*

**GOAL 3: To ensure that all IAI courses are approved during the review process.**

<b>Objectives</b>	<b>Action/Activities to achieve objective</b>	<b>Person/group responsible for activities</b>	<b>Timeframe</b>	<b>Targets or indicators to measure success</b>	<b>Resources</b>
Objective 1 - To increase initial approvals of courses submitted for IAI approval.	Develop training for faculty on IAI requirements for course approval.	College Support Services/Deans	Fall 2012	Increase in the number of IAI courses approved on initial submission	College Support/Deans
Objective 2 – To increase IECC faculty involvement in statewide IAI panels.	A: Include faculty in the internal review process.	College Support Services/Deans/Faculty	Spring 2013	Increase the number of faculty serving on internal review panels.	College Support/Deans/Faculty
	B: Recommend faculty to serve on IAI state panels.	College Support Services/Deans/Faculty	Spring 2013	Increase of IECC faculty serving on statewide IAI panels.	IAI Transfer Website/Previous IECC Faculty IAI Panel Members

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**FOCUS AREA: Resources, Planning and Institutional Effectiveness**

*HLC Criterion Five: The institution's resources, structure, and processes are sufficient to fulfill its mission, improve the quality of its education offerings, and respond to future challenges. The institution plans for the future.*

**GOAL 1: To provide and update equipment that supports current and future career and technical educational programs.**

<b>Objectives</b>	<b>Action/Activities to achieve objective</b>	<b>Person/group responsible for activities</b>	<b>Timeframe</b>	<b>Targets or indicators to measure success</b>	<b>Resources</b>
<u>Objective 1</u> –To enhance the quality of instructional equipment throughout the district.	Formalize deadlines for the CTE plan as it pertains to requests, justification, awards, bidding and procurement of equipment.	CTE Enhancement Plan Committee Members, CFO, CEO	2012-2016	Monitor whether CTE money was spent timely to replace or improve program equipment.	Career and Technical Enhancement Plan
<u>Objective 2</u> – To maintain industry standards by utilizing Advisory Councils	Establish and meet with advisory council members and college Perkin's staff on an annual basis.	CTE Lead Instructors/ Deans	Ongoing	Advisory Council recommendations will be included in program review.	CTE Lead Instructors/ Advisory Council Members

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**FOCUS AREA: Sustainability – Planning and response to future challenges and opportunities.**

*HLC Criterion Five: The institution's resources, structure, and processes are sufficient to fulfill its mission, improve the quality of its education offerings, and respond to future challenges. The institution plans for the future.*

**GOAL 2: To provide and maintain qualified faculty and staff.**

<b>Objectives</b>	<b>Action/Activities to achieve objective</b>	<b>Person/group responsible for activities</b>	<b>Timeframe</b>	<b>Targets or indicators to measure success</b>	<b>Resources</b>
<u>Objective 1</u> – To address a potential loss of 51% of faculty and staff, as per five year retirement projections.	A: Provide cross training to staff that provides continuity of services.	Presidents and HR	Fall 2012	Improved services to students and stakeholders.	HR/College administration
	B: Develop a succession plan that includes a review of qualifications and job descriptions.	Cabinet and HR	Spring 2013	Board approval of succession plan.	

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**FOCUS AREA: Sustainability – Planning and response to future challenges and opportunities.**

*HLC Criterion Five: The institution's resources, structure, and processes are sufficient to fulfill its mission, improve the quality of its education offerings, and respond to future challenges. The institution plans for the future.*

**GOAL 3: To increase funds through resource development.**

<b>Objectives</b>	<b>Action/Activities to achieve objective</b>	<b>Person/group responsible for activities</b>	<b>Timeframe</b>	<b>Targets or indicators to measure success</b>	<b>Resources</b>
<u>Objective 1</u> – To generate an increase in grant funds.	Create an internal position or contract a grant writer to review and apply for grants.	Presidents, Chief Academic Officer, and Workforce Development	Ongoing	Increase in the number of grant awards.	Grants.gov website, State Grants, Industry Grants

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**FOCUS AREA: Sustainability – Planning and response to future challenges and opportunities.**

*HLC Criterion Five: The institution's resources, structure, and processes are sufficient to fulfill its mission, improve the quality of its education offerings, and respond to future challenges. The institution plans for the future.*

**GOAL 4: To develop and maintain a skilled workforce for business and industries.**

<b>Objectives</b>	<b>Action/Activities to achieve objective</b>	<b>Person/group responsible for activities</b>	<b>Timeframe</b>	<b>Targets or indicators to measure success</b>	<b>Resources</b>
Objective 1- To enhance career opportunities for students and to maintain an available skilled workforce through district outreach resources.	Appoint a committee to monitor changing business and industry landscape, and identify opportunities and challenges.	IL Small Business Development Center and Industry Services, Workforce Education	2012 – 2013	Develop cooperative business partnerships to provide training.	IL SBDC Business & Industry Services, Workforce Education, Environmental Scan
Objective 2- To assist in the retention and expansion of area businesses.	Develop ongoing training and advisement through a cooperative effort that utilizes combined resources.		2012-2016	Provide training for business and industry. Increase in the number of training opportunities for business and industry.	

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**FOCUS AREA: Sustainability – Planning and response to future challenges and opportunities.**

*HLC Criterion Five: The institution's resources, structure, and processes are sufficient to fulfill its mission, improve the quality of its education offerings, and respond to future challenges. The institution plans for the future.*

**GOAL 5: To incorporate IGEN (Illinois Green Economy Network) strategies into our institutions, classrooms, and community.**

<b>Objectives</b>	<b>Action/Activities to achieve objective</b>	<b>Person/group responsible for activities</b>	<b>Timeframe</b>	<b>Targets or indicators to measure success</b>	<b>Resources</b>
Objective 1- To make environmental sustainability a guiding principal for all institutional practices and to act as a sustainability catalyst for the community.	A: Create and maintain an institutional structure that plans and guides the implementation of sustainability actions.	Cabinet	2012-2013	Development of policy addressing energy saving practices.	Illinois Green Economy Network; AACCC Seed; Association for the advancement of the Sustainability in Higher Education (AASHE)
	B: Provide opportunities for community education	Program Director, Economic and Education Development, Presidents, and Deans	2012	Community participation in training opportunities and green program presentations.	

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**FOCUS AREA: Sustainability – Planning and response to future challenges and opportunities.**

*HLC Criterion Five: The institution's resources, structure, and processes are sufficient to fulfill its mission, improve the quality of its education offerings, and respond to future challenges. The institution plans for the future.*

**GOAL 5: To incorporate IGEN (Illinois Green Economy Network) strategies into our institutions, classrooms, and community.**

<b>Objectives</b>	<b>Action/Activities to achieve objective</b>	<b>Person/group responsible for activities</b>	<b>Timeframe</b>	<b>Targets or indicators to measure success</b>	<b>Resources</b>
Objective 2 To integrate environmental sustainability into the curriculum	2A: Incorporate green practices within each college course.	Deans and Faculty	2012 - ongoing	Less waste, energy savings at colleges.	Illinois Green Economy Network; AACC Seed; Association for the advancement of the Sustainability in Higher Education (AASHE) Program Director Economic and Education
	2B: Identify and develop green training programs	Deans and Faculty	Summer/Fall 2012	Link Curriculum to green jobs' demand.	
Objective 3- To educate IECC employees about green practices and purpose.	Present green practices and information at the IECC Annual Professional Development Day.	Professional Development Day Planning Committee; Program Director, Economic & Education Development	Fall 2012	Number of employees' participating in workshops and green practices.	



**Agenda Item #8E**

**403(b) Plan Review**

MEMORANDUM

TO: Board of Trustees  
FROM: Roger Browning  
DATE: March 20, 2012  
RE: 403(b) Plan Review

Pursuant to IRS regulations, the Board of Trustees is required to monitor the operation of the District's 403(b) plan. Three years ago, the District chose to use The Standard as custodian of an approved 403(b) program for the employees of the District.

The 403(b) program has just completed its third calendar year and the Standard has provided a Plan Review covering the period January 2010 through December 31, 2011 for the Board's consideration and acceptance.

At the end of the third year, the plan had assets of \$911,802. Calendar year 2011 was a volatile year for stock market pricing. Because our plan stresses diversification and automatic rebalancing, market impact was minimized. The average return on investment within the plan was -2.7%. The plan currently has 96 active participants.

I ask the Board's acceptance of the Plan Review of the District's 403(b) plan.

RB/rs

Attachment

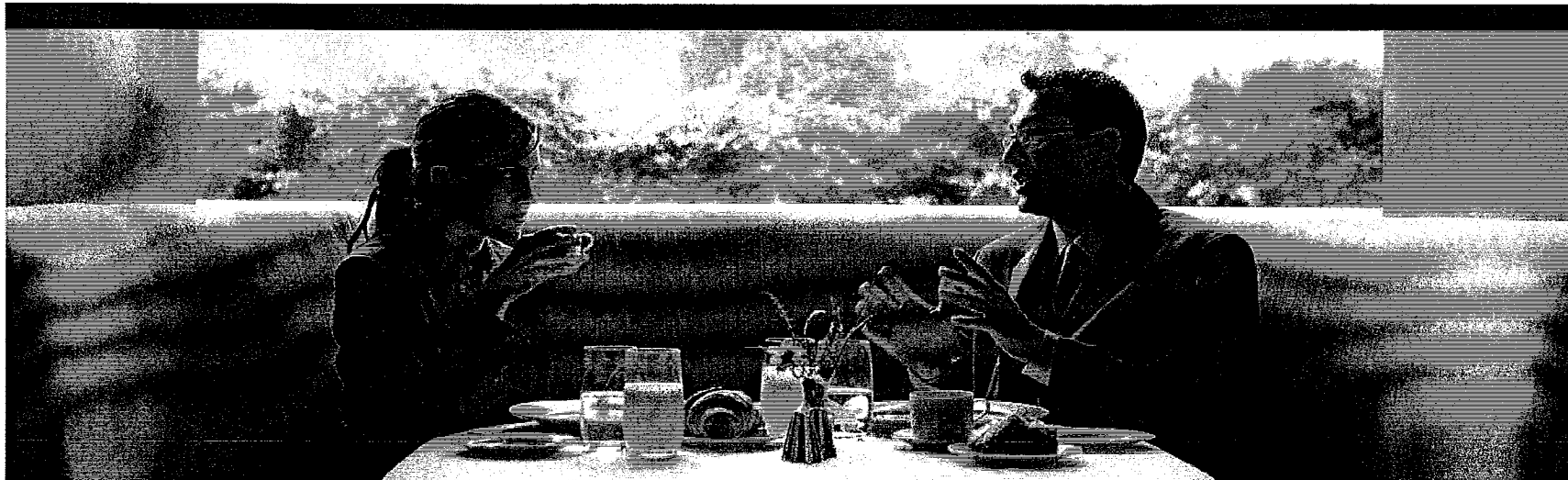
# Plan Review

An Analysis of Your Retirement Plan

*January 1, 2010 through December 31, 2011*



## IECC 403(b) Plan



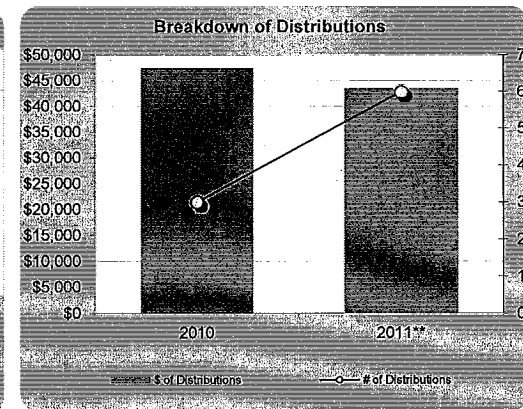
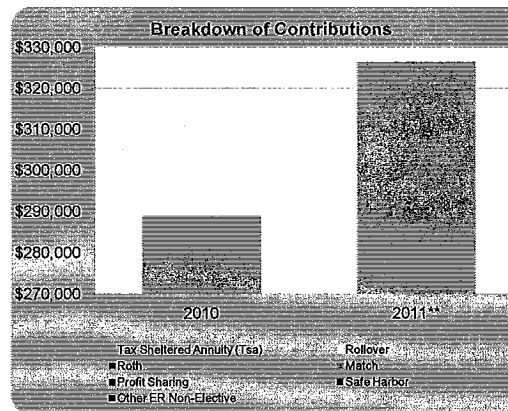
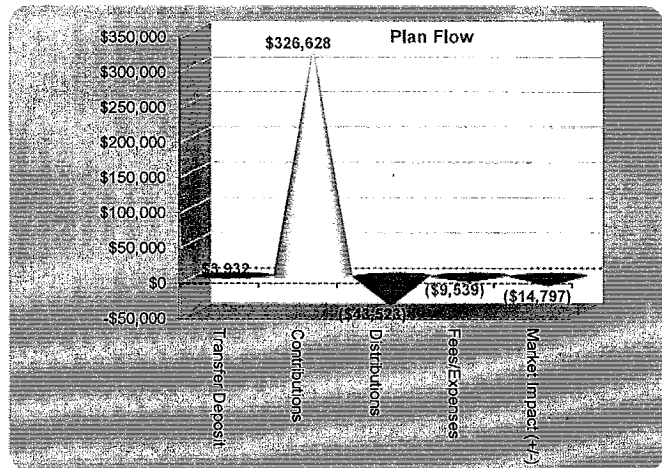


# IECC 403(b) Plan Plan Flow

The plan flow factors include contributions, distributions, and the market experience. The distributions include in-service withdrawals, hardship distributions, and total distributions occurring upon termination or retirement. Older or more affluent participants tend to save their plan distributions, electing an IRA or leaving their account balance in the plan. Among younger and lower-balance participants, "leakage" from the retirement system is a concern, as they often spend their retirement plan savings.

Plan Flow Factors	2011**
Beginning Market Value	\$649,102.71
Transfer Deposit	\$3,931.94
Contributions	\$326,627.56
Distributions	(\$43,523.20)
Fees/Expenses	(\$9,539.27)
Market Impact (+/-)	(\$14,797.32)
<b>Ending Market Value</b>	<b>\$911,802.42</b>

Breakdown	2010	2011**	
<b>Contributions</b>	<b>Total \$ of</b>	<b>\$288,937.50</b>	<b>\$326,627.56</b>
	Tax Sheltered Annuity (Tsa)	\$288,937.50	\$326,627.56
	Rollover	\$0.00	\$0.00
	Roth	\$0.00	\$0.00
	Match	\$0.00	\$0.00
	Profit Sharing	\$0.00	\$0.00
	Safe Harbor	\$0.00	\$0.00
	Other ER Non-Elective	\$0.00	\$0.00
<b>Distributions</b>	<b>\$ of Distributions</b>	<b>\$47,462.11</b>	<b>\$43,523.20</b>
	<b># of Distributions</b>	<b>3</b>	<b>6</b>



**Notes:**

\*\*Data for 2011 is through 12/31/2011



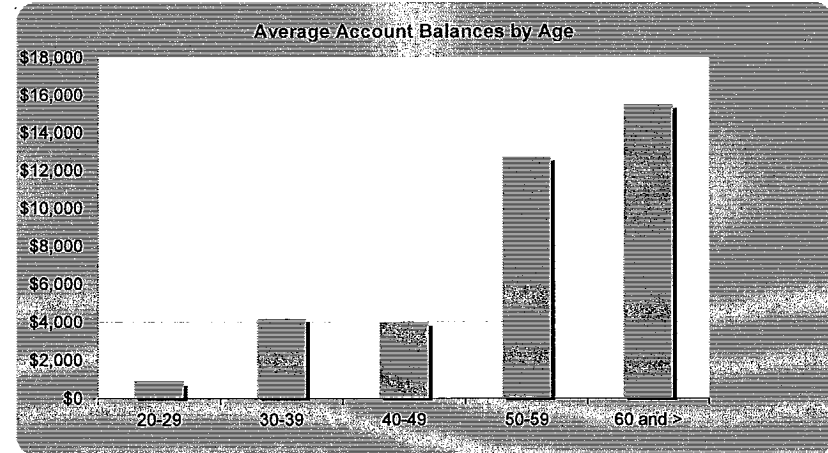
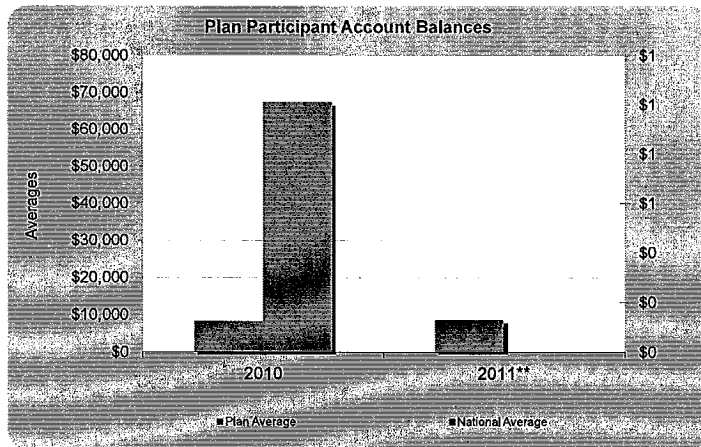
## IECC 403(b) Plan Participant Account Balances

National data regarding participant account balances is derived from the Employee Benefit Research Institute (EBRI), which tracks a database of 20.7 million retirement plan participants. Within that national database, almost three-quarters of the participants had balances that were below the average account size and 38.9 percent had balances below \$10,000, while 16.6 percent had balances above \$100,000. EBRI also reported that 54 percent reported they had less than \$25,000 in savings, and 27 percent report less than \$1,000. The few larger account balances tend to skew the averages higher. All balances are net of any loan amounts. Average account balances are largely impacted by: participant age, tenure, salary, contribution rate, loan withdrawals, rollover contributions, asset allocation, employer contribution rate and plan design.

The following charts detail the average participant account balances for your plan and compare them to industry averages. Also included are participant account balances by age group. These metrics provide useful insights into how well the participating employees are meeting their retirement planning goals by building meaningful balances relative to industry averages.

Average Account Balances	2010	2011**
IECC 403(b) Plan	\$8,430	\$8,771
National Average	\$67,600	N/A*

Average Account Balances by Age - 2011**	20-29	30-39	40-49	50-59	60 and >
IECC 403(b) Plan	\$888	\$4,197	\$3,986	\$12,701	\$15,487



**Notes:**

National Average Sources:

Fidelity Reports 3rd Quarter 2010 401(k) Trends: Pre-Retirees Doubled Their Average 401k Account Balance Over Past 10 Years

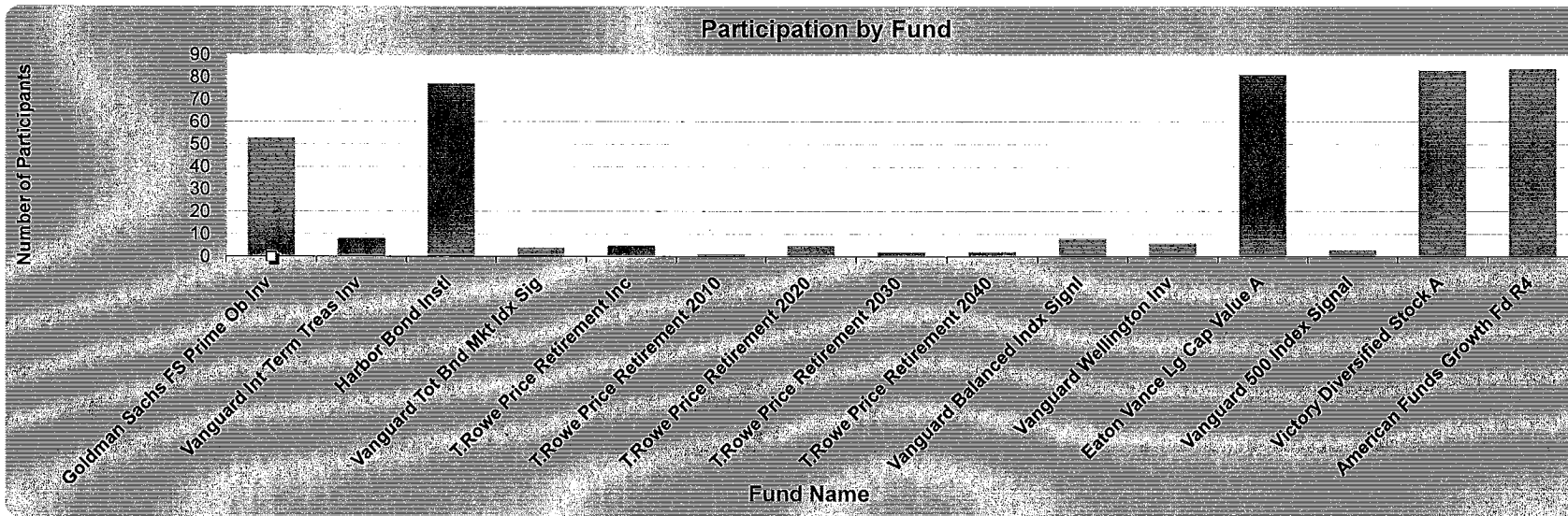
Prior year numbers are as of the last valuation date of the year.

N/A\* = National data is not yet published.

\*\*Data for 2011 is through 12/31/2011

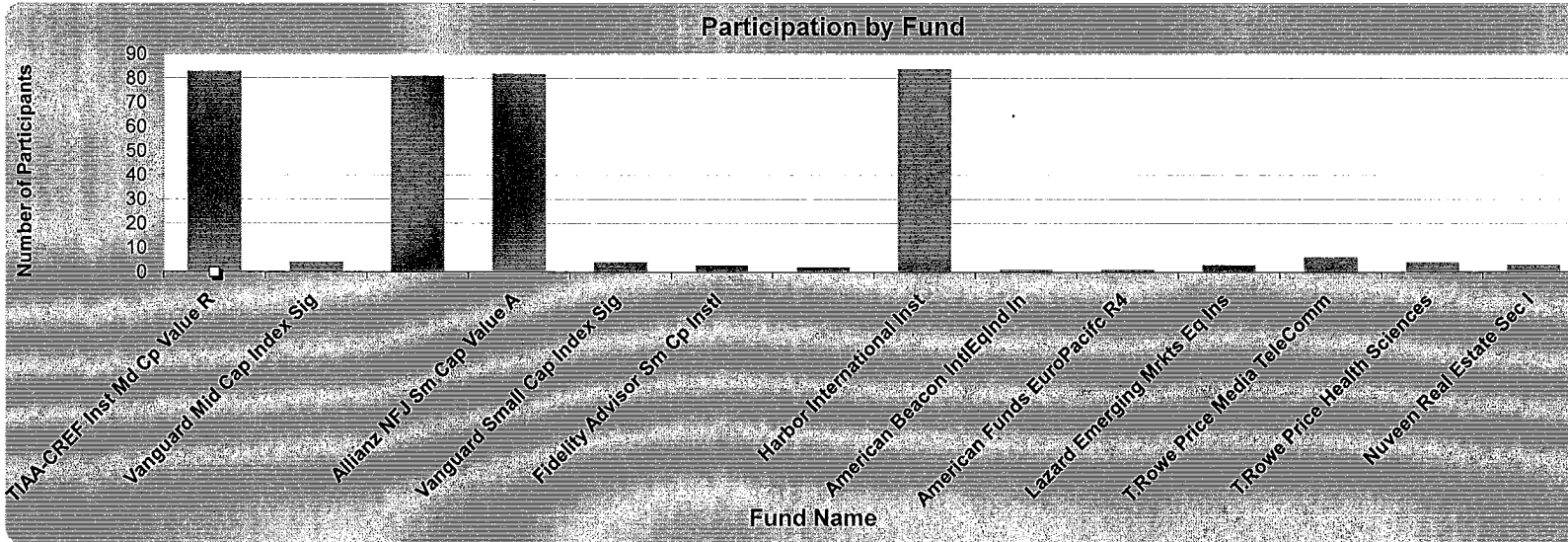


Participation by Fund - 2011	Goldman Sachs FS Prime Ob Inv	Vanguard Int Term Treas Inv	Harbor Bond Instl	Vanguard Tot Bnd Mkt Idx Sig	T.Rowe Price Retirement Inc	T.Rowe Price Retirement 2010	T.Rowe Price Retirement 2020	T.Rowe Price Retirement 2030	T.Rowe Price Retirement 2040	Vanguard Balanced Indx Signl	Vanguard Wellington Inv	Eaton Vance Lg Cap Value A	Vanguard 500 Index Signal	Victory Diversified Stock A	American Funds Growth Fd R4
Market Value	\$84,406	\$15,585	\$192,956	\$2,653	\$74,560	\$43	\$41,929	\$16,079	\$86	\$27,680	\$4,155	\$47,416	\$65,109	\$130,848	\$50,642
% of Plan Assets	9.25%	1.71%	21.15%	0.29%	8.17%	0.00%	4.60%	1.76%	0.01%	3.03%	0.46%	5.20%	7.14%	14.34%	5.55%
# of Participants	53	8	77	4	5	1	5	2	2	8	6	81	3	83	84





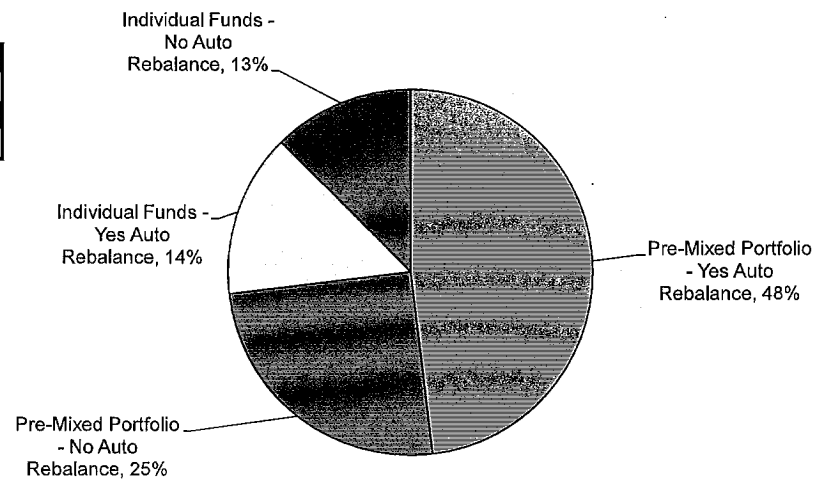
Participation by Fund - 2011	TIAA-CREF Inst Md Cp Value R	Vanguard Mid Cap Index Sig	Munder Mid-Cap Core Growth Y	Allianz NFJ Sm Cap Value A	Vanguard Small Cap Index Sig	Fidelity Advisor Sm Cp Instl	American Funds Cap Wd G/I R4	Harbor International Inst	American Beacon IntlEqInd In	American Funds EuroPacifc R4	Lazard Emerging Mrkts Eq Ins	T.Rowe Price Media TeleComm	T.Rowe Price Health Sciences	Nuveen Real Estate Sec I
Market Value	\$18,210	\$1,880	\$15,251	\$33,073	\$2,055	\$465	\$641	\$77,957	\$42	\$42	\$2,525	\$1,361	\$2,291	\$2,225
% of Plan Assets	2.00%	0.21%	1.67%	3.63%	0.23%	0.05%	0.07%	8.55%	0.00%	0.00%	0.28%	0.15%	0.25%	0.24%
# of Participants	83	4	81	82	4	3	2	84	1	1	3	6	4	3





<b>104 Participants with Balances</b>		
76	Participants have elected a Pre-Mixed Portfolio	73%
50	of these have activated Automatic Rebalancer	48%
26	of these have Not activated Automatic Rebalancer	25%
<b>28 Participants have elected Individual Funds</b>		27%
15	of these have activated Automatic Rebalancer	14%
13	of these have Not activated Automatic Rebalancer	13%
<b>65 Participants have activated Automatic Rebalancer</b>		63%
<b>39 Participants have Not activated Automatic Rebalancer</b>		38%

<b>Pre-Mixed Portfolio - Yes Auto Rebalance</b>	<b>48%</b>
<b>Pre-Mixed Portfolio - No Auto Rebalance</b>	<b>25%</b>
<b>Individual Funds - Yes Auto Rebalance</b>	<b>14%</b>
<b>Individual Funds - No Auto Rebalance</b>	<b>13%</b>







## IECC 403(b) Plan Plan Participation

For plan sponsors, participation rates remain one of the most visible metrics of success. An overwhelming number of sponsors participating in Deloitte's 2010 *Annual 401k Benchmarking Survey* consider a high level of participation as the primary indicator of an effective 401(k) plan. According to Hewitt's *Hot Topics in Retirement 2010*, 59 percent of sponsors offer automatic enrollment, while 12 percent of the remainder are very likely to implement it this year.

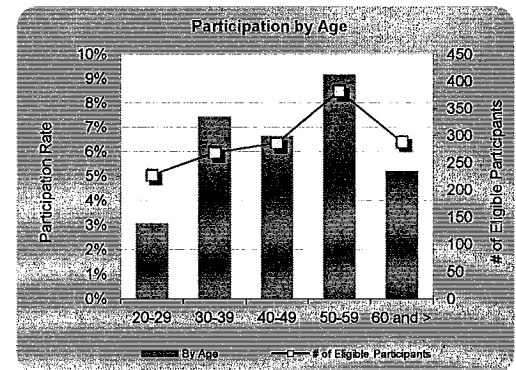
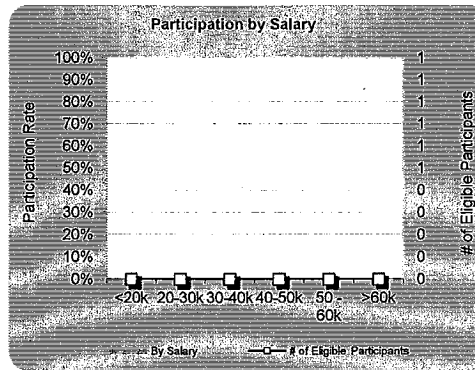
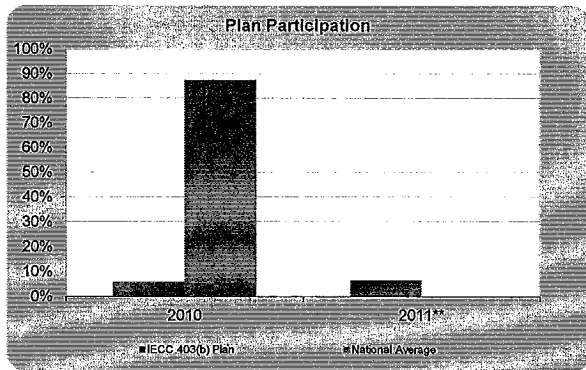
The 87.3 percent average participation rate among eligible employees is slightly higher than last year. The participation rate is fairly consistent across plan sizes. However, smaller plans tend to have slightly higher participation rates than larger plans. Approximately one in five workers (19%) eligible to participate in a retirement plan said "no thanks."

The lack of participation, in light of the increased dependency on defined contribution plans to provide the needed replacement income at retirement, will result in many Americans not having adequate savings. More than half of all workers (54%) report less than \$25,000 in total savings and investments, and three in ten Americans (29%) age 25 and older report having no savings at all for retirement (2010 Retirement Confidence Survey, EBR).

Plan Participation	2010	2011**
IECC 403(b) Plan	5.9%	6.6%
National Average	87.3%	N/A*

Participation by Salary - 2011***	<20k	20-30k	30-40k	40-50k	50 - 60k	>60k
By Salary	N/A	N/A	N/A	N/A	N/A	N/A
# of Contributing Participants	N/A	N/A	N/A	N/A	N/A	N/A
# of Eligible Participants	N/A	N/A	N/A	N/A	N/A	N/A

Participation by Age - 2011	20-29	30-39	40-49	50-59	60 and >
By Age	3.1%	7.5%	6.6%	9.2%	5.2%
# of Contributing Participants	7	20	19	35	15
# of Eligible Participants	227	268	286	382	288



### Notes:

National Average Sources:

PSCA's 53rd Annual Survey of Profit Sharing and 401(k) Plans

N/A\* = National data is not yet published.

\*\*Data for 2011 is through 12/31/2011

\*\*\*No compensation data available for calculations.



## IECC 403(b) Plan

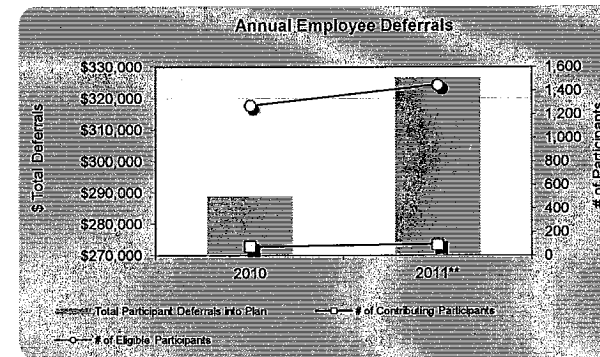
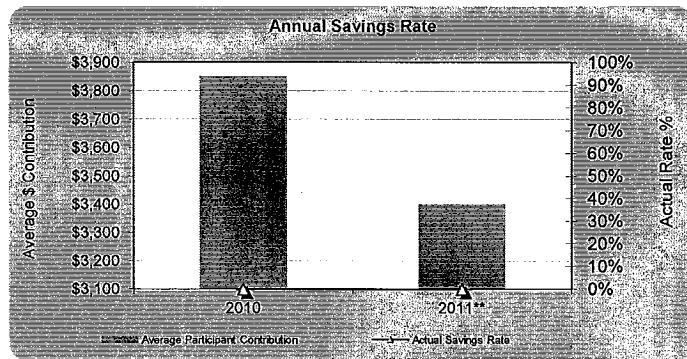
### Participant Contributions - Assessment of Savings Rates

Defined contribution plans are intended principally as a savings vehicle for retirement. A critical measure of success is the participant's savings rate. The savings rate measures the actual contribution made by the participant in a given year divided by the participant's income. Factors influencing savings rates include: 1) plan sponsor industry type; 2) plan sponsor matching contributions; 3) years of service; 4) income. The charts below reflect the rate of contribution, expressed in dollars and in a percentage.

According to Hewitt's *Hot Topic's In Retirement 2010*, while automatic features remain a plan design priority, auto rebalancing has emerged as the higher priority for 2010.

Savings Rate***	2010	2011**
Actual Savings Rate	N/A***	N/A***
Average Participant Contribution	\$3,853	\$3,402

Deferrals	2010	2011**
# of Eligible Participants	1,273	1,451
# of Contributing Participants	75	96
Total Participant Deferrals into Plan	\$288,938	\$326,628



#### Notes:

The **Actual Savings Rate** is calculated by dividing the total deferral percentage of the highly and non-highly compensated by the number of people deferring.

The **Average Participant Contribution** is calculated by dividing the total dollars deferred by the number of people deferring.

Both of these calculations exclude eligible participants who do not defer.

\*\*Data for 2011 is through 12/31/2011

\*\*\*No compensation data available for calculations.

**Agenda Item #8F**

**NJCAA Report**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 20, 2012  
RE: NJCAA Report

On January 31, 2012, the National Junior College Athletic Association (NJCAA), in a Letter of Findings asked that Lincoln Trail College submit progress reports in February and March about changes to the basketball program at Lincoln Trail College. A final report is due April 1<sup>st</sup>.

The report, which follows, fulfills the requirements for the March report to the NJCAA and indicates that the District has completed the audit of the Lincoln Trail College athletic program, has developed a financial report on dorm receipts, drafted a procedure for educating college staff and booster members on NJCAA rules, made progress on the development of a handbook for college coaches and staff relative to NJCAA rules. The Board also hired Zack Loll as the District's Compliance Coordinator.

The March report indicates the District's on-going progress on the NJCAA findings and the program improvements for oversight of the basketball program at Lincoln Trail College.

The March report that is attached was submitted to the NJCAA on March 15<sup>th</sup>. I ask the Board to approve that submission.

TLB/rs

Attachment

March Report to the National Junior College Athletic Association (NJCAA)

Lincoln Trail College

March 15, 2012

As Requested in a NJCAA Letter of Findings of January 31, 2012

The National Junior College Athletic Association (NJCAA) issued a final report on Jan 31, 2012 which found that Lincoln Trail College, Robinson Illinois had committed several NJCAA violations. The NJCAA placed the Lincoln Trail College men's basketball program on probation for the 2011-2012 season.

The NJCAA asked that the college conduct an independent review of the Lincoln Trail College athletic program and that the review include: a written process addressing the financial tracking of the dorm receipts for scholarship athletes between LTC and the Lincoln Trail Booster Club; a review of student athlete athletic aid; a review of student athlete eligibility; procedures for educating staff and Booster Club members on NJCAA rules; and include suggested policies and procedures to be followed by LTC staff and coaches relative to the Booster Club.

The NJCAA asked that the processes and procedures developed be submitted to the NJCAA for approval and be included in the final report due April 1, 2012. The NJCAA also asked that Lincoln Trail submit monthly reports that indicated progress on the required program audit. Lincoln Trail College submitted its first monthly report on Feb 15, 2012. The Board of Trustees reviewed and approved the Feb report on Feb 21, 2012. This second monthly report is hereby submitted March 15, 2012. The Board of Trustee will review it and is expected to approve this report on March 20, 2012. The final report will be submitted April 1, 2012.

Kevin Williams, CPA, was retained by an engagement letter dated Feb 8<sup>th</sup> 2012 to conduct the field research as requested by the NJCAA. Mr. Williams submitted his report on March 14, 2012. His report contains three distinct sections: 1) LTC Booster Club Transactions, 2) Eligibility, and 3) Student-athlete athletic aid. Williams reported on the scope of his examination, his findings, and his recommendations. Williams provided a section for LTC's response to his recommendations.

A summary of the Williams report follows.

## **SECTION 1: Booster Club Transactions Review**

As to booster club transactions, Williams found that certain checks were issued by the booster club to coaches for meals outside of LTC books and control. These checks were made out to cash, usually for \$250, and then cashed by the coaches to get funds to pay for weekend meals. Williams recommended that all future transactions by the booster club and booster club individuals must enter the books of LTC and that all funds expended be done by the college.

To avoid any direct booster payments, Williams recommended that LTC utilize a Booster Handbook which includes the NJCAA regulations for Booster Club and that this handbook be given to all booster club officers and directors at the beginning of each college year. **Appendix B**

LTC agreed with Williams and will utilize the Booster Handbook and incorporate it into its effort to educate boosters about NJCAA rules. LTC will especially emphasize that all transactions of a booster type organization or individual which assists LTC athletic programs in any way must be approved through the regular financial approval procedures of the college and must run through LTC's financial books. LTC will coordinate its efforts on education with the newly hired Athletic Compliance Coordinator who will lead the effort to educate both the college boosters and college staff on NJCAA rules.

## **SECTION 2: Eligibility**

Williams reviewed the eligibility files for each student athlete to make sure all necessary paperwork was included. Williams reviewed: the eligibility form, transcripts, transfer waivers, student-athlete class schedules for all student-athletes, proof of high school graduation or GED, signed National Letter of Intent for each student-athlete including a comparison with submitted copies to the NJCAA, and any delay or break of enrollment statements. Williams reviewed other documents dealing with schedules, rosters, attendance, and any forms required of non-United States citizens. Williams reviewed 100% of all student-athletes at LTC for the 2011-12 school year, including those that were not on athletic financial assistance.

Williams found 3 Letters of Intent that had different dates on the submitted copy from the actual signed executed copy. One letter executed date was 1/26/11 and the submitted copy was dated 1/20/26, one letter was executed 8/20/11 and submitted date of 8/22/11, and one letter was executed 8/22/11 and a submitted date of 8/21/11. Williams noted that all of these mistakes had been self-reported to the NJCAA and the report letter was in the file of each student athlete.

Williams found that the LTC Baseball team and Softball team all had NJCAA Eligibility Affidavits on file signed individually in their file. The Men's and Women's basketball teams did not have any individual athlete form (NJCAA or otherwise) in the file where the student athlete certified their eligibility.

Williams recommended that all Student Athletes complete and sign the NJCAA form “NJCAA Eligibility Affidavit” at the first team meeting of their sport before the season begins and it should be completed by the first practice by each participant. Williams also recommended each prospective student athlete be given the “Information for a Prospective NJCAA Student-Athlete” because this form clearly states the eligibility tests that must be met in order for a student-athlete to participate in an NJCAA sport. **Appendix C** and **Appendix D**

Because “ceremonial” letters of intent may have caused some of the dating discrepancies, Williams recommended that “ceremonial” letters should not use the same form as the NJCAA Letter of Intent. This keeps the dates signed within the rules and the student-athlete can have their ceremonial signing for their home news media at any time. Williams stated that it is imperative that the submission of the Letter of Intent to the NJCAA be an exact electronic copy, including dates signed by the parties, of the executed copy in the hard copy eligibility file.

Lincoln Trail College will incorporate the NJCAA Eligibility Affidavit into its orientation program for new student-athletes. The college will require the form to be included as part of the student-athlete’s eligibility file as recommended. LTC will begin using the form “Information for a Prospective NJCAA Student-Athlete”. LTC will provide this form to prospective student-athletes during the recruiting process, and again during orientation when they arrive on campus. LTC will include the original actual Letter of Intent in the eligibility file in the manner recommended above. “Ceremonial” Letters of Intent will no longer be utilized.

### **SECTION 3: Student-athlete Athletic Aid**

Williams examined the files of all the student-athletes at LTC to determine if the athletic aid listed on their Letter of Intent was in fact the athletic aid actually received. Williams traced the aid listed through to the records of the college and reviewed the ledgers from the business office and college book store to reconcile amounts per the individual athlete files for tuition, book and fee assistance.

Williams also examined the rental records of booster club because it provides student housing at LTC for students athletes on a per month rental basis. NCJAA rules require that any financial assistance awarded to a student-athlete, regardless of source (including booster clubs) must be officially recorded in and disbursed by the college’s office of financial aid and business office. Williams reconciled the books of the booster club with the agreed support for the amount of housing scholarships.

Williams found that aid for this year (August 1, 2011- present), the booster club had built off campus housing which they rented to students (both athletes and non-athletes). Housing scholarship dollars are not paid directly to the booster club for payment on the student athlete’s housing. Instead, the amount awarded by LTC to the student athlete is subtracted from the amount that will be owed by the student-athlete. No checks for payment by LTC were ever made to the booster club. Williams found that these transactions which included housing scholarship for student-athletes were not handled in a correct and traceable manner. The amount of housing aid **was computed properly** and reported to the booster club. However, that amount was taken off the amount that the student athlete owed, and the college never paid

the amount of the scholarship over to the booster club. The amount was “forgiven” by the booster club and never collected. NJCAA rules do not permit a student-athlete to receive assistance, in cash or in kind (i.e. housing), which is not administered by the institution.

Williams also found, during the course of his examination of student-athlete files, two non-scholarship student athletes (walk-on’s) who received a form of financial aid. These two student-athletes were misclassified as Illinois residents by the college upon their initial registration. College policy requires that to qualify for Illinois residency, the student must document residency in Illinois for at least 30 days prior to the beginning date of class. The error of misclassification as an in-state student was subsequently discovered by the college and the two students were retro-actively reclassified correctly as out-of-state students. Because the students had already paid in-district tuition, the college decided to waive the out-of-district portion of their tuition as an administrative waiver, as opposed to an athletic waiver. Because it was an error by the college, LTC did not feel it was fair to the students to make them pay retro-actively for a college mistake.

Williams stated that because these student-athletes did not have a signed Letter of Intent, and were in fact supposed to be non-scholarship athletes, a violation existed when the college subsequently waived the out-of-district portion of their tuition. Even though LTC waived the out-of-district portion of the tuition with an administrative waiver to correct LTC’s error as opposed to an athletic waiver, this omission from the athlete’s hard copy financial aid file was a violation of NJCAA rules and regulations.

Williams wrote that it was important to note that this additional aid was for the Fall 2011 semester only. These two student-athletes were placed on athletic scholarship for the Spring 2012 semester, and that information was properly reflected in their athletic aid file.

Williams recommended that all transactions between the booster club and LTC enter the books of LTC and that all housing scholarships be paid by LTC to the booster club per the amount awarded on the Letter of Intent. Also that any monetary support given to any member of the college athletic staff by the booster club should be given to the college business officer. Williams issued a proposed protocol for use by LTC to track the housing scholarships.

#### **Appendix A**

Williams asked the college to more carefully review student files and correctly determine student residency.

LTC has agreed to adopt, implement, and follow the tracking protocol as recommended and that all future housing scholarships will be approved through the regular financial approval process of the college. LTC will establish an audit trail pertaining to housing scholarship transactions.

LTC will carefully comply with its residency policy which follows state guidelines and will take care to avoid misclassifications in the future. LTC will implement additional training of college staff and, prior to student registration will distribute a handout to staff each semester which includes the college residency policy.



## CONCLUSION

The administration of LTC has closely examined the report provided by Kevin Williams and have responded affirmatively to each of his recommendations and that response has been incorporated into this March report.

This March report will be reviewed by the Board of Trustees on March 20 and considered for approval at that meeting. The Board will also review and consider for approval the report on LTC athletic programs completed by Kevin Williams, CPA. Following those likely approvals, the February and March reports will be updated to reflect Board action and included as the April 1 Report to the NJCAA.

Submitted this 15<sup>th</sup> day of March 2012.



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Terry L. Bruce  
Chief Executive Officer  
Illinois Eastern Community Colleges and on behalf of  
Lincoln Trail College

Revised 3 15 12 150p

## Appendices

A: Procedure for Housing Scholarships – Financial Tracking Protocol

## **Procedure for Housing Scholarships**

### **Financial Tracking Protocol**

#### **Lincoln Trail College**

**February 22, 2012**

Lack of financial tracking and failure to provide a paper trail for housing scholarships provided Lincoln Trail College (LTC) student-athletes was a violation cited by the NJCAA in their report to the college on January 31, 2012.

The NJCAA has required LTC to develop a written process addressing the financial tracking of dorm receipts for student athletes, relative to their housing scholarship.

Both LTC and the LTC Booster Club (Landlord) have agreed to the following process:

1. Each semester the LTC Business Office will prepare a requisition for payment to the Landlord, of all student-athlete housing. This requisition will be approved by the college Business Officer, the college Athletic Director, and the college President. It will be based upon the housing scholarship awarded the student-athlete and reported in their Letter of Intent.
2. Once the requisition has been approved by college officials, the requisition will be converted into a Purchase Order pursuant to normal college purchasing protocol.
3. The Purchase Order will be processed by our Accounts Payable Department and all accounting codes, fund codes, and the like will be properly recorded.
4. The college Business Officer will then notify the Accounts Payable Department by e-mail formal approval to issue the check to the Landlord for the housing scholarships. The Business Officer will also attach a worksheet to the e-mail detailing each individual student-athlete and their housing scholarship amount for that particular semester. The total of this worksheet should agree to the Purchase Order. Any discrepancies will be resolved prior to the checks being issued.

5. Once the housing scholarship worksheet has been reconciled to the housing scholarship Purchase Order, the check will be written by the Accounts Payable Department and mailed directly to the landlord.

In this manner, all housing scholarships will be approved through the regular financial approval procedures and process of the college. There will be an audit trail for the housing scholarship transactions, and oversight that what is being paid to the landlord agrees with the student-athletes housing scholarship awarded on their Letter of Intent.

## B: Booster Club Rules & Regulations Handbook

ILLINOIS EASTERN COMMUNITY COLLEGES  
LINCOLN TRAIL COLLEGE  
NJCAA COMPLIANCE

HANDBOOK FOR ATHLETIC BOOSTERS

Thank you for your ongoing support of Lincoln Trail athletics. The National Junior College Athletic Association (NJCAA) mandates that the responsibility for control and conduct of the athletics program is the responsibility of Lincoln Trail College (LTC). This responsibility extends not just to the actions of our coaches and enrolled student-athletes, but also to members of booster organizations.

RECRUITING

For this reason, please be aware that NJCAA rules prohibit you from making in-person recruiting contacts (on- or off-campus) or having written, telephone or electronic communication with recruits or their relatives or legal guardians. Any violations of these rules may impact LTC's ability to recruit prospects and could lead to significant penalties and damage to LTC's reputation as a first-rate community college.

EXTRA BENEFITS

Please also note that NJCAA rules restrict the benefits and special arrangements that student-athletes or their family members may receive. **An extra benefit is defined as any special arrangement to provide an enrolled student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NJCAA rules.** Some examples of extra benefits include providing monetary or other financial support, loans, discounts, transportation, entertainment, meals or anything else of material value to enrolled student-athletes or their family members. Any extra benefit given to a student-athlete, regardless of the relative value of the benefit, is a violation of NJCAA rules and may adversely impact the student-athlete's eligibility for competition and result in sanctions against the LTC athletic program from the NJCAA.

If you are aware of information related to a potential violation of NJCAA rules, we are counting on you to report such information to the President of LTC. As an NJCAA member institution, it is the college's obligation to investigate all potential violations.

Rules compliance is a shared responsibility. As a supporter of LTC athletic programs, the college is counting on your help. Please contact the LTC President if you have any questions.

## THE TOP 10 THINGS ATHLETIC BOOSTER SHOULD KNOW

1. The NJCAA holds Lincoln Trail College accountable for the actions of its boosters.
2. Boosters may not be involved in recruiting prospective student-athletes on behalf of Lincoln Trail College. A prospective student-athlete is any student who has started classes for the ninth grade or above (seventh grade or above in men's basketball).
3. Boosters may not be involved in arranging for a prospect, or an enrolled Lincoln Trail College student-athlete or their family to receive money or financial assistance of any kind.
4. Boosters may not provide transportation to a prospect, or an enrolled student-athlete, or their family and friends.
5. Boosters may not spend funds to entertain prospects, or enrolled student-athletes, or their family and friends.
6. Boosters may not use a photo or name of an enrolled student-athlete for commercial purposes or sell student-athlete memorabilia.
7. Boosters may not provide tickets to a prospect, an enrolled student-athlete, or their family and friends, or purchase tickets from a current student-athlete.
8. Boosters may notify the Lincoln Trail College coaching staff of talented prospects and may send newspaper clippings and other information about prospects to the LTC coaching staff.
9. Violations of NJCAA rules can render prospects and enrolled student-athletes ineligible for competition at LTC and cause negative publicity for those involved in the violations.
10. Always ask before you act.

**Booster Club Rules & Regulations**  
**National Junior College Athletic Association**

The National Junior College Athletic Association (NJCAA) has addressed the procedures and policy that booster clubs shall follow in support of their prospective team. The Eligibility rules of the National Junior College Athletic Association effective August 1, 2011 state the following in Article VIII, Section 3:

- A) The financial records of booster clubs and similar organizations which assist athletic programs must be open and available to college officials.
- B) All transactions of a booster type organization or individual which assists a college athletic program in any way (e.g., equipment purchases, recruitment expenses, grant-in-aid, etc.) **must be approved through the regular financial approval procedures and process of the college (e.g., purchasing, gift acceptance, financial aid) as authorized or approved by the President.**
- C) All booster club funds used for grant-in-aid must be administered in compliance with Article VIII, Section 1.C. That Article says, “Grants-in-Aid shall be administered by the institution through the office, department, or division which administers financial funds for enrolled students.”

It is the policy of Lincoln Trail College to provide this form to any and all Booster Club officers and directors at the beginning of each college year.



C: NJCAA Eligibility Affidavit



# NJCAA Eligibility Affidavit

SPORT: \_\_\_\_\_ Date: \_\_\_\_\_

*Fill in all applicable information on this form to assist in determining eligibility for the NJCAA.*

### Personal Information:

Name: \_\_\_\_\_ Birth Date: \_\_/\_\_/\_\_\_\_ ID Number :

\_\_\_\_\_  
(First, Middle, Last)

Student's College Address:

\_\_\_\_\_  
Street Address City, State, Zip Code

Phone Number(s) at College: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Other Information:

Parent's Home Address:

\_\_\_\_\_  
Street Address City, State, Zip Code

Phone Number: \_\_\_\_\_ Parents' Names: \_\_\_\_\_

### Foreign Born Students:

Are you a United States Citizen or a Permanent Resident\*? Yes \_\_\_\_\_ No \_\_\_\_\_ (\*Holder of a Green Card or USA Passport)

Do you have another type of VISA? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, what type?  
\_\_\_\_\_

Do you have an I-20 Form on file at this college? Yes \_\_\_\_\_ No \_\_\_\_\_

### High School Information:

Name of High School(s) you have attended:  
\_\_\_\_\_

City, State & Country:  
\_\_\_\_\_

Did you graduate?: Yes\* \_\_\_\_\_ No \_\_\_\_\_ High School Graduation Date (month/year):  
\_\_\_\_\_/\_\_\_\_

Were you home schooled? Yes \_\_\_\_\_ No \_\_\_\_\_ Did you graduate? Yes\* \_\_\_\_\_ No \_\_\_\_\_

Check here if you have earned a \*GED: \_\_\_\_\_ GED: Date Earned (month/year):  
\_\_\_\_\_/\_\_\_\_

**\* Enclose a COPY of your High School Diploma or GED Certificate.**

**Additional Information:**

1. Did you take any college credit classes while in high school? Yes\* \_\_\_\_\_ No \_\_\_\_\_

\* If yes, from what college(s)?

\_\_\_\_\_ \* If yes,  
**those transcript(s) from each college must be on file at this college.**

2. Have you ever signed a Letter of Intent form with any institution? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, specify the College: \_\_\_\_\_ Date (day/month/year):  
\_\_\_\_/\_\_\_\_/\_\_\_\_

3. Have you ever participated in a sport in a country other than the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Sport(s)? \_\_\_\_\_ Country: \_\_\_\_\_ Dates:  
\_\_\_\_\_

If yes, describe the situation:

4. Have you ever been **red-shirted** for a season? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list the **dates** of that season, name of college, and describe the situation.

\_\_\_\_\_

**(Page 2 - NJCAA Eligibility Affidavit Continued)**

5. Have you ever participated in practices, scrimmages, and/or games for an intercollegiate team other than this college? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, name the school, date, sport, and describe the situation. \_\_\_\_\_

\_\_\_\_\_

6. Have you ever played on a club team at a college or university? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, name the school, sport and dates.

\_\_\_\_\_

7. Do you currently play on any other sport teams (i.e. USAV, city recreational leagues, indoor soccer, AAU, etc.)

Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please provide the name of team, location, and dates of participation.

\_\_\_\_\_

8. Have you ever received money beyond expenses for participating in any athletic event? Yes \_\_\_\_\_ No \_\_\_\_\_

Did anyone on your team receive money beyond expenses for participating in any athletic event?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe the situation below and the **NJCAA Amateurism Questionnaire** should be completed and included with the eligibility file.

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**List ALL Colleges Attended Full-Time and/or Part-Time after High School**

**All transcripts from all previous institutions must be included.**

College: \_\_\_\_\_ Dates: \_\_\_\_\_ Full-time or Part-time?  
(circle one)

College: \_\_\_\_\_ Dates: \_\_\_\_\_ Full-time or Part-time?  
(circle one)

College: \_\_\_\_\_ Dates: \_\_\_\_\_ Full-time or Part-time?  
(circle one)

College: \_\_\_\_\_ Dates: \_\_\_\_\_ Full-time or Part-time?  
(circle one)

**Additional Explanations:**

**NOTE:** If you attended college part-time or were not attending college for any period of time following high school graduation, please document your employment and military history during those times in the space below. If you were unemployed at any time, please list those dates below. The NJCAA requires that you account for any time not enrolled full-time. Please use the space below. Please record months and years when referring to dates. \_\_\_\_\_

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**I understand that information falsified or omitted can make me ineligible for ALL future college competition in compliance with the National Junior College Athletic Association Eligibility Rules.**

Student-Athlete Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## D: NJCAA Information for a Prospective NJCAA Student-Athlete

# Information for a Prospective NJCAA Student-Athlete

The National Junior College Athletic Association (NJCAA) is committed to providing quality athletic opportunities to enhance the entire collegiate learning experience of its students. The Association and its member colleges strive to provide equal opportunities for all concerned student-athletes. The Association is sensitive to the special needs and circumstances of the Community/Junior College student while keeping within the high academic standards of our 525 member institutions.

## GENERAL INFORMATION

**Q: What sports are sponsored by the NJCAA?**

A: The NJCAA provides opportunities for participation, including National Championships, for student-athletes in the following sports:

Fall Baseball, Spring Baseball, Basketball, Bowling, Cross Country, Football, Fall Golf, Spring Golf, Half Marathon, Ice Hockey, Indoor Track and Field, Spring Lacrosse, Fall Lacrosse, Outdoor Track and Field, Fall Softball, Spring Softball, Fall Soccer, Spring Soccer, Swimming & Diving, Fall Tennis, Spring Tennis, Fall Volleyball, Spring Volleyball and Wrestling.

**Q: Whose rules do I abide by?**

A: Students participating on an intercollegiate level in any one of the certified sports of the NJCAA shall conform to the requirements of the Rules of Eligibility, the rules and regulations of the conference with which the college is affiliated, and also the rules of the college at which the students are attending and participating.

**Q: How do I determine my initial eligibility?**

A: Due to the unique academic and athletic situation of each individual, and the complexity of the NJCAA eligibility rules, it is recommended that each potential student-athlete discuss their athletic eligibility with the athletic personnel at the NJCAA college where they have chosen to attend. Should the athletic staff have any questions in determining an individual's eligibility, the college may contact the NJCAA National Office for assistance.

**Q: Must I have graduated from high school?**

A: Students must be a high school graduate or must have received a high school equivalency diploma or have been certified as having passed a national test such as the General Education Development Test (GED).

**Q: What if I am taking classes at a college while still in high school?**

A: If a student is enrolled in twelve or more credits at a college while still enrolled and completing their high school education, they are eligible for athletic participation if they complete a NJCAA High School Waiver Form (Form e.3) signed by their high school Principal and the College President. This option is not available to those students whose high school class has already graduated.

**Q: How many seasons may I participate in a sport?**

A: Students are allowed two (2) seasons of competition in any sport at a NJCAA college, if they have not participated at any intercollegiate level during two (2) seasons previously. Playing in one or more regularly scheduled contests prior to post-season competition uses one season of participation in that sport.

Warning: Students who falsify their academic records and /or information about previous athletic participation shall be barred from any further competition in any NJCAA member college at any time.

**Q: Do I qualify as an amateur?**

A: Amateur players are those who engage in sports for the physical, mental, or social benefits they derive in participation and to whom athletics is a vocation and not a source of personal monetary gains. Be sure of your amateur status by checking the NJCAA amateur rules (Article V, Section 11, NJCAA Handbook) or checking with a NJCAA athletic director.

**Q: While playing a sport I want to enter an open tournament or play with another team. May I?**

A: While the season of any sport is in progress, as determined by the published schedule of the college, students are not allowed to participate in that same sport for any other team except in the following sports: bowling, golf and tennis.

If a student wishes to enter any open competition as a representative of their college, the competition must be listed on the published schedule of the college and the student must meet all NJCAA eligibility requirements.

If a student is not representing a NJCAA college, they may enter open or "exhibition" competition without NJCAA approval. A college shall not, however, furnish the student with any assistance (equipment, transportation, lodging or meals) when participating in such events.

**Q: What about All-Star competitions?**

A: Student participation in athletic events such as All-Star games must be approved by the NJCAA National Office.

The NJCAA does NOT restrict the number of All-Star games in which a High School student may participate prior to attendance at a NJCAA college.

## **LETTER OF INTENT/SCHOLARSHIP AGREEMENT**

**Q: What is the NJCAA Letter of Intent?**

A: The NJCAA Letter of Intent is used to commit an individual to a specific institution for a period of one year. The form is only valid for NJCAA member colleges and has no jurisdiction over NCAA or NAIA colleges.

**Q: What if I sign a NJCAA and a NCAA Letter of Intent?**

A: A student is allowed to sign a Letter of Intent with both a NJCAA and a NCAA college without sanction. The student may not, however, sign a NJCAA Letter of Intent with two NJCAA colleges. If a student does sign with two NJCAA colleges, that student will become immediately ineligible to compete in NJCAA competition for the next academic year in any sport.

**Q: What kind of grant-in-aid can I receive from NJCAA institutions?**

A: An athletic grant-in-aid may be awarded to any student-athlete in recognition of his/her athletic ability provided the student-athlete is admitted to the institution as a regular student. It shall be limited to a maximum of tuition, fees, room, board, books and course related material, and transportation costs one time per academic year to and from the college by direct route.

**Q: If I am awarded an athletic scholarship and voluntarily do not participate, could I lose my scholarship?**

A: Cancellation or modification of an athletic scholarship during the period of its effectiveness is allowed for the following reasons only:

1. If the athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons.
2. For misconduct (unrelated to athletic ability) found by the person or body in charge of general discipline at the institution.
3. If the student-athlete voluntarily withdraws from a sport prior to the institution's first competition in that sport.
4. Graduation

Colleges may also include attachments to the NJCAA Letter of Intent which stipulates conditions for the cancellation of an athletic scholarship that are more stringent than those listed above.

**Q: One NJCAA school can offer me a full scholarship, and one school can't offer me anything. Why?**

A: Each institution belonging to the NJCAA can choose to compete on the Division I, II or III level in designated sports. Division I colleges may offer full athletic scholarships, Division II colleges are limited to awarding tuition, fees and books, and Division III institutions may provide no athletically related financial assistance. However, NJCAA colleges that do not offer athletic aid may choose to participate at the Division I or II level if they so desire.

## **ELIGIBILITY RULES**

**Q: Must I be a full-time student during the season?**

A: Students must maintain full-time status during the season of the sport(s) in which they have chosen to participate (full-time status being 12 credit hours or more).

**Q: What determines my eligibility after my initial full-time enrollment?**

A: Eligibility is determined prior to the last official date to register for the term as published in the college catalog. At that time, the student must have:

1. Prior to the fifteenth calendar day from the beginning date of the term for the second full-time semester, as published in the college catalog, a student-athlete must have passed 12 semester hours with a 1.75 GPA or higher.
2. Prior to the fifteenth calendar day from the beginning date of the term for the third full-time semester, and all subsequent semesters thereafter, as published in the college catalog, a student-athlete must satisfy one of the following four requirements to be eligible for the upcoming term:
  - A. Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment,
  - OR**
  - B. Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher,
  - OR**
  - C. A first season participant must have passed a minimum accumulation of 24 credit hours with a 2.00 GPA or higher for the **initial term** of participation, regardless of previous term or other accumulation requirements (**NOTE:** This only establishes eligibility for the initial term, not subsequent terms.),
  - OR**
  - D. A first *or* second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirement.

**Q: Are there additional requirements I must meet to participate?**

A: A student must also make progress towards graduation. Before participation in a second season in any certified sport(s), a student must have:

1. Obtained at least 24 semester hours or 36 quarter hours with a 2.00 GPA or higher **and one of 2-3 below:**
2. Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment,
- OR**
3. Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher,
4. A first *or* second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirement.

**Q: I played one year on a club team, how many years of intercollegiate eligibility do I have left?**

A: Participation on a designated collegiate club team in a NJCAA certified sport will constitute one (1) season of participation.

**Q: I took a semester off to earn money for college, will I be immediately eligible to play once I enroll as a full-time student?**



A: Students must be enrolled full-time (twelve or more credits) at the college where they have chosen to participate when the regular season schedule of a sport begins. Students not enrolled during the term when the season begins remain ineligible throughout the season schedule unless they enroll on the first possible enrollment date following:

1. Their release from Active Armed Services of the United States with a discharge other than dishonorable.
2. Their return from a religious mission.
3. Their graduation from a high school or receipt of an equivalency diploma.
4. Their transfer from an NJCAA member college which has dropped a sport after the school year begins. Students that satisfy one of the four exceptions become eligible after the previous term has ended upon registration as a full time student for the new term. (Students must be added to the eligibility form before participating.)
5. A student attending a multi-campus college may, if at the campus of his/her enrollment a sport is not offered, participate in that sport at any campus within the system that offers said sport.

Requirements for Multi-Campus designation

- a. The various campuses involved have a common title.
  - b. The various campuses involved have a common CEO.
  - c. The various campuses involved are not individually accredited.
  - d. The various campuses do not duplicate any sports.
  - e. The various campuses involved must designate one individual per system as the contact.
- Multi-campus designation must be approved by the NJCAA

**Q: What if I start college and then withdraw?**

A: The following withdrawal policy applies to students that are attending any college.

1. Students are allowed fifteen (15) calendar days from the beginning date of classes to withdraw completely or to withdraw to less than twelve credits (part-time) and not have that term affect their future eligibility, provided they have not participated in any athletic competition. (Refer to Section 4.G.)
2. Students that have participated and withdraw within the first fifteen (15) calendar days of a particular term are not eligible for athletic participation and must re-establish their eligibility in accordance with the provisions of section 4.D or 4.E. The term in which the student participates must be considered the same as a term of full-time attendance.

**Q: May a part-time student participate?**

A: Students who have never been full-time (12 or more credits) at any colleges may become eligible for competition in a sport by meeting the following conditions:

1. The student-athletes attend the same institution at least one academic year as part-time student prior to the year of his/her participation passing at least 12 credit hours with an overall grade point average of 1.75 or better during that year.
2. During each term of participation, the student-athletes must carry at least six credit hours in the same institution.
3. Prior to a second season of participation in any sport, the student-athletes must pass a total of 24 credit hours with a 2.00 GPA or higher.
4. If in any term the student-athletes enroll full-time, they forfeit the privileges under this provision of the part-time eligibility rule.
5. Student-athletes who withdraw completely or to less than six credit hours become immediately ineligible.
6. Institutions who apply for this provision of the rules, must submit a transcript to establish the eligibility of the student-athletes.

**Q: Upon returning to college following an extended absence, must I meet the current eligibility requirements?**

A: Students who have not been enrolled in college in twelve (12) or more credit hours (full-time) for a period of eighteen calendar months or longer shall be exempt from previous term and/or accumulation requirements as set forth in Article V, Section 4.d or 4.e (not Section 4.f) of the NJCAA bylaws. Students who have served eighteen calendar months in the Armed Forces of the United States, church mission or with a recognized foreign aid service shall be exempt from Section 4.d, 4.e and 4.f. Note, this is a one time exemption, available only for the first full-time term after the period of non-attendance.

**Q: What are the requirements for transfer students?**

A: All transfer students must adhere to the eligibility rules of the NJCAA to be eligible for participation at a member institution. Check Article V, Section 10 of the NJCAA Handbook to make sure you meet all transfer requirements of the NJCAA.

**Q: What requirements will I have to meet to transfer from a two-year college to a four-year college?**

A: Questions relative to a transfer from a NJCAA college to a four-year program must be addressed by the four-year college and/or their national governing body (ie. NCAA or NAIA).

**Q: Are the rules uniform throughout the entire membership?**

A: The various regions of the NJCAA may adopt rules which are more stringent than the national rules, but none that are less stringent. It would be best for you to check the rules that exist within the region in which you are interested in attending. Any member college can assist you with any regional differences, which may exist.

**Q: I am a recent high school graduate and coaches have started to recruit me to play. What is allowed?**

A: The following is permitted under NJCAA recruitment rules:

1. No institution shall permit an athlete to be solicited to attend by the promise of a gift or inducement other than an athletic grant-in-aid.
2. An institution may pay for one visit to its campus by direct route, for a stay not to exceed two days and two nights. The paid visit must be limited to the campus and local community where the college is located. A student-athlete must have completed his/her junior year in high school in order to receive an official recruiting visit by a member NJCAA college.
3. While recruiting a potential athlete on campus, a college representative may purchase meals for the athlete. The value of the meals may not exceed the amount provided to a college employee while traveling on college business.
4. A college official must authorize all funds utilized for recruitment purposes.

For further clarification of the recruiting rules, see Article VIII, Section 2. If a student-athlete signs a NJCAA Letter of Intent, all NJCAA institutions are obligated to respect that signing and shall cease to recruit that student-athlete. The student-athlete is obligated to notify any recruiter who contacts him/her of the signing.

**For more information about the National Junior College Athletic Association, write to: NJCAA, 1631 Mesa Avenue, Suite B, Colorado Springs, CO 80906 or contact your local NJCAA member college. Additional information can also be found on the NJCAA web site: [www.njcaa.org](http://www.njcaa.org)**

**Agenda Item #8G**

**Report on LTC Athletic Programs**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 20, 2012  
RE: Report on LTC Athletic Programs

Pursuant to a January 31, 2012 request by the National Junior College Athletic Association (NJCAA), Kevin Williams, CPA, was engaged to conduct a review of athletic programs at Lincoln Trail College. Mr. Williams completed his work and submitted his report on March 14, 2012.

A copy of Mr. Williams' report will be available at the Board meeting.

After a discussion of the report, the Board will be asked to approve it.

TLB/rs

**Agenda Item #8H**

**Affiliation Agreement with Crawford Memorial Hospital  
(Basic Nurse Assistant)**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 20, 2012  
RE: Affiliation Agreement with Crawford Memorial Hospital

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

This affiliation agreement is for the LTC Basic Nurse Assistant Program.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Basic Nurse Assistant Program #NA-5 (hereinafter referred to as LTC) and 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 Instruction on behalf of Lincoln Trail College and the Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. LTC will be responsible for the teaching and guidance of the students in the clinical nursing assistant laboratory practice, and will be available to the nursing assistant students.

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Nursing Assistant Faculty on behalf of LTC will be responsible for maintaining proper standards of nursing assistant care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing assistant students.
5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of LTC, and will comply with the policies of the health AGENCY.

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

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

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

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. LTC Nursing Assistant Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Assistant Faculty member of LTC participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Assistant Faculty member to any clinical area.
7. LTC will provide orientation for the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.



9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Nursing Assistant Faculty and nursing assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.
11. A review of the agreement will be made annually. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2012.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Director of Nursing Services

\_\_\_\_\_  
Nursing Assistant Faculty Member

\_\_\_\_\_  
Administrator, Hospital or Agency

\_\_\_\_\_  
Dean of Instruction

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

**Agenda Item #8I**

**Affiliation Agreement with Seagoville Hospital  
(Medical Office Assistant)**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 20, 2012  
RE: Affiliation Agreement with Seagoville Hospital

IECC wishes to enter into an affiliation agreement with Seagoville Hospital, located in Seagoville, Texas.

This affiliation agreement is for the OCC Medical Office Assistant Program.

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

TLB/rs

Attachment

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

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and FCI SEAGOVILLE (HOSPITAL) (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

8. An annual review of the agreement may be made in December of each year, as requested by facility, if either party requests the review. If AGENCY wants to continue with

agreement, no action should be taken. If AGENCY wishes to review and modify AGREEMENT, contact should be made with OLNEY CENTRAL COLLEGE. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

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

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

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

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

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

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

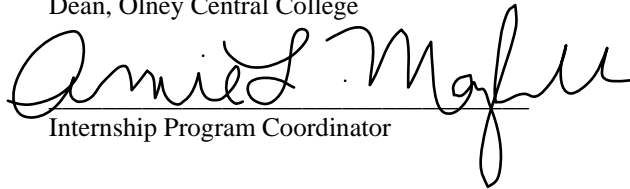
AGENCY  
FCI SEAGOVILLE (HOSPITAL)  
SEAGOVILLE, TX

OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Chair, IECC Board of Trustees

\_\_\_\_\_  
President, Olney Central College

\_\_\_\_\_  
Dean, Olney Central College



\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

\_\_\_\_\_  
Administrator, Hospital or Agency

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

**Agenda Item #8J**

**Affiliation Agreement with Jasper County Health Department  
(Certified Medical Assistant)**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 20, 2012  
RE: Affiliation Agreement with Jasper County Health Department

IECC wishes to enter into an affiliation agreement with the Jasper County Health Department, located in Newton, Illinois.

This affiliation agreement is for the LTC Certified Medical Assistant Program.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
LINCOLN TRAIL COLLEGE  
CERTIFIED MEDICAL ASSISTANT PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 14 day of May, 2012, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Jasper County Health Department, Newton, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the medical assistant students 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 that are appropriate educational experiences for observation and participation by the students of LTC'S CMA Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the Administrative Supervisor on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical medical assistant laboratory practice, and will be available to the medical assistant students.

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Administrative Supervisor on behalf of the AGENCY will be responsible for maintaining proper standards of medical assistant care and safeguard of patients assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to CMA students.
5. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.

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

Students who have physical or emotional disabilities which may negate success in CMA practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in CMA 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, proof of insurance, and a letter of good standing for each participating student showing that said student fully complies with the 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.
7. LTC will provide orientation of the educational program for the AGENCY staff.
8. The students and instructors will safeguard 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. Certified Medical Assistant Faculty and CMA students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
  
10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2012.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Medical Services Director

\_\_\_\_\_  
Certified Medical Assistant  
Faculty Member

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

psq:6/26/06

**Agenda Item #8K**

**Affiliation Agreement with Lawrence County Hospital  
(Certified Medical Assistant)**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 20, 2012  
RE: Affiliation Agreement with Lawrence County Hospital

IECC wishes to enter into an affiliation agreement with the Lawrence County Hospital, located in Lawrenceville, Illinois.

This affiliation agreement is for the LTC Certified Medical Assistant Program.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
LINCOLN TRAIL COLLEGE  
CERTIFIED MEDICAL ASSISTANT PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 14 day of May, 2012, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Lawrence County Hospital, Lawrenceville, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the medical assistant students 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 that are appropriate educational experiences for observation and participation by the students of LTC'S CMA Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the Administrative Supervisor on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical medical assistant laboratory practice, and will be available to the medical assistant students.

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Administrative Supervisor on behalf of the AGENCY will be responsible for maintaining proper standards of medical assistant care and safeguard of patients assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to CMA students.
5. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.

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

Students who have physical or emotional disabilities which may negate success in CMA practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in CMA 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, proof of insurance, and a letter of good standing for each participating student showing that said student fully complies with the 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.
7. LTC will provide orientation of the educational program for the AGENCY staff.
8. The students and instructors will safeguard 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. Certified Medical Assistant Faculty and CMA students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2012.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Medical Services Director

\_\_\_\_\_  
Certified Medical Assistant  
Faculty Member

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

**Agenda Item #9**

**Bid Committee Report**

**Lincoln Trail College**

- 1. 2011 or Newer 12-Passenger Van**

## BID COMMITTEE REPORT

March 20, 2012

Lincoln Trail College

2. 2011 or Newer 12-Passenger Van

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Bid Recommendation –2011 or Newer 12-Passenger Van

DATE: March 20, 2012

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

2011 or Newer 12-Passenger Van Lincoln Trail College			
Company	Year/Make/Model	Mileage	Total Bid
Ford Square of Mt. Vernon Mt. Vernon, IL	2012 Ford E350 Club Wagon	Low now (in Ohio)	26,053.22
Max Dye Salem, IL	2012 GMC Savana Pass. Van	New	34,205.03
Morrow Brothers Ford Greenfield, IL	2012 Ford E350 – 12 pass.	New	23,980.00
Schmidt Ford of Salem Salem, IL	2012 Ford E350 XL	New	35,305.00
Schmidt Ford of Salem Salem, IL	2011 Ford E350 XLT	19,300	22,556.00

The Bid Committee recommends acceptance of the low bid to meet specifications from Morrow Brothers Ford in Greenfield, IL for a new 2012 Ford E350 -12 Passenger van for a total bid of \$23,980.00.

Respectfully submitted,

Terry Bruce  
Mitch Hannahs  
Harry Hillis, Jr.

Source of Funds: Carryover (Ed Fund)

Department: College-Wide

Rationale for Purchase: Adding vehicle based upon need. Will keep college from renting vehicles periodically throughout the year.

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

**(1) 12-PASSENGER VAN SPECIFICATIONS:**

**2011 or Newer 12-Passenger Van, 5,000 miles or less (In-Stock) meeting the following specifications:**

- Specify Remaining Warranty**
- Gas V8**
- Automatic 4-Speed**
- 4-wheel Anti-lock Brakes**
- Power Steering**
- Cruise Control**
- Tilt Steering Wheel**
- AM/FM Radio**
- 3<sup>rd</sup> Row Seating**
- Rubber Floor Mats (optional)**
- Front and Rear Heat**
- Front and Rear Air Conditioning**
- Intermittent Wipers (Optional)**
- No Sliding Doors**
- Body and interior to be in excellent condition**
- Interior must be smoke free/odor free**

**(No Trade-in)**

**NOTE: Following Board approval, bids will be awarded on March 21, 2012.  
Delivery no later than \_\_\_\_\_.**

**All freight, delivery, municipal license and title charges are included in bid.**

**VAN**  
**YEAR** \_\_\_\_\_ **COLOR** \_\_\_\_\_ **MILEAGE** \_\_\_\_\_

**MAKE** \_\_\_\_\_ **MODEL** \_\_\_\_\_ **BID** \_\_\_\_\_

**DELIVERY DATE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**COMPANY** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE NO** \_\_\_\_\_

**FAX NO** \_\_\_\_\_

**DATE** \_\_\_\_\_

*Note: Please submit bid in duplicate*

**Agenda Item #10**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
February 29, 2012**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$4,587,131.69
Operations & Maintenance	\$688,729.71
Operations & Maintenance (Restricted)	(\$61,853.26)
Bond & Interest	\$353,813.04
Auxiliary	\$145,084.84
Restricted Purposes	(\$374,512.32)
Working Cash	\$196,396.61
Trust & Agency	\$382,793.80
Audit	(\$8,978.89)
Liability, Protection & Settlement	\$203,871.64
<b>TOTAL ALL FUNDS</b>	<b>\$6,112,476.86</b>

Respectfully submitted,

Roger Browning, Treasurer



**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**February 29, 2012**

	<b>ALL FUNDS</b>
	<b>Fiscal Year 2012</b>
<b>ASSETS:</b>	
CASH	6,112,477
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	22,190,000
RECEIVABLES	3,573,341
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	
INVENTORY	577,237
OTHER ASSETS	469,422
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>32,956,877</b>
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	182,078
ACCOUNTS PAYABLE	125,230
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	1,033,604
<b>TOTAL LIABILITIES:</b>	<b>1,340,912</b>
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	3,097,988
PR YR BDGTD CHANGE TO FUND BALANCE	545,923
 <b>FUND BALANCES:</b>	
FUND BALANCE	22,216,253
RESERVE FOR ENCUMBRANCES	5,755,801
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>31,615,965</b>
 <b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>32,956,877</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Statement of Revenues, Expenses,**  
**and Changes in Net Assets**  
**As Of February 29, 2012**

**ALL FUNDS**

**FY 2012**  
**YEAR-TO-DATE**

**REVENUES:**

LOCAL GOVT SOURCES	5,790,513
STATE GOVT SOURCES	5,530,766
STUDENT TUITION & FEES	13,002,955
SALES & SERVICE FEES	2,408,668
FACILITIES REVENUE	2,740
INVESTMENT REVENUE	101,018
OTHER REVENUES	309,853
<b>TOTAL REVENUES:</b>	<u>27,146,513</u>

**EXPENDITURES:**

INSTRUCTION	7,822,488
ACADEMIC SUPPORT	304,890
STUDENT SERVICES	885,621
PUBLIC SERV/CONT ED	46,239
OPER & MAINT PLANT	1,968,522
INSTITUTIONAL SUPPORT	5,920,503
SCH/STUDENT GRNT/WAIVERS	5,056,011
AUXILIARY SERVICES	3,182,801
<b>TOTAL EXPENDITURES:</b>	<u>25,187,075</u>

**TRANSFERS AMONG FUNDS:**

INTERFUND TRANSFERS	<u>0</u>
<b>TOTAL TRANSFERS AMONG FUNDS:</b>	<u>0</u>

<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<u>1,959,438</u>
--	------------------

**Illinois Eastern Community Colleges  
Operating Fund - Income Statement  
CASH BASIS  
July 1, 2011 -- February 29, 2012**

	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
<b>REVENUES:</b>			
Local Government Sources	2,394,051	1,026,019	3,420,070
State Government Sources	3,269,744	2,261,022	5,530,766
Net Tuition and Fees	4,851,037	-	4,851,037
Sales & Service Fees	47,785	-	47,785
Facilities Revenue	-	1,925	1,925
Investment Revenue	60,968	13,076	74,044
Other Revenues	65,923	25	65,948
<b>TOTAL REVENUES:</b>	<b><u>10,689,508</u></b>	<b><u>3,302,067</u></b>	<b><u>13,991,575</u></b>
 <b>EXPENDITURES:</b>			
Salaries	9,564,255	538,745	10,103,000
Employee Benefits	1,281,199	98,617	1,379,816
Contractual Services	191,656	188,056	379,712
Materials	933,526	204,528	1,138,054
Travel & Staff Development	140,345	4,497	144,842
Fixed Charges	146,313	197,432	343,745
Utilities	66,011	643,434	709,445
Capital Outlay	28,010	31,534	59,544
Other	71,002	2,499	73,501
<b>TOTAL EXPENDITURES:</b>	<b><u>12,422,317</u></b>	<b><u>1,909,342</u></b>	<b><u>14,331,659</u></b>
 <b>TRANSFERS :</b>			
Interfund Transfers	<u>(1,079,137)</u>	<u>                    </u>	<u>(1,079,137)</u>
<b>TOTAL TRANSFERS:</b>	<b><u>(1,079,137)</u></b>	<b><u>-</u></b>	<b><u>(1,079,137)</u></b>
 <b>NET INCREASE/DECREASE IN NET ASSETS</b>			
	<b><u>(2,811,946)</u></b>	<b><u>1,392,725</u></b>	<b><u>(1,419,221)</u></b>

**OPERATING FUNDS  
COMPARISON REPORT FY10-12**

College	Category	FISCAL YEAR 2010			FISCAL YEAR 2011			FISCAL YEAR 2012			% of Year
		Estimated Budget	Spent Thru February	% of Bdgt	Estimated Budget	Spent Thru February	% of Bdgt	Estimated Budget	Spent Thru February	% of Bdgt	
Frontier	Bills		\$1,228,863			\$1,186,460			\$1,270,363		
	Payroll		\$1,357,938			1,282,800			1,330,196		
	Totals	\$ 4,389,054	2,586,801	59%	\$ 4,213,492	2,469,260	59%	\$ 4,432,594	2,600,559	59%	67%
Lincoln Trail	Bills		\$1,068,657			1,069,397			1,345,987		
	Payroll		\$1,645,988			1,417,250			1,583,531		
	Totals	\$ 4,620,861	2,714,645	59%	\$ 4,436,027	2,486,647	56%	\$ 4,666,700	2,929,518	63%	67%
Olney Central	Bills		\$1,484,508			1,466,619			1,525,488		
	Payroll		\$3,214,273			3,019,930			3,169,385		
	Totals	\$ 7,188,350	4,698,781	65%	\$ 6,900,816	4,486,549	65%	\$ 7,259,658	4,694,873	65%	67%
Wabash Valley	Bills		\$1,785,714			1,624,348			1,766,091		
	Payroll		\$2,083,611			1,904,141			2,004,274		
	Totals	\$ 6,404,243	3,869,325	60%	\$ 5,955,946	3,528,489	59%	\$ 6,265,655	3,770,365	60%	67%
Workforce Educ.	Bills		\$1,571,019			1,889,851			2,141,665		
	Payroll		\$833,173			919,628			928,929		
	Totals	\$ 4,150,932	2,404,192	58%	\$ 4,109,423	2,809,479	68%	\$ 4,323,113	3,070,594	71%	67%
District Office	Bills		\$176,203			153,825			155,644		
	Payroll		\$553,221			523,051			567,769		
	Totals	\$ 1,217,108	729,424	60%	\$ 1,168,424	676,876	58%	\$ 1,229,182	723,413	59%	67%
District Wide	Bills		\$1,110,751			922,891			1,058,640		
	Payroll		\$522,433			456,734			518,916		
	Totals	\$ 4,477,402	1,633,184	36%	\$ 3,607,770	1,379,625	38%	\$ 4,500,654	1,577,556	35%	67%
<b>GRAND TOTALS</b>		<b>\$32,447,950</b>	<b>\$18,636,352</b>	<b>57%</b>	<b>\$30,391,898</b>	<b>\$17,836,925</b>	<b>59%</b>	<b>\$32,677,557</b>	<b>\$19,366,878</b>	<b>59%</b>	<b>67%</b>

**Operating Funds Expense Report  
February 29, 2012**

	<u>FY 2012</u>		<u>FY 2011</u>		<u>Increase (Decrease)</u>
	<u>Amount</u>	<u>% of Total</u>	<u>Amount</u>	<u>% of Total</u>	
Salaries	10,103,000	52.17%	9,523,534	53.39%	579,466
Employee Benefits	1,379,816	7.12%	1,263,989	7.09%	115,827
Contractual Services	379,712	1.96%	337,270	1.89%	42,442
Materials	1,138,054	5.88%	867,238	4.86%	270,816
Travel & Staff Development	144,842	0.75%	125,236	0.70%	19,606
Fixed Charges	343,745	1.77%	357,048	2.00%	(13,303)
Utilities	709,445	3.66%	753,293	4.22%	(43,848)
Capital Outlay	59,544	0.31%	61,754	0.35%	(2,210)
Other	5,108,720	26.38%	4,547,563	25.50%	561,157
	<u>19,366,878</u>	<u>100.00%</u>	<u>17,836,925</u>	<u>100.00%</u>	<u>1,529,953</u>

**Agenda Item #11**  
**Chief Executive Officer's Report**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive 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 15, 2012

**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report.

# **INDEX**

**400.1. Retirements**

# **PERSONNEL REPORT**

## **400.1. Retirements**

### **A. Faculty**

1. Linda Kolb, Early Childhood Education, effective May 12, 2012

### **B. Administrative**

1. Cindy Walls, Director of Business, WVC, effective July 1, 2012

### **C. Classified**

1. Betty Hocking, Office Assistant, WVC, effective June 30, 2012
2. Cindy Kruse, Administrative Assistant to the Dean, WVC, effective June 1, 2012
3. Barbara Minniear, Office Assistant, WVC, effective July 1, 2012

**Agenda Item #15**

**Litigation**

**Agenda Item #16**

**Other Items**

**Agenda Item #17**

**Adjournment**

