

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**May 16, 2006**



**Location:**

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**Lincoln Trail College  
7:00 p.m.  
May 16, 2006**

1. Call to Order & Roll Call.....Chairman Lane
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. Joint Agreement with Kaskaskia College ..... Cantwell
  - B. Local Workforce Investment Board Area #23 Contract .....Pampe
  - C. Affiliation Agreement with Crawford Memorial Hospital (CNA) ..... Bruce
  - D. Affiliation Agreement with Lawrenceville United Methodist Village (CNA) ..... Bruce
  - E. Affiliation Agreement with Crawford Memorial Hospital – Rural Clinic (MA) ..... Bruce
  - F. Affiliation Agreement with Dr. Rachael Walters – Lawrenceville (MA) ..... Bruce
  - G. Affiliation Agreement with Lathrop & Associates (MA)..... Bruce
  - H. Affiliation Agreement with Sarah Bush Lincoln Healthcare (MA)..... Bruce
  - I. Affiliation Agreement with Paris Community Medical Center (MA)..... Bruce
  - J. Affiliation Agreement with Springhill Medical Center (MA)..... Bruce
  - K. Affiliation Agreement with Crawford Memorial Hospital (PT)..... Bruce
  - L. Affiliation Agreement with Lawrenceville CVS (PT) ..... Bruce
  - M. Affiliation Agreement with Vincennes CVS (PT)..... Bruce
  - N. Affiliation Agreement with Olney Jennings Pharmacy (PT)..... Bruce
  - O. Affiliation Agreement with Richland Memorial Hospital (PT)..... Bruce
  - P. Affiliation Agreement with Bertram’s Pharmacy (PT) ..... Bruce
  - Q. Affiliation Agreement with Terre Haute Regional Hospital (PT) ..... Bruce

R. Affiliation Agreement with Vincennes Walgreens (PT).....	Bruce
S. Affiliation Agreement with Lakeland Rehabilitation and Health Care Center (N)...	Bruce
T. Affiliation Agreement with Newton Rest Haven (N).....	Bruce
U. SunGard SCT Contract Extension .....	Bruce
V. Contract for Background Checks for Allied Health Students.....	Bruce
W. Emma Vance Nature Preserve .....	Bruce
9. Bid Committee Report .....	Bruce
10. District Finance	
A. Financial Report.....	Browning
B. Approval of Financial Obligations.....	Browning
11. Chief Executive Officer's Report .....	Bruce
12. Executive Session .....	Bruce
13. Approval of Executive Session Minutes	
A. Written Executive Session Minutes .....	Bruce
B. Audio Executive Session Minutes.....	Bruce
14. Approval of Personnel Report .....	Bruce
15. Collective Bargaining .....	Bruce
16. Litigation.....	Bruce
17. Acquisition and Disposition of Property.....	Bruce
18. Other Items	
19. Adjournment	

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in Foundation Hall, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, April 18, 2006.

**AGENDA #1 – “Call to Order & Roll Call”** – Mr. James W. Lane, Jr., Chairman, who chaired the meeting, called the meeting to order at 7:00 p.m. and directed the Board Secretary, Mr. 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:

Mrs. Brenda K. Culver, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Dr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Ms. Jessica Lowe, student trustee-elect. Trustees absent: Dr. George Andrew Fischer. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.

Dr. Jack Davis, President of Olney Central College.

Dr. Michael Dreith, President of Frontier Community College.

Dr. Harry Benson, President of Wabash Valley College.

Dr. Carl Heilman, President of Lincoln Trail College.

Mr. Roger Browning, Chief Finance Officer & Treasurer.

Mrs. Tara Buerster, Director of Human Resources.

Mr. Alex Cline, Director of Information & Communications Technology.

Ms. Kathleen Pampe, Associate Dean, Career Education & Economic Development.

Ms. Pamela Schwartz, Associate Dean of Institutional Development.

Mr. George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

BITS – Business Industry Training Services

DO – District Office

DOC – Department of Corrections

FCC – Frontier Community College

HLC – Higher Learning Commission

ICCB – Illinois Community College Board

ICCTA – Illinois Community College Trustees Association

IECC – Illinois Eastern Community Colleges

IECCEA – Illinois Eastern Community Colleges Education Association

LCC – Lawrence Correctional Center

LTC – Lincoln Trail College

OCC – Olney Central College

PHS – Protection, Health & Safety

RCC – Robinson Correctional Center

SURS – State Universities Retirement System  
WED – Workforce Education  
WVC – Wabash Valley College

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes of the regular meeting, Tuesday, March 21, 2006, were presented for disposition.

**Board Action:** Mr. Williams made a motion to approve minutes of the foregoing meeting as prepared. Mr. Koertge 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 – “Seating of Student Trustee Jessica Lowe”** – The oath of office was administered to Jessica Lowe, a student at Frontier Community College, and she was seated as student member of the Board of Trustees for the coming year, succeeding Laura Tiusaba Guzman.

**Change Order of Agenda:** Without objection, the Chair directed that the order of the agenda be changed and that Agenda Item #9-G be considered at this point in the meeting.

**#9-G. Resolution Authorizing Transfer of Real Estate from City of Fairfield:** Mayor Mickey Borah and the City Council of the City of Fairfield have agreed to sell the lot immediately north of Frontier Community College’s Workforce Education Building to IECC. When the City originally conveyed the property to Sanyo Corporation for the establishment of a manufacturing facility, the north lot was severed from the original conveyance and then was not fully described in the bankruptcy proceedings of Sanyo. Therefore, the title to the property was not cleared for some time. Following the purchase by the District of the Workforce Education Building, Mayor Borah and President Dreith agreed to work toward the acquisition of the north lot by the District. The following resolution was presented, allowing the City of Fairfield to convey the north lot to Illinois Eastern Community College for the price of \$1,000 which the City indicates is the approximate cost of the legal fees it has incurred for clearing the title to the property. The City has asked that the Board of Trustees to pay 2005 real estate taxes, due and payable in 2006, and further that the District accept a Warranty Deed which retains for the City of Fairfield a right-of-first-refusal in the event the District would ever decide to sell the property. Mayor Borah and members of the Fairfield City Council attended the meeting and indicated support for the transfer.

**Recommendation:** The CEO recommended that the following resolution be adopted to authorize transfer of property from the City of Fairfield to IECC District #529.

WHEREAS, the City of Fairfield, Illinois, a non-home rule municipality in the State of Illinois, owns the following described real estate, without restrictions, to wit:

Lot No. 14 in the Fairfield Industrial Park in Fairfield, Wayne County, Illinois, as shown on the Plat thereof, recorded in the office of the Recorder of Wayne County, Illinois, in Plat Record B at Page 112.

WHEREAS, “The Real Estate” is located within the corporate limits of the City of Fairfield, Wayne County, Illinois.

WHEREAS, the corporate limits of the City of Fairfield are located wholly within the Illinois Eastern Community College District #529, which District is in an Illinois community college district.

WHEREAS, the City of Fairfield, Illinois and Illinois Eastern Community College District #529 are each a “municipality” as defined in, and for the purposes of, the Illinois Local Government Property Transfer Act, 50 ILCS 650/0.01 et seq. (the “Transfer Act”).

WHEREAS, the Board of Trustees of the Illinois Eastern Community College District #529 finds that it is necessary or convenient for the Illinois Eastern Community College District #529 to use, occupy

or improve “The Real Estate” owned by the City of Fairfield, Illinois for the expansion and extension of educational and career and technical training programs offered by Frontier Community College and Illinois Eastern Community College District #529.

WHEREAS, the City of Fairfield, Wayne County, Illinois, as the “Transferor Municipality” within the provisions of Transfer Act has the power to transfer all of its right, title and interest held immediately prior to such transfer, in and to “The Real Estate” to Illinois Eastern Community College District #529, as the “Transferee Municipality”, upon such terms as may be agreed upon by the corporate authorities of both the City of Fairfield, Illinois and Illinois Eastern Community College District #529.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of Illinois Eastern Community College District #529, that:

1. It is necessary or convenient for the Illinois Eastern Community College District #529, to use, occupy or improve “The Real Estate” owned by the City of Fairfield, Illinois for the making of a public improvement or for a public purpose.

2. Illinois Eastern Community College District #529 requests that the City of Fairfield, Illinois convey “The Real Estate” to the Illinois Eastern Community College District #529, under the authority of the Transfer Act.

3. Illinois Eastern Community College District #529 shall pay to the City of Fairfield, Illinois the sum of ONE THOUSAND DOLLARS (\$1,000.00) for “The Real Estate” upon receipt, within 90 days hereinafter, of a good and sufficient conveyance from the City of Fairfield, Illinois conveying good and merchantable title to “The Real Estate”, free of all liens and encumbrances, and subject only to 2005 real estate taxes and any subsequent real estate taxes.

4. This Resolution shall be effective upon its passage and approval as required by law.

**Board Action:** Dr. Rost made a motion to adopt the foregoing resolution authorizing transfer of real estate as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #4 – “Recognition of Visitors & Guests” –**

**#4-A. Visitors & Guests:** Visitors and guests present were recognized.

**#4-B. IECCEA Representative:** None.

**AGENDA #5 – “Public Comment” –** None.

**AGENDA #6 – “Reports” –**

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

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

**#6-C. Report from Cabinet:** Mr. Woods presented an update on Coal Mining Technology/Telecom.

**AGENDA #7 – “Policy First Readings (and Possible Approval)” –** None.

**AGENDA #8 – “Policy Second Readings” –** None.

**AGENDA #9 – “Staff Recommendations for Approval”** – The following staff recommendations were presented for approval.

**#9-A. CLEP and Proficiency Exam Fee Increase:** The charge to IECC for the College Level Examination Program (CLEP) has been increased to \$55 and the recommended test center administrative fee is \$15 for a total of \$70. When CLEP fees are increased, IECC has also increased the Proficiency Exam Fee. The CEO recommended approval of the following recommended fees, effective immediately:

1. CLEP Examination Fee (per exam): \$70.
2. Proficiency Examination Fee (per exam): \$70.

**Board Action:** Mr. Williams made a motion to approve the CLEP and Proficiency Exam fee increase as recommended. Ms. Lowe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-B. Illinois Mentor/College Zone Transcript Agreement:** The Transcript Exchange is designed to allow prospective students to send their official academic transcripts directly to IECC, electronically over the Internet. The Illinois Transcript Exchange is sponsored by the State of Illinois and the Illinois Student Assistance Commission (ISAC) and is provided free of charge to all Illinois high schools, counselors, students, families and MAP-approved colleges. The Illinois Transcript Exchange is being designed, developed, operated, and maintained by XAP Corporation for the Illinois Student Assistance Commission. Under the agreement, IECC agrees to accept and process transcripts through the Exchange as official transcripts and appoints XAP as its agent for the limited purpose of transmitting transcripts on behalf of other institutions participating in the Exchange. The CEO recommended approval of the Illinois Transcript Exchange Institution Agreement between IECC and XAP Corporation.

**Board Action:** Miss Wolfe made a motion to approve the Illinois Transcript Exchange Institution Agreement between IECC and XAP Corporation as recommended. Ms. Lowe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-C. FY2007 Bid Schedule:** The Chief Finance Officer presented the recommended Bid Schedule for FY2007, listing the dates requisitions/specifications are due in the CFO’s office, date bids are due from vendors, date recommendations are due in the CFO’s office, Board meeting dates, and dates purchase orders are to be mailed. The CEO recommended approval.

**Board Action:** Mr. Williams made a motion to approve the FY2007 Bid Schedule as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-D. FY2007 Activity Fee Allocations:** The Chief Finance Officer presented the following allocations of student activity fees for FY2007. The allocation notes what percentage of each dollar will be turned over to an appropriate self-balancing account in the auxiliary fund. The CEO recommended approval.

	<u>LTC</u>	<u>OCC</u>	<u>WVC</u>
Alumni Association	0%	0%	0%
Athletics	30%	30%	30%
Cheerleaders	3%	0%	0%
College Union	7%	0%	14%
Student Testing	3%	4%	0%
Intramurals	0%	0%	0%
Parking Maintenance	0%	9%	0%
Publications	15%	0%	10%
Soc. Cul. Act. Team	0%	8%	0%
Special Events	3%	0%	3%
Student Senate	15%	10%	17%
Special Projects	7%	0%	16%
Natatorium	0%	0%	0%
Student Handbook	0%	3%	0%
Model United Nations	0%	0%	0%
Child Care	0%	19%	0%
Food Services	12%	17%	10%
Sports Facility	5%	0%	0%

**Board Action:** Miss Wolfe made a motion to approve the FY2007 Activity Fee allocations as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-E. Nursing Student Admission Criteria:** To be ranked for admission into the Nursing Program, students must currently possess the following:

1. Students must have a 2.0 cumulative GPA or better to be ranked.
2. Students must have a high school diploma, a GED Equivalency Certificate, or be a high school senior, or be a college transfer student.

The CEO recommended the following be adopted by the Board of Trustees:

“Students who have applied for entry into the IECC OCC Nursing Program will be ranked only if they meet the following criteria: 1. Students must have at least a 2.50 cumulative GPA as calculated on a 4.0=A scale. 2. Students must possess an Illinois Certified Nurse Aide Certificate or equivalent CNA Certificate from another state.”

These changes are to be effective with students being ranked for entry into the Nursing Program Fall Semester of Fiscal Year 2008 (August 2007).



**Board Action:** Mr. Williams made a motion to adopt the foregoing Nursing Student Admission Criteria as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-F. Amendment to DOC Contracts for FY2006:** The Illinois Department of Corrections has asked that existing contracts with the Department for LTC educational services at the Lawrence Correctional Center and the Robinson Correctional Center be amended to reflect the decrease in budget due to position vacancies and the rate increases provided by the Illinois Community College Board. The Lawrence Correctional Center budget is reduced from the present budget of \$290,104.00 to \$274,278.31, a reduction of \$15,825.69. The Robinson Correctional Center budget is reduced from the present budget of \$382,446.00 to \$372,577.00, a reduction of \$9,869.00. The CEO recommended approval of these contract amendments.

**Board Action:** Ms. Lowe made a motion to approve the foregoing DOC contract amendments as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#### **AGENDA #10 – “Bid Committee Report” –**

**#10-A. IECC – PHS Compliance Work:** The Chief Executive Officer presented the recommendation of the Bid Committee and Marion Poggas of Image Architects Inc. to accept the bid of Kieffer Bros. Construction Co., Mt. Carmel, Illinois, \$970,500.00, for Protection, Health & Safety compliance work, Phase 8. The work includes various repairs/accessibility improvements and plumbing upgrades District-Wide. Source of Funds: PHS Funds, Phase 8.

**Recommendation:** The CEO recommended approval of the foregoing recommendation as outlined.

**Board Action:** Mr. Williams made a motion to approve the foregoing recommendation of the Bid Committee to accept the bid of Kieffer Bros. Construction Co. for PHS compliance work, as outlined. Ms. Lowe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#10-B. IECC – Patient Simulators:** The Chief Executive Officer presented the recommendation of the Bid Committee to accept the bid of Laerdal Medical, Gatesville, Texas, for a total of \$20,256.00, for patient simulators for the Nursing Program, as follows:

1. Four (4) Laerdal Nursing Anne VitalSim Capable or equivalent.
  2. Four (4) Laerdal Vital Signs Manikin Simulator or equivalent.
- Source of Funds: Career Technical Education. Department: Nursing.

Recommendation: The CEO recommended approval of the foregoing recommendation as outlined.

**Board Action:** Mr. Williams made a motion to approve the foregoing recommendation of the Bid Committee to accept the bid of Laerdal Medical for patient simulators, as outlined. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#10-C. WVC – Air Brake Training System:** The Chief Executive Officer presented the recommendation of the Bid Committee to accept the bid of L & L Fabricating, Wellington, Ohio, for a total of \$20,750.00, for an air brake training system for the Diesel Technology Program at Wabash Valley College. Source of Funds: Career Technical Education. Department: Diesel Equipment Program.

Recommendation: The CEO recommended approval of the foregoing recommendation as outlined.

**Board Action:** Dr. Rost made a motion to approve the foregoing recommendation of the Bid Committee to accept the bid of L & L Fabricating for an air brake training system, as outlined. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#10-D. WVC – CNC Mill and Lathe:** The Chief Executive Officer presented the recommendation of the Bid Committee to accept the bid of Haas Factory Outlet, St. Louis, Missouri, for a total of \$80,529.00, for CNC (Computer Numeric Controlled) mill and lathe for the Machine Shop Technology Program, as follows:

1. CNC Mill: \$30,360.00.
2. CNC Lathe: \$50,169.00.

Source of Funds: Career Technical Education. Department: Machine Shop Technology.

Recommendation: The CEO recommended approval of the foregoing recommendation as outlined.

**Board Action:** Mr. Williams made a motion to approve the foregoing recommendation of the Bid Committee to accept the bid of Haas Factory Outlet for a CNC mill and lathe, as outlined. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#10-E. WVC – Scara Type 4 Robot:** The Chief Executive Officer presented the recommendation of the Bid Committee to reject all bids for this item because bids exceed allocated funds.

**Board Action:** Mr. Williams made a motion to reject all bids for the Scara Type 4 Robot as recommended. Miss 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 carried.

**AGENDA #11 – “District Finance”** – The following District financial matters were presented:

**#11-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$5,235,318.47, as of March 31, 2006.

**#11-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for April 2006, totaling \$757,854.23, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Miss Wolfe made a motion to approve payment of district financial obligations for April 2006, in the amounts listed, and payments from the revolving fund for March 2006. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #12 – “Chief Executive Officer's Report”** – Mr. Bruce presented informational reports on the following items:

1. Graphic Design for Illinois Virtual Reference.
2. AAS in Information Systems Management (approval to offer at FCC).
3. Unit Cost (District-Wide \$123.55).
4. LTC Students Give Back.
5. Help Desk Survey Results.
6. Ameren CIPS Assessment (in discussion stage).
7. Robinson Chamber of Commerce Banquet Table Display.
8. Enrollment Report – District Up 9%.

**AGENDA #13 – “Executive Session”** – The CEO recommended that an executive session be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity]; and, under Section 2(c)(2) of the Open Meetings Act to consider collective negotiating matters; and, under Section 2(c)(11) of the Open Meetings Act to consider pending litigation against, affecting or on behalf of the District or litigation which is probable or imminent.

**#13-A. Executive Session:** Mr. Koertge made a motion to hold an executive session to consider the matters outlined by the CEO. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried and an executive session was held beginning at 8:00 p.m.

**#13-B. Executive Session Ended:** Mrs. Culver made a motion to adjourn the executive session and reconvene in open session. Dr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 8:25 p.m.

(Note: Separate minutes have been prepared for the foregoing executive session.)

**AGENDA #14 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, March 21, 2006.

**AGENDA #15 – “Approval of Personnel Report”** – The CEO presented the following Personnel Report and recommended approval.

#### **400.1. Resignations**

A. Administrative

1. Carl Heilman, President, LTC, resignation effective July 1, 2006.

B. Professional/Non-Faculty

1. Jessica Mehringer, Women’s Basketball Coach, OCC, resignation effective June 30, 2006.

#### **400.2. Retirement**

A. Classified

1. Pamela Henegar, Administrative Assistant, WVC, retirement effective July 31, 2006.

**Board Action to Approve Personnel Report:** Miss Wolfe made a motion to approve the foregoing Personnel Report as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #16 – “Collective Bargaining”** – None.

**AGENDA #17 – “Litigation”** – None.

**AGENDA #18 – “Acquisition & Disposition of Property”** – None.

**AGENDA #19 – “Other Items”** – None.

**AGENDA #20 – “Adjournment”** – Mr. Williams made a motion to adjourn. Ms. Lowe 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 carried, and the meeting adjourned at 8:30 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**

**Affiliation Agreement with Kaskaskia College**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Joint Agreement with Kaskaskia College

Below is the Joint Agreement between Illinois Eastern and Kaskaskia College.

There is one change to this agreement from last year. Basic Carpentry Certificate was removed.

***Illinois Eastern Community College District #529, agrees to accept students from KASKASKIA COLLEGE, District #501, in the following programs:***

<i>Coal Mining Technology</i>	<i>AAS/Certificate</i>
<i>Diesel Equipment Technology</i>	<i>AAS</i>
<i>Industrial Manufacturing Technology</i>	<i>AAS</i>
<i>Machine Shop Technology</i>	<i>AAS/Certificate</i>
<i>Radio-TV Broadcasting</i>	<i>AAS</i>
<i>Telecommunications Technology</i>	<i>AAS/Certificate</i>

***Kaskaskia College, District #501, agrees to accept students from ILLINOIS EASTERN COMMUNITY COLLEGE District #529, (Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College), in the following programs:***

<i>Dental Assisting</i>	<i>Certificate</i>
<i>Diagnostic Medical Sonography</i>	<i>Certificate</i>
<i>Nail Technology</i>	<i>Certificate</i>
<i>Physical Therapist Assistant</i>	<i>AAS</i>
<i>Respiratory Therapy</i>	<i>AAS</i>

I recommend the Board's approval of this agreement.

TLB/rs

Attachment

**JOINT AGREEMENT PROGRAM WITH KASKASKIA COLLEGE**

**ILLINOIS EASTERN COMMUNITY COLLEGE  
District #529**

**Illinois Eastern Community College District #529**, agrees to accept students from **KASKASKIA COLLEGE, District #501**, in the following programs:

Coal Mining Technology	AAS/Certificate
Diesel Equipment Technology	AAS
Industrial Manufacturing Technology	AAS
Machine Shop Technology	AAS/Certificate
Radio-TV Broadcasting	AAS
Telecommunications Technology	AAS/Certificate

**Kaskaskia College, District #501**, agrees to accept students from **ILLINOIS EASTERN COMMUNITY COLLEGE District #529**, (Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College), in the following programs:

Dental Assisting	Certificate
Diagnostic Medical Sonography	Certificate
Nail Technology	Certificate
Respiratory Therapy	AAS
Physical Therapist Assistant	AAS



## COOPERATIVE AGREEMENT

The Joint Agreement between Kaskaskia College and Illinois Eastern Community College is hereby extended for a one-year period beginning July 1, 2006.

### **Kaskaskia College**

\_\_\_\_\_  
Chairman of the Board of Trustees

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### **Illinois Eastern Community Colleges**

\_\_\_\_\_  
Chairman of the Board of Trustees

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## COOPERATIVE AGREEMENT

The Joint Agreement between Kaskaskia College and Illinois Eastern Community College is hereby extended for a one-year period beginning July 1, 2006.

### **Kaskaskia College**

\_\_\_\_\_  
Chairman of the Board of Trustees

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### **Illinois Eastern Community Colleges**

\_\_\_\_\_  
Chairman of the Board of Trustees

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Agenda Item #8B**

**Local Workforce Investment Board Area #23 Contract**

**Agenda Item #8B**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Local Workforce Investment Board Area #23 Contract

Following recent changes at Local Workforce Investment Board #23 (LWIB), a critical skills shortage study was done. That study showed that there was a shortage of healthcare professionals, especially registered nurses.

The LWIB wishes to contract with Illinois Eastern Community Colleges for the development and delivery of training modules for healthcare professionals, including supervisors and managers, working in hospital and nursing home settings. The targeted population for the training will be newly promoted LPN and RN's, along with supervisors and other managers. Because grant funds must be spent quickly, introductory modules will developed to complete phase one of this grant with expanded offerings in phases two and three.

The LWIB has provided a grant in the amount of \$50,000 to provide eight training modules.

The LWIB has been unable to provide written contracts, but we have been officially notified that the contract will be forthcoming. The Board needs to take action to approve the contract at this meeting because of the short time involved to complete the contract. No funds will be expended until a contract has been submitted and signed by all parties involved.

I ask the Board's approval to proceed with a contract with LWIB for these training services.

TLB/rs

**Agenda Item #8C**

**Affiliation Agreement with Crawford Memorial Hospital**

**Agenda Item #8C**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Affiliation Agreement with Crawford Memorial Hospital

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

This new affiliation agreement is our standard affiliation agreement utilized by the District for the Certified Nurses Assistant Program.

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

TLB/rs

Attachment



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

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

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

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

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



9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Nursing Assistant Faculty and nursing assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2006.

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 #8D**

**Affiliation Agreement with Lawrenceville United Methodist Village**

**Agenda Item #8D**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Affiliation Agreement with Lawrenceville United Methodist Village

IECC wishes to enter into a new affiliation agreement with the Lawrenceville United Methodist Village.

This new affiliation agreement for the Certified Nurse Assistant Program is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

**OLNEY CENTRAL COLLEGE  
BASIC NURSE ASSISTANT PROGRAM  
AFFILIATION AGREEMENT**

THIS AGREEMENT made and entered into this 1<sup>st</sup> day of May 2006, by and between OLNEY CENTRAL COLLEGE (hereinafter referred to as the College) and United Methodist Village, Lawrenceville, IL (hereinafter referred to as AGENCY).

WITNESSETH THAT:

WHEREAS, the College desires to make use of the AGENCY'S facilities for clinical nursing laboratory practice by students of the Nurse Assistant Program for the College, and

WHEREAS, the AGENCY has agreed to make its facilities available to the College and faculty of the College for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of the College, subject to the conditions and limitations contained herein.

2. The initial affiliation agreement and yearly renewal of said facilities of the AGENCY will be made by the Associate Dean of Nursing and Allied Health on behalf of the College and the Administrator and/or the Director of Nursing 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. The semester-by-semester communication and scheduling will be done by the Nurse Assistant Faculty of the college.

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

The specific assignment of learning experiences for each student will be made and arranged by the Faculty on behalf of the College, in consultation with the Patient Care Manager, Supervisor, or Coordinator on behalf of the AGENCY. The College Faculty will assume supervision of the nurse assistant students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity to all applicable rules, regulations, and policies of the AGENCY; and the Faculty on behalf of the College will be responsible for

maintaining proper standards of nursing care of patients assigned to nurse assistant students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nurse assistant students.

5. Supervision of the health requirement of all students making use of any of the AGENCY'S facilities, as contemplated herein, will be the responsibility of the Nurse Assistant Faculty of the College, and will comply with the policies of the health AGENCY.

Nurse Assistant students and Nurse 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.

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.

Prior to the use of any AGENCY facilities, under the contemplated program, the College will furnish the AGENCY, upon request, the TB results for each participating student showing that said student fully complies with the health requirements of the AGENCY. The Nurse Assistant Instructor is required to keep records of TB tests.

6. The faculty of the College participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. The College Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Faculty member of the College 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 Faculty member to any clinical area.

7. The Nurse Assistant Faculty of the College 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. Nurse assistant students shall be covered by liability insurance prior to any assignment for practice at the AGENCY.

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

11. An annual review of this agreement will be made each spring. 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 College's Basic Nurse Assistant Program, at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete at the agency their nursing laboratory experience needed for completion of the program.

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

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGE  
DISTRICT 529  
OLNEY CENTRAL COLLEGE

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

\_\_\_\_\_  
Associate Dean of Nursing and Allied Health

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

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

\_\_\_\_\_  
Chairman, IECC Board of Trustees

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 #8E**

**Affiliation Agreement with Crawford Memorial Hospital – Rural Clinic**

**Agenda Item #8E**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Affiliation Agreement with Crawford Memorial Hospital – Rural Clinic

IECC wishes to enter into a new affiliation agreement with the Crawford Memorial Hospital – Rural Clinic.

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

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

TLB/rs

Attachment



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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Crawford Memorial Hospital – Rural Clinic - - Robinson, 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 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 for observation and participation by the students of LTC'S Medical Assistant Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the 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 AGNECY 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 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 medical 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 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 medical assistant 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.

Medical assistant 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 medical assistant practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in medical 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.
7. LTC will provide orientation of 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. Medical Assistant Faculty and medical 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 or other personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2006.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

\_\_\_\_\_  
Chairman, IECC Board of Trustees

**Agenda Item #8F**

**Affiliation Agreement with Dr. Rachael Walters – Lawrenceville**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Affiliation Agreement with Dr. Rachael Walters - Lawrenceville

IECC wishes to enter into a new affiliation agreement with the Office of Dr. Rachael Walters in Lawrenceville, Illinois.

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

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Office of Dr Rachael Walters - - 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 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 for observation and participation by the students of LTC'S Medical Assistant Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the 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 AGNECY 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 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 medical 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 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 medical assistant 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.

Medical assistant 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 medical assistant practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in medical 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.
7. LTC will provide orientation of 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. Medical Assistant Faculty and medical 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 or other personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2006.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

\_\_\_\_\_  
IECC Chairman, Board of Trustees

psq:4/13/06



**Agenda Item #8G**

**Affiliation Agreement with Lathrop & Associates**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Affiliation Agreement with Lathrop & Associates

IECC wishes to enter into a new affiliation agreement with Lathrop & Associates in Robinson, Illinois.

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

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Lathrop & Associates - - Robinson, 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 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 for observation and participation by the students of LTC'S Medical Assistant Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the 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 AGNECY 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 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 medical 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 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 medical assistant 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.

Medical assistant 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 medical assistant practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in medical 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.
7. LTC will provide orientation of 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. Medical Assistant Faculty and medical 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 or other personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2006.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

\_\_\_\_\_  
IECC Chairman, Board of Trustees

**Agenda Item #8H**

**Affiliation Agreement with Sarah Bush Lincoln Healthcare**

**Agenda Item #8H**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Affiliation Agreement with Sarah Bush Lincoln Healthcare

IECC wishes to enter into a new affiliation agreement with Sarah Bush Lincoln Healthcare, located in Mattoon, Illinois.

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

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Sarah Bush Lincoln Healthcare - - Mattoon, 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 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 for observation and participation by the students of LTC'S Medical Assistant Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the 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 AGNECY 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 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 medical 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 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 medical assistant 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.

Medical assistant 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 medical assistant practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in medical 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.
7. LTC will provide orientation of 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. Medical Assistant Faculty and medical 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 or other personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2006.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

\_\_\_\_\_  
Chairman, IECC Board of Trustees

**Agenda Item #8I**

**Affiliation Agreement with Paris Community Medical Center**

**Agenda Item #8I**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Affiliation Agreement with Paris Community Medical Center

IECC wishes to enter into a new affiliation agreement with the Paris Community Medical Center, located in Paris, Illinois.

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

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Paris Community Medical Center - - Paris, 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 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 for observation and participation by the students of LTC'S Medical Assistant Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the 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 AGNECY 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 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 medical 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 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 medical assistant 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.

Medical assistant 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 medical assistant practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in medical 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.
7. LTC will provide orientation of 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. Medical Assistant Faculty and medical assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. LTC faculty and students shall carry professional liability insurance with a minimum coverage of \$1,000,000.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2006.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

\_\_\_\_\_  
Chairman, IECC Board of Trustees

psq:4/13/06

**Agenda Item #8J**

**Affiliation Agreement with Springhill Medical Center**



**Agenda Item #8J**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Affiliation Agreement with Springhill Medical Center

IECC wishes to enter into a new affiliation agreement with Springhill Medical Center, located in Terre Haute, Indiana.

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

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Springhill Medical Center - - Terre Haute, IN (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 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 for observation and participation by the students of LTC'S Medical Assistant Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the 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 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 medical 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 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 medical assistant 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.

Medical assistant 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 medical assistant practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in medical 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.
7. LTC will provide orientation of 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. Medical Assistant Faculty and medical 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 or other personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2006.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

\_\_\_\_\_  
Chairman, IECC Board of Trustees

**Agenda Item #8K**

**Affiliation Agreement with Crawford Memorial Hospital**

**Agenda Item #8K**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Affiliation Agreement with Crawford Memorial Hospital

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

This new affiliation agreement for the Pharmacy Technician Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Crawford Memorial Hospital – Robinson, Il (hereinafter referred to as AGENCY). [*Identify Above: Agency, City, and State*]

WITNESSETH THAT:

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

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

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of 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 AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician 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 the AGENCY, and will comply with the policies of the health AGENCY.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, 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 Pharmacy Technician faculty of LTC overseeing students in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation to the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.



10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2006.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Pharmacy Director

\_\_\_\_\_  
Pharmacy Technician Faculty Member

\_\_\_\_\_  
Pharmacy Administrator

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

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

\_\_\_\_\_  
Chairman, IECC Board of Trustees

psq:5/9/06

**Agenda Item #8L**

**Affiliation Agreement with Lawrenceville CVS**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Affiliation Agreement with Lawrenceville CVS

IECC wishes to enter into a new affiliation agreement with CVS Pharmacy, located in Lawrenceville, Illinois.

This new affiliation agreement for the Pharmacy Technician Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and CVS – Lawrenceville – Lawrenceville, IL (hereinafter referred to as AGENCY).  
*[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of 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 AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician 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 the AGENCY, and will comply with the policies of the health AGENCY.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, 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 Pharmacy Technician faculty of LTC overseeing students in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation to the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2006.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Pharmacy Director

\_\_\_\_\_  
Pharmacy Technician Faculty Member

\_\_\_\_\_  
Pharmacy Administrator

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

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

\_\_\_\_\_  
Chairman, IECC Board of Trustees

**Agenda Item #8M**

**Affiliation Agreement with Vincennes CVS**

**Agenda Item #8M**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Affiliation Agreement with Vincennes CVS

IECC wishes to enter into a new affiliation agreement with CVS Pharmacy, located in Vincennes, Indiana.

This new affiliation agreement for the Pharmacy Technician Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment



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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and CVS – Vincennes – Vincennes, IN (hereinafter referred to as AGENCY).  
*[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of 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 AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician 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 the AGENCY, and will comply with the policies of the health AGENCY.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, 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 Pharmacy Technician faculty of LTC overseeing students in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation to the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2006.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Pharmacy Director

\_\_\_\_\_  
Pharmacy Technician Faculty Member

\_\_\_\_\_  
Pharmacy Administrator

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

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

\_\_\_\_\_  
Chairman, IECC Board of Trustees

psq:5/9/06

**Agenda Item #8N**

**Affiliation Agreement with Olney Jennings Pharmacy**

**Agenda Item #8N**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Affiliation Agreement with Olney Jennings Pharmacy

IECC wishes to enter into a new affiliation agreement with Jennings Pharmacy, located in Olney, Illinois.

This new affiliation agreement for the Pharmacy Technician Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Jennings Pharmacy – Olney, IL (hereinafter referred to as AGENCY). [*Identify Above: Agency, City, and State*]

WITNESSETH THAT:

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

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

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of 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 AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician 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 the AGENCY, and will comply with the policies of the health AGENCY.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, 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 Pharmacy Technician faculty of LTC overseeing students in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation to the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2006.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Pharmacy Director

\_\_\_\_\_  
Pharmacy Technician Faculty Member

\_\_\_\_\_  
Pharmacy Administrator

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

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

\_\_\_\_\_  
Chairman, IECC Board of Trustees

psq:5/9/06



**Agenda Item #80**

**Affiliation Agreement with Richland Memorial Hospital**

**Agenda Item #80**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Affiliation Agreement with Richland Memorial Hospital

IECC wishes to enter into a new affiliation agreement with Richland Memorial Hospital, located in Olney, Illinois.

This new affiliation agreement for the Pharmacy Technician Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Richland Memorial Hospital – Olney, IL (hereinafter referred to as AGENCY).  
*[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of 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 AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician 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 the AGENCY, and will comply with the policies of the health AGENCY.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, 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 Pharmacy Technician faculty of LTC overseeing students in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation to the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2006.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Pharmacy Director

\_\_\_\_\_  
Pharmacy Technician Faculty Member

\_\_\_\_\_  
Pharmacy Administrator

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

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

\_\_\_\_\_  
Chairman, IECC Board of Trustees

psq:5/9/06

**Agenda Item #8P**

**Affiliation Agreement with Bertram's Pharmacy**

**Agenda Item #8P**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Affiliation Agreement with Bertram's Pharmacy

IECC wishes to enter into a new affiliation agreement with Bertram's Pharmacy, located in Robinson, Illinois.

This new affiliation agreement for the Pharmacy Technician Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Bertrams Pharmacy – Robinson, Il (hereinafter referred to as AGENCY).  
*[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of 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 AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician 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 the AGENCY, and will comply with the policies of the health AGENCY.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, 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 Pharmacy Technician faculty of LTC overseeing students in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation to the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2006.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Pharmacy Director

\_\_\_\_\_  
Pharmacy Technician Faculty Member

\_\_\_\_\_  
Pharmacy Administrator

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

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

\_\_\_\_\_  
Chairman, IECC Board of Trustees

psq:5/9/06

**Agenda Item #8Q**

**Affiliation Agreement with Terre Haute Regional Hospital**

**Agenda Item #8Q**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Affiliation Agreement with Terre Haute Regional Hospital

IECC wishes to enter into a new affiliation agreement with Terre Haute Regional Hospital, located in Terre Haute, Indiana.

This new affiliation agreement for the Pharmacy Technician Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Terre Haute Regional Hospital – Terre Haute, IN (hereinafter referred to as AGENCY). [*Identify Above: Agency, City, and State*]

WITNESSETH THAT:

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

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

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of 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 AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician 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 the AGENCY, and will comply with the policies of the health AGENCY.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, 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 Pharmacy Technician faculty of LTC overseeing students in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation to the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2006.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Pharmacy Director

\_\_\_\_\_  
Pharmacy Technician Faculty Member

\_\_\_\_\_  
Pharmacy Administrator

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

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

\_\_\_\_\_  
Chairman, IECC Board of Trustees

**Agenda Item #8R**

**Affiliation Agreement with Vincennes Walgreens**



**Agenda Item #8R**

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Walgreens - Vincennes – Vincennes, IN (hereinafter referred to as AGENCY).  
*[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of 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 AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician 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 the AGENCY, and will comply with the policies of the health AGENCY.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, 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 Pharmacy Technician faculty of LTC overseeing students in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation to the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2006.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Pharmacy Director

\_\_\_\_\_  
Pharmacy Technician Faculty Member

\_\_\_\_\_  
Pharmacy Administrator

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

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

\_\_\_\_\_  
Chairman, IECC Board of Trustees

psq:5/9/06

**Agenda Item #8S**

**Affiliation Agreement with Lakeland Rehabilitation and Health Care Center**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Affiliation Agreement with Lakeland Rehabilitation & Health Care Center

IECC wishes to enter into a new affiliation agreement with Lakeland Rehabilitation and Health Care Center, located in Effingham, Illinois.

This new affiliation agreement for the IECC Associate Degree Nursing Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING PROGRAM  
FCC - LTC - OCC - WVC**

**AFFILIATION AGREEMENT**

THIS AGREEMENT made and entered into this 1<sup>st</sup> day of May, 2006,  
by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,  
FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL  
COLLEGE and WABASH VALLEY COLLEGE, for its Associate Degree Nursing Program  
(hereinafter referred to as DISTRICT #529) and Lakeland Rehabilitation and Health Care Center,  
Effingham, IL (hereinafter referred to as AGENCY:

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical  
nursing laboratory practice by students of the Nursing Program for the DISTRICT, and

WHEREAS, the AGENCY has agreed to make its facilities available to the nursing students  
and faculty of DISTRICT #529 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 the DISTRICT #529, Associate  
Degree Nursing 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  
Associate Dean and/or Department Head of the Associate Degree Nursing Program on behalf of  
DISTRICT #529 and the Administrator, 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. DISTRICT #529 will be responsible for the teaching and guidance of the students in  
the clinical nursing laboratory practice, and will be available to the nursing students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Faculty on behalf of DISTRICT #529, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Faculty assumes full responsibility and supervision of the nursing 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 Faculty on behalf of DISTRICT #529 will be responsible for maintaining proper standards of nursing care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing 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 DISTRICT #529, and will comply with the policies of the health AGENCY.

Nursing students and Nursing 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.

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.

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 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 DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Nursing Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Faculty member of DISTRICT #529 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 Faculty member to any clinical area.

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.

8. The AGENCY'S facilities may be available for DISTRICT #529 continuing educational program on a pre-planned project basis; the arrangements for such to be made with the Director of Nursing Service, on behalf of the AGENCY, and by the A.D. Department Head and/or Associate Dean, on behalf of DISTRICT #529.

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

10. 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 Faculty and nursing students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

11. 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.

12. An annual review of the agreement will be made each spring. 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 DISTRICT #529's Associate Degree Nursing 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 nursing laboratory experience needed for graduation at the AGENCY.



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

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529, OLNEY CENTRAL COLLEGE

\_\_\_\_\_ COLLEGE

\_\_\_\_\_  
Vice President or  
Director of Nursing Services

\_\_\_\_\_  
Department Head of Nursing, ADNP

\_\_\_\_\_  
Associate Dean of Nursing & Allied Health

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

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

\_\_\_\_\_  
Chairman, IECC Board of Trustees

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 #8T**

**Affiliation Agreement with Newton Rest Haven**

**Agenda Item #8T**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Affiliation Agreement with Newton Rest Haven

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

This new affiliation agreement for the Associate Degree Nursing Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING PROGRAM  
FCC - LTC - OCC - WVC**

**AFFILIATION AGREEMENT**

THIS AGREEMENT made and entered into this 1<sup>st</sup> day of May, 2006,  
by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,  
FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL  
COLLEGE and WABASH VALLEY COLLEGE, for its Associate Degree Nursing Program  
(hereinafter referred to as DISTRICT #529) and Newton Rest Haven, Newton, IL  
(hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical nursing laboratory practice by students of the Nursing Program for the DISTRICT, and

WHEREAS, the AGENCY has agreed to make its facilities available to the nursing students and faculty of DISTRICT #529 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 the DISTRICT #529, Associate Degree Nursing 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 Associate Dean and/or Department Head of the Associate Degree Nursing Program on behalf of DISTRICT #529 and the Administrator, 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. DISTRICT #529 will be responsible for the teaching and guidance of the students in the clinical nursing laboratory practice, and will be available to the nursing students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Faculty on behalf of DISTRICT #529, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Faculty assumes full responsibility and supervision of the nursing 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 Faculty on behalf of DISTRICT #529 will be responsible for maintaining proper standards of nursing care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing 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 DISTRICT #529, and will comply with the policies of the health AGENCY.

Nursing students and Nursing 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.

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.

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 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 DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Nursing Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Faculty member of DISTRICT #529 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 Faculty member to any clinical area.

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.

8. The AGENCY'S facilities may be available for DISTRICT #529 continuing educational program on a pre-planned project basis; the arrangements for such to be made with the Director of Nursing Service, on behalf of the AGENCY, and by the A.D. Department Head and/or Associate Dean, on behalf of DISTRICT #529.

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

10. 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 Faculty and nursing students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

11. 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.

12. An annual review of the agreement will be made each spring. 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 DISTRICT #529's Associate Degree Nursing 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 nursing laboratory experience needed for graduation at the AGENCY.

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

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529, OLNEY CENTRAL COLLEGE

\_\_\_\_\_ COLLEGE

\_\_\_\_\_  
Vice President or  
Director of Nursing Services

\_\_\_\_\_  
Department Head of Nursing, ADNP

\_\_\_\_\_  
Associate Dean of Nursing & Allied Health

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

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

\_\_\_\_\_  
Chairman, IECC Board of Trustees

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 #8U**

**SunGard SCT Contract Extension**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: SunGard SCT Contract Extension

SunGard SCT is IECC's current software supplier. SunGard SCT provides all of the software for our financial, personnel, and student records operations.

Our current contract, which expires April 30, 2009, has a fee escalation cap of 4% that will revert to 10% on May 1, 2009. If IECC will agree to a contract extension through April 30, 2015, the current fee escalation cap will be kept at 4% for the life of the agreement effective May 1, 2006. This 4% cap will save IECC a substantial amount of money over the life of the contract.

I ask the Board's approval of a contract extension to the current contract with SunGard SCT until the year 2015.

TLB/rs

Attachment

***AMENDMENT TO***

**TECHNICAL CURRENCY AGREEMENT**

**SUNGARD SCT INC.**

(Formerly named "SCT Software & Resource Management Corporation")  
4 Country View Road  
Malvern, Pennsylvania 19355  
FAX Number (610) 578-7900  
("SUNGARD SCT")

and

**ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529,**

Consisting of Colleges Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College and the Illinois Eastern Community College System Office

SunGard SCT Inc. (Formerly named SCT Software & Resource Management Corporation) and Licensee are parties to a Technical Currency Agreement date March 21, 1997, as may thereafter have been amended (the "TCP Agreement"). Effective Date of this TCP Amendment (the "TCP Amendment"): May 1, 2006 (the "Amendment Date").

**LICENSEE AND SUNGARD SCT**, intending to be legally bound, agree as follows:

1. Defined Terms. Unless otherwise specifically defined in this TCP Amendment, each term defined in the TCP Agreement has the meaning ascribed to that term in the TCP Agreement whenever that term is used in this TCP Amendment. In the event of any conflict between the definition ascribed to a defined term in the TCP Agreement as the same existed prior to this TCP Amendment and the definition ascribed to that defined term in this TCP Agreement, the definition ascribed to that defined term in this TCP Agreement will be superseding and controlling. Further, each term below has the meaning ascribed to that term below:

"Emergency/Production Critical Call" means a telephone call from Licensee to SunGard SCT's ActionLine reporting that it believes that a Documented Defect has caused: (i) a full failure (i.e., "crash") of its computer system; (ii) a full failure of the Licensed Software; or (iii) a failure of its computer system or the Licensed Software which, in either case, prevents Licensee from performing data processing which is critical to Licensee's operations on the day on which the alleged Documented Defect is reported.

"Enhancements" means general release (as opposed to custom) changes to a Baseline Component System which increase the functionality of the Baseline Component System.

“Improvements” means, collectively, Maintenance, Enhancements and New Releases provided under this Agreement.

“Exhibit” means a schedule attached to this Agreement or is included as part of an amendment to this Agreement, and which is marked as an “Exhibit.” Without limiting the foregoing, as of the date first set forth above, both an Exhibit 1 and an Exhibit 2 are attached to and incorporated by this reference into this Agreement.

“Maintenance” means using reasonable efforts to provide Licensee with avoidance procedures for or corrections of Documented Defects. The hours during which Maintenance will be provided, the targeted response times for certain defined categories of Maintenance calls, and other details and procedures relating to the provision of Maintenance are described in Exhibit 2.

“Notification” means a communication to SunGard SCT’s ActionLine by means of: (i) SunGard SCT’s ActionWeb; (ii) the placement of a telephone call; or (iii) the sending of an e-mail, in each case, in accordance with SunGard SCT’s then-current policies and procedures for submitting such communications.

“Priority One Call” means a Notification from Licensee to SunGard SCT’s ActionLine reporting that it believes that a Documented Defect has caused a partial failure of Licensee’s computer system or the Licensed Software which significantly hinders its ability to perform data processing which is critical to Licensee’s operations on the day on which the alleged Documented Defect is reported.

“Priority Two Call” means a Notification from Licensee to SunGard SCT’s ActionLine reporting that it believes that a Documented Defect has caused an intermittent failure of, or problem with, its computer system or the Licensed Software that causes a significant delay in Licensee’s ability to perform data processing on the day on which the alleged Documented Defect is reported, but where the processing is not critical to Licensee’s operations.

“Priority Three Call” means a Notification from Licensee to SunGard SCT’s ActionLine reporting that it believes that a Documented Defect has caused a problem with its computer system or the Licensed Software that does not significantly affect critical processing.

2. Amendment to and Modification of TCP Agreement. SunGard SCT agrees to provide Improvements with respect to the additional Component Systems identified in Exhibit 1 (the “TCP Exhibit”), attached to this TCP Amendment on the same terms and conditions as the TCP Agreement for the period and for the fee specified in the TCP Exhibit. The term of the TCP Agreement is deemed to be extended as provided for in the TCP Exhibit for purposes of this TCP Amendment. Any amounts indicated on the TCP Exhibit are in addition to all other amounts payable under the TCP Agreement.

3. Integration Provision. Except as expressly modified by this Amendment, the Agreement shall remain in full force and effect. As of the Amendment Date, the Agreement, as further amended by this Amendment constitutes the entire understanding of the parties as regards the subject matter hereof and cannot be modified except by written agreement of the parties.

IN WITNESS WHEREOF, the parties have set their respective hands and seals below.

**SunGard SCT Inc.**

**Licensee**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

PRINT TITLE: \_\_\_\_\_

PRINT TITLE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

**EXHIBIT 1**

Licensee: Illinois Eastern Community College System Office District No. 529, Consisting of Colleges Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College and the Illinois Eastern Community College System Office

**FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: April 1, 2007.**  
 Notwithstanding any other term or condition of the TCP Agreement, for each Contract Year commencing after the First Contract Year, the fee for Improvements is due and payable by not later than April 1<sup>st</sup> of the Contract Year for which such payment is being remitted

**MAINTENANCE TABLE**

<b>Component System(s)</b>	<b>Contract Year Begins/Ends</b>	<b>Expiration Date</b>	<b>Initial Payment Amount</b>
SCT Banner Financial Aid	May 1/April 30	April 30, 2015	Included
INAS for Financial Aid	May 1/April 30	April 30, 2015 <sup>2</sup>	Included
SCT Banner Finance	May 1/April 30	April 30, 2015	Included
SCT Banner Human Resources	May 1/April 30	April 30, 2015	Included
SCT Banner Student	May 1/April 30	April 30, 2015	Included
Banner Employee Self-Service	May 1/April 30	April 30, 2015	Included
Banner Faculty Self-Service	May 1/April 30	April 30, 2015	Included
Banner Finance Self-Service	May 1/April 30	April 30, 2015	Included
Banner Student Self-Service	May 1/April 30	April 30, 2015	Included
EDI.Smart	May 1/April 30	April 30, 2015 <sup>2</sup>	Included
Banner Integrator for Legato	May 1/April 30	April 30, 2015	Included
Legato Imaging	May 1/April 30	April 30, 2015 <sup>2</sup>	Included
Oracle Products	May 1/April 30	April 30, 2015 <sup>2</sup>	Included
<b>Payment Amount (Covers the contract year May 1, 2006 to April 30, 2007)</b>			<b>\$86,940<sup>1</sup></b>

**Notes to Maintenance Table:**

<sup>1</sup> For the Baseline Component Systems set forth in the TCP Table, the “Initial Payment Amount” represents the amount due on the First Annual Contract Year Payment Date for Improvements for the first full Contract Year. Fees for Improvements for each subsequent Contract Year are payable on the anniversary of the First Annual Contract Year Payment Date. Improvement fees for the second Contract Year and for each subsequent Contract Year prior to the Expiration Date will be specified by SunGard SCT in an annual invoice and will increase by not more than **4%** over the amount payable for Improvements for the immediately preceding Contract Year. Improvement fees for any Contract Year subsequent to the Expiration Date will be specified by SunGard SCT in an annual invoice and will not increase by more than 10% over the amount payable for Improvements for the immediately preceding Contract Year.

<sup>2</sup> Notwithstanding any other provision of the Agreement, if, prior to the Expiration Date, SunGard SCT's right to sublicense and/or provide Improvements for this Baseline Component System should terminate (each such affected Baseline Component System being an "Affected Component System"), then SunGard SCT will provide Licensee with at least ninety (90) days prior written notice that it will no longer provide Improvements for the Affected Component System ("Notice of Expiration"). Thereupon, the Expiration Date relating to the Affected Component System will be revised to be the later of: (i) ninety (90) days after Licensee receives the Notice of Expiration; or (ii) the date identified in the Notice of Expiration as the new Expiration Date for the Affected Component System, and in each instance, the overall fees for Improvements otherwise payable by Licensee will be reduced, prospectively and on a prorated basis, from the revised Expiration Date for the Affected Component System, by the amounts payable for Improvements for such Affected Component System.

## EXHIBIT 2

### BRONZE LEVEL MAINTENANCE STANDARDS

- I. Hours During Which SunGard SCT's "ActionLine" Telephone Support Will be Available to Licensee in Connection with the Provision of Maintenance:** Five (5) days per week, Monday through Friday, excluding national holidays and SunGard SCT-observed holidays, from 8:00 AM to 8:00 PM (Eastern US Time).

**Note:** SunGard SCT's ActionLine uses an automated answering system to receive and record telephone calls from clients, as well as to receive reports via SunGard SCT's ActionWeb and e-mail. This system allows SunGard SCT's ActionLine staff to classify, prioritize, record basic details, conduct certain research, and assign a consultant to respond to a client's telephone call.

- II. Targeted Response Times.** With respect to SunGard SCT's Maintenance obligations, SunGard SCT will use reasonable efforts to respond to Notifications from Licensee relating to the Baseline Component Systems identified in Exhibit 1 of this Agreement in accordance with the following guidelines, with the time period to be measured beginning with the first SunGard SCT ActionLine business hour occurring after SunGard SCT's receipt of the Notification:

**Emergency/Production Critical Calls** –two (2) hours or less.

**Priority One Calls** – four (4) hours or less.

**Priority Two Calls** – twenty-four (24) hours or less.

**Priority Three Calls** – seventy-two (72) hours or less.

**Notes:** (1) For purposes of these targets, a "response" will mean as an initial contact from an SunGard SCT representative to Licensee to begin evaluation of the problem reported under one of the categories of calls identified above; (2) As a prerequisite to SunGard SCT's obligation to respond to Licensee, Licensee must follow the policies and procedures of SunGard SCT's ActionLine (such as the dialing of a particular phone number, the categorization of a particular problem, etc.) when submitting its Notification.

**Agenda Item #8V**

**Contract for Background Checks for Allied Health Students**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 16, 2006  
RE: Contract for Background Checks for Allied Health Students

Under state law and Board policy, background checks are required of all IECC students who enter Allied Health Programs. The President of Olney Central College has been empowered by the Board to determine the extent of the background search.

Currently, a request is made of the Illinois State Police (ISP) to complete a background check and a \$16.00 fee is submitted.

Although the ISP does a credible job of the background checks required, there have been some problems because of budgeting limitations placed on the ISP in recent years.

The ROSS Agency has offered to provide background checks to IECC for the same fee that is currently required by the ISP. The proposed contract requires an expeditious and accurate search and a requirement that IECC only use the information in a lawful manner. IECC will only pay for those searches that are requested.

I ask the Board's approval of the contract which follows.

TLB/rs

Attachment

# VERIFY<sup>SM</sup>

## ***SUBSCRIBER AGREEMENT***

Authorized Service Provider: Futures in Rehabilitation Management, Inc. (FIRM) is an authorized service provider for ROSS and the VERIFY program. FIRM has the specific responsibility to market VERIFY services and is fully authorized to execute subscriber agreements on behalf of ROSS.

The undersigned subscriber (Subscriber) and the ROSS Agency, Inc.(ROSS), through its **VERIFY<sup>SM</sup>** program, enter into this Agreement.

ROSS and Subscriber agree to the following:

**ROSS SERVICES:** ROSS shall furnish to Subscriber, on request, consumer information and other data accessed by ROSS' authorized service vendor.

**ROSS PERFORMANCE:** ROSS will exercise its best efforts to deliver all information requested by Subscriber in an expeditious and efficient manner. ROSS and its authorized service provider shall have no obligation or liability to Subscriber for any delay or failure to deliver information caused or created by any third party that provides services, data, or information to ROSS and its authorized service provider.

**SUBSCRIBER USE LIMITATIONS:** Subscriber hereby certifies and agrees that it will request and use information from ROSS in a lawful manner. All information shall be maintained by Subscriber as prescribed by law and disclosed only to employees whose duties reasonably relate to the legitimate business purposes for which the information is requested. Further, Subscriber shall comply with all federal, state and local statutes, regulations and rules, applicable to any consumer information obtained or purchased by Subscriber under this Agreement, including, but without limitation, the Federal Fair Credit Reporting Act, the Illinois Uniform Conviction Information Act, and the Illinois Health Care Workers Criminal Background Check Act.

**LIMITATION OF LIABILITY:** ROSS shall exercise reasonable efforts to furnish the subscriber with accurate information. Both Subscriber and ROSS hereby agree that ROSS, its authorized service vendor, and suppliers shall not be liable to Subscriber for any injury or damage resulting from the furnishing of information to Subscriber by ROSS, provided that the liability did not arise as a result of gross negligence or willful misconduct of ROSS. Subscriber acknowledges that all data and information provided and/or sold to Subscriber under this Agreement is purchased "as is".

**INDEMNIFICATION:** Subscriber shall indemnify and hold ROSS, its authorized service vendor, and suppliers harmless from and against any and all costs, expenses, and liabilities which may be paid by or assessed against ROSS based upon the illegal use by Subscriber of any information furnished to Subscriber by ROSS.

**CONTRACT IN ENTIRETY:** This Agreement sets forth the entire understanding and agreement between ROSS and Subscriber and may be modified only by a written amendment executed by both parties.

**SUBSCRIBER FEES:** There are no Subscription fees or monthly support fees. Monthly billing will be processed for services rendered.

**CHARGES AND PAYMENT REQUIREMENTS:** For each response to a request for information (including “no record”), Subscriber agrees to pay the applicable charge for the various services rendered to Subscriber. Payment by Subscriber shall be due within fifteen (15) days from date of billing Statement.

**PAST DUE ACCOUNTS:** At the option of ROSS, payments not received within thirty (30) days after the date of the statement shall cause Subscribers privileges to be suspended. Subscriber agrees that Past Due Balances may be charged a finance charge of 1 ½ % per month (18% APR). Subscriber further agrees to pay any and all costs of collection on unpaid balances, including but not limited to reasonable attorneys fees, court costs, collection costs, and expenditures related thereto.

**TERM:** This Agreement shall continue in force without any fixed date of termination. Either ROSS or Subscriber may terminate the Agreement upon thirty (30) days prior written notice to the other, or immediately by the non-breaching party, after fifteen (15) days written notice of material breach of this Agreement, if such breach is not cured within such period.

**ATTORNEYS FEES:** Should either party commence litigation in any court of competent jurisdiction, the prevailing party shall in addition to such other relief as may be awarded, be entitled to a reasonable sum and for attorneys fees.

**ASSIGNMENT:** This Agreement is not assignable by either party without the prior written consent of the other party, except to a parent or subsidiary or affiliate of the assigning party. Consent not to be unreasonably withheld.

**ILLINOIS LAW:** This Agreement is deemed made in the State of Illinois, and shall be construed in accordance with the laws of the State of Illinois applicable to contracts which are executed and to be performed in Illinois.

**WAIVER:** Waiver by either party of any breach or default by the other party shall not be deemed a waiver of any future breach or default by such other party.

**HEADINGS:** Paragraph headings are for convenience only and shall in no way modify or effect the intent of any provision or be given any legal effect. This Agreement shall be effective upon the date of execution by both parties.

**HEIRS AND ASSIGNS:** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors and assigns, where permitted by this Agreement.

**NOTICES:** All notices, requests or other communications shall be in writing and shall be deemed to have been duly given when deposited with or delivered to the United States Postal Service, First Class, postage prepaid to the addresses listed in the Credit Application or to any other addresses provided by one party to the other under this provision of the Agreement.

**WARRANTIES:** ROSS represents and warrants that its activities in the collection and reporting of credit and other information are consistent with all applicable law and regulation. The information provided by VERIFY originates from various, legal and reputable sources, such as, but not limited to, state and local courts, state criminal history repositories, consumer credit reporting agencies, and state motor vehicle departments.

**DISCLAIMER OF WARRANTY:** ROSS and its suppliers do not guarantee or warrant the correctness, completeness, currentness, merchantability or fitness for a particular purpose of the information provided and shall not be liable to subscriber for any loss, damage, lost profits, bodily injury or death caused in whole or in part by ROSS negligent acts or omissions or intentional wrongdoing in procuring, compiling, collecting, interpreting, reporting communication or delivering the information or data or in otherwise performing its obligations under this agreement. ROSS and its suppliers shall not be liable to the subscriber for other consequential or special damages arising out of this agreement.

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

**The ROSS Agency, Inc.**

**Subscriber**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

For Inquiries Contact:

\_\_\_\_\_  
Company Name

Verify  
c/o FIRM  
206 S. South Sixth St.  
Springfield, IL 62701  
217-753-1190  
217-525-1271 (fax)

Sales Agent Name \_\_\_\_\_

Sales Agent Signature \_\_\_\_\_

# Contact and Billing Information

(Please print or type)

## Billing Information:

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-mail

## Additional Users

\_\_\_\_\_  
User (2) Name

\_\_\_\_\_  
User (2) Address

\_\_\_\_\_  
User (3) Name

\_\_\_\_\_  
User (3) Address

\_\_\_\_\_  
User (4) Name

\_\_\_\_\_  
User (4) Address

Copy this page and include if more than 5 users

## User Information:

\_\_\_\_\_  
Primary Contact Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
User (2) E-mail

\_\_\_\_\_  
User (2) City, State, Zip

\_\_\_\_\_  
User (3) E-mail

\_\_\_\_\_  
User (3) City, State, Zip

\_\_\_\_\_  
User (4) E-mail

\_\_\_\_\_  
User (4) City, State, Zip

**Agenda Item #8W**

**Emma Vance Nature Preserve**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: May 16, 2006

RE: Resolution to Dedicate the Emma Vance Woods as an Illinois Nature Preserve

Illinois Eastern Community College District #529 currently holds title to a 40 acre parcel of land known as the Emma Vance Woods. This 40 acre tract was part of the family farm of Emma Vance Morris. Nellie Morris Miles, Emma's daughter sought to preserve the natural features of the woods and in 1976, Mrs. Miles donated the property to the Nature Conservancy in honor of her mother.

The Nature Conservancy subsequently leased the property to IECC and on July 6, 1982, the Nature Conservancy transferred the property to the Board of Trustees of IECC with the stipulation that the property be forever held for scientific, educational, and aesthetic purposes and kept in its natural state. Since that time, Emma Vance Woods has been used as an outdoor educational center for Lincoln Trail College.

The Illinois Nature Preserves Commission, a state agency and part of the Department of Natural Resources has requested that the Emma Vance Woods property be dedicated as an Illinois Nature Preserve under the Illinois Natural Areas Preservation Act (525ILCS30). Under this Act, the property will be dedicated and held as a nature preserve and maintained in its natural condition following its dedication. The dedication requires that the property remain in one tract, but the dedication does not permit public access of the property without permission of the owner.

If circumstances arise in the future which would render the purpose of this dedication impossible to accomplish, this dedication can be terminated or extinguished only by a written instrument executed on behalf of the Illinois Nature Preserves Commission and by the Governor of the State of Illinois.

I recommend that the Board approve the attached Resolution for the Dedication of the Emma Vance Woods as an Illinois Nature Preserve.

TLB/rs

Attachment

**RESOLUTION  
DEDICATING THE EMMA VANCE WOODS  
AS AN ILLINOIS NATURE PRESERVE**

KNOW ALL PEOPLE BY THESE PRESENTS, that the Board of Trustees of the Illinois Eastern Community Colleges, whose address is 233 East Chestnut Street, Olney, Illinois 62450, being the owner thereof, does hereby dedicate the following described real property as a Nature Preserve:

The East part of the Northeast quarter of the Northwest quarter of Section 29, Township 8 North, Range 13 West of the 2<sup>nd</sup> Principal Meridian containing 20 acres, more or less and having a PIN of 011-29-000-001-000

ALSO, that part of the Northeast quarter of the Northwest quarter of Section 29, Township 8 North, Range 13 West of the 2<sup>nd</sup> Principal Meridian lying West of the East Bank of Maple Creek containing 21 acres, more or less and having a PIN of 011-29-000-002-000.

The property hereinabove described is dedicated for the purposes, and shall be held, maintained, and used, as provided for nature preserves in the Illinois Natural Areas Preservation Act (525 ILCS 30) (hereinafter referred to as the "Act"). Said property is further dedicated for the purposes, and shall be held, maintained, and used, as provided for nature preserves in any amendment to said Act enacted hereafter, but no such amendment shall alter the exclusive commitment of said property to the preservation of natural conditions for the purposes specified in said Act as of the date of this dedication.

The property herein dedicated shall remain as one tract, whether under individual or multiple ownership, and it shall not at any time be divided or subdivided except with permission of the Illinois Nature Preserves Commission.

Nothing herein contained shall be construed as to permit public access to the property herein dedicated without permission of the owner. However, members and agents of the Illinois Nature Preserves Commission may, upon prior notice to the owner, inspect the dedicated property.

The property herein dedicated shall be subject to the Rules for Management of Illinois Nature Preserves, as amended, and any approved master plan. The master plan for the Nature Preserve and any amendments to the master plan shall be approved by the owner and the Illinois Nature Preserves Commission.



The owner intends that this Dedication shall qualify for treatment as a “qualified conservation contribution” under Section 170(h) of the Internal Revenue Code of 1986 (hereinafter referred to as the Code). The Commission is authorized hereby and under the Act to enforce this Dedication on behalf of the public and to take such other action as may be provided herein or under the Act. The Commission is a governmental unit described in Section 170(b)(1)(A)(v) of the Code.

If circumstances arise in the future which render the purpose of this Dedication impossible to accomplish, this Dedication can only be terminated or extinguished, with respect to the entire Property or any portion thereof, by a written instrument executed on behalf of the Commission (with the Commission's approval) and by the Governor of the State of Illinois. Any taking of the Property or any portion thereof, under power of eminent domain, may occur only as provided in Section 14 of the Act. Upon such extinguishment, whether through eminent domain or otherwise, the Commission shall be entitled, after the satisfaction of prior claims, to its share of the proceeds from any sale, exchange, financing, or involuntary conversion of all or any portion of the Property subsequent to such termination or extinguishment, equal to the value of this Dedication. The value of this Dedication at the time of such extinguishment, shall be determined as provided below. The Commission shall use all such proceeds in a manner consistent with the conservation purposes of this grant, provided, however, that such use shall not be limited to the Property.

This Dedication constitutes a real property interest immediately vested in Grantee, which has a fair market value determined by multiplying the fair market value of the Property unencumbered by this Dedication by a fraction, of which the numerator shall be the value of the Dedication at the time of this grant and the denominator shall be the value of the Property, without deduction for the value of this Dedication, at the time of this grant. The values at the time of this grant shall be those values used to calculate the deduction for federal income tax purposes allowable by reason of this grant, pursuant to Section 170(h) of the Code, as amended. For the purposes of this paragraph, the ratio of the value of the Easement to the value of the Property unencumbered by this Dedication shall remain constant, and the value of this Dedication shall be equal to the difference in value between the Property, without diminution attributable to this Dedication, and the value of the Property as encumbered by this Dedication.

In the event owner claims a federal income tax deduction for donation of a "qualified conservation contribution" as that term is defined in Section 170(h) of the Internal Revenue Code, owner shall provide the Commission with a copy of all appraisals of the fair market value of this Dedication. Upon receipt of all such appraisals and this fully executed instrument, the Commission shall sign any appraisal summary form prepared by the Internal Revenue Service and submitted to the Commission by owner.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Harry J. Hillis, Jr., Secretary

\_\_\_\_\_  
James Lane, Chairman

CERTIFICATION

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF RICHLAND        )

I, Harry J. Hillis, Jr., do hereby certify that I am Secretary to the Board of Illinois Eastern Community College District #529, Illinois, and I am keeper of the records of said District, including the Resolutions adopted by it.

I further certify that the foregoing instrument is a full, true and correct copy of the attached resolution of the Illinois Eastern Community College District #529, "A Resolution Dedicating The Emma Vance Woods as an Illinois Nature Preserve", the original of which is part of the permanent records of my office.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of Illinois Eastern Community College District #529, this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
Harry J. Hillis, Jr., Secretary

APPROVED:

\_\_\_\_\_  
Chair, Illinois Nature Preserves Commission

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Secretary, Illinois Nature Preserves Commission

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Director, Illinois Department of Natural Resources

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Governor

\_\_\_\_\_  
Date

**Agenda Item #9**

**Bid Committee Report**

BID COMMITTEE REPORT

MAY 16, 2006

Frontier Community College

1. Office Workstations

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – Office Workstations  
DATE: May 16, 2006

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

The Bid Committee recommends acceptance of the low bid received that meets all specifications from Stiles Office Solutions, Inc. in Carbondale, IL for a total of \$15,498.52.

Company	Total Bid
Business Environments/The Design Center Lea Matthews Furniture Evansville, IN	\$16,739.55
Stiles Office Solutions Carbondale, IL	\$15,498.52

Respectfully submitted,

Terry Bruce  
Michael Dreith  
LaVonna Miller  
Harry Hillis, Jr.

Source of Funds: Education Fund

Department: Administrative

Rationale for Purchase: Workstations will replace desks purchased 20 years ago, which are in poor condition. Recommended workstations offer improved ergonomic design, more storage, and improved office layout and traffic flow.

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

PANEL SYSTEMS FURNITURE SPECIFICATIONS FOR 5
SYSTEMS WORKSTATIONS TO INCLUDE 4 LARGE
FUNCTIONAL U-STATIONS, 1 LARGE FUNCTIONAL
L-STATION, AND 1 LARGE COMMUNITY AREA FOR
FILES, SURFACE, AND TYPEWRITER.
U-SHAPED WORKSTATIONS TO CONSIST OF THE FOLLOWING
1. LAMINATE WORKSURFACE WITH PVC EDGE. WRAP-
AROUND CURVED CORNERS ON BOTH SIDES. ALL
SURFACES MUST HAVE WIREWAY CENTERED ALONG BACK
EDGES TO ACCOMMODATE CORDS. CORNER WORK-
SURFACES TO HAVE A MINIMUM OF TWO WIREWAYS PER
SURFACE.
2. 24" DEEP BOX/BOX/FILE FIXED PEDESTAL
3. FILE/FILE FIXED PEDESTAL ON 3, QTY 2. FILE/FILE
PEDESTALS AT FRONT RECEPTIONIST STATION
4. OVERHEAD STORAGE UNIT, MIN. 42" WIDE FOR EACH
STATION, INCLUDING TASK LIGHT, FLIPPER DOOR, SHELF
<b>5. LARGE L-SHAPED CCUNTERTOP AT FRONT RECEPTIONIST</b>
STATION WITH CONTINUING CCUNTERTOPS ALONG THE
ENTIRE FRONT OF THE RECEPTIONIST STATION AND AN
ADJOINING WORKSTATION
6. CCUNTERTOPS INSTALLED AT 40" HIGH
7. PANELS SUPPORTING OVERHEAD STORAGE UNITS MUST
BE 64" HIGH
8. ALL OTHER PANELS DIVIDING THE WORKSTATIONS
SHOULD BE A MIN. OF 48" HIGH FOR PRIVACY. MUST
HAVE RETURN PANELS FOR ADDED PRIVACY.
9. ALL PANELS SHOULD BE POWERED, EXCEPT FOR RETURN
END PANELS ONLY.
10. MUST PROVIDE A MINIMUM OF 3 RECEPTACLES PER
STATION.
11. MUST HAVE ADJUSTABLE WORK SURFACE TO ACCOM-
MODATE A TYPEWRITER AT MACHINE HEIGHT IN BOTH THE
FRONT RECEPTIONIST STATION AS WELL AS ONE AT THE



LARGE COMMUNITY AREA.

12. FULLY ADJUSTABLE HUMANSCALE KEYBOARD MUST BE INCLUDED.

13. MINIMUM WORKSTATION SIZE: 72" X 90" X 72"

14. RECEPTIONST WORKSTATION SIZE: MINIMUM 54" X 90" X 90"

L-SHAPED WORKSTATION TO CONSIST OF THE FOLLOWING:

1. LAMINATE WORK SURFACE WITH PVC EDGE. WRAP-AROUND CURVED CORNER. ALL SURFACES MUST HAVE WIREWAY CENTERED ALONG BACK EDGES TO ACCOMMODATE CORDS. CORNER WORKSURFACES TO HAVE A MIN. OF TWO WIREWAYS PER SURFACE.

2. 24" DEEP BOX/BOX/FILE FIXED PEDESTAL

3. FILE/FILE MOBILE PEDESTAL

4. OVERHEAD STORAGE UNIT, MIN. 66" WIDE FOR STATION, INCLUDING TASK LIGHT, FLIPPER DOOR, AND SHELF

SHELF

5. PANELS SUPPORTING OVERHEAD STORAGE UNIT MUST BE 64" HIGH.

6. ALL OTHER PANELS DIVIDING THE WORKSTATIONS SHOULD BE A MIN. OF 48" HIGH FOR PRIVACY.

7. ALL PANELS SHOULD BE POWERED, EXCEPT FOR RETURN END PANELS ONLY.

8. MUST PROVIDE A MIN. OF 3 RECEPTACLES PER STATION.

9. FULLY ADJUSTABLE HUMANSCALE KEYBOARD MUST BE INCLUDED.

10. MIN. WORKSTATION 66" WIDE BY 78".

11. MUST HAVE RETURN PANEL AT 48" HIGH FOR PRIVACY COMMUNITY AREA TO CONSIST OF THE FOLLOWING:

1. LAMINATE WORK SURFACE WITH PVC EDGE, 24" DEEP SURFACE MINIMUM

2. ALL SURFACES MUST HAVE WIREWAY CENTERED ALONG

- BACK EDGES TO ACCOMMODATE CORDS.
- 3. ALL PANESL SHOULD BE POWERED, EXCEPT FOR RETURN END PANELS ONLY.
- 4. ALL SURFACES MOUNTED AT STANDING HEIGHT TO USE AS ADDITIONAL WORKTABLE SURFACE
- 5. ONE 36" WIDE SURFACE MOUNTED AT MACHINE HEIGHT TO ACCOMMODATE A TYPEWRITER
- 6. MINIMUM WORKSTATION 144" WIDTH.

OFFICE WORKSTATIONS SPECIFICATIONS CONT'D:

**ALL FREIGHT, DELIVERY AND INSTALLATION CHARGES ARE INCLUDED IN BID TOTAL. YOUR QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

PLEASE PROVIDE DESCRIPTIVE BROCHURE/INFO WITH YOUR BID.

**DELIVERY DATE NO LATER THAN JUNE 15, 2006.**

TOTAL BID \_\_\_\_\_

SIGNATURE\_\_\_\_\_

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

COMPANY\_\_\_\_\_

ADDRESS\_\_\_\_\_

\_\_\_\_\_  
TELEPHONE\_\_\_\_\_

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 April 30, 2006**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$805,265.06
Operations & Maintenance	\$118,168.97
Operations & Maintenance (Restricted)	\$1,003,198.26
Bond & Interest	\$45,323.26
Auxiliary	\$456,765.59
Restricted Purposes	(\$35,527.03)
Working Cash	\$24,006.25
Trust & Agency	\$341,049.02
Audit	\$6,893.20
Liability, Protection & Settlement	\$240,430.52
<b>TOTAL ALL FUNDS</b>	<b>\$3,005,573.10</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**April 30, 2006**

**ALL FUNDS**

	Fiscal Year 2006
<b>ASSETS:</b>	
CASH	3,005,573
IMPREST FUND	21,500
CHECK CLEARING	2,000
INVESTMENTS	13,067,000
RECEIVABLES	2,693,139
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	99,206
INVENTORY	463,200
OTHER ASSETS	438,608
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>19,790,226</b>
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	289,625
ACCOUNTS PAYABLE	9,234
ACCRUED EXPENSES	-
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	1,571,651
OTHER LIABILITIES	991,578
<b>TOTAL LIABILITIES:</b>	<b>3,002,038</b>
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	1,428,160
PR YR BDGTD CHANGE TO FUND BALANCE	378,522
 <b>FUND BALANCES:</b>	
FUND BALANCE	11,161,518
RESERVE FOR ENCUMBRANCES	3,819,988
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>16,788,188</b>
 <b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	 <b>19,790,226</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
Combined Statement of Revenues, Expenses,  
and Changes in Net Assets  
AS OF April 30, 2006

ALL FUNDS

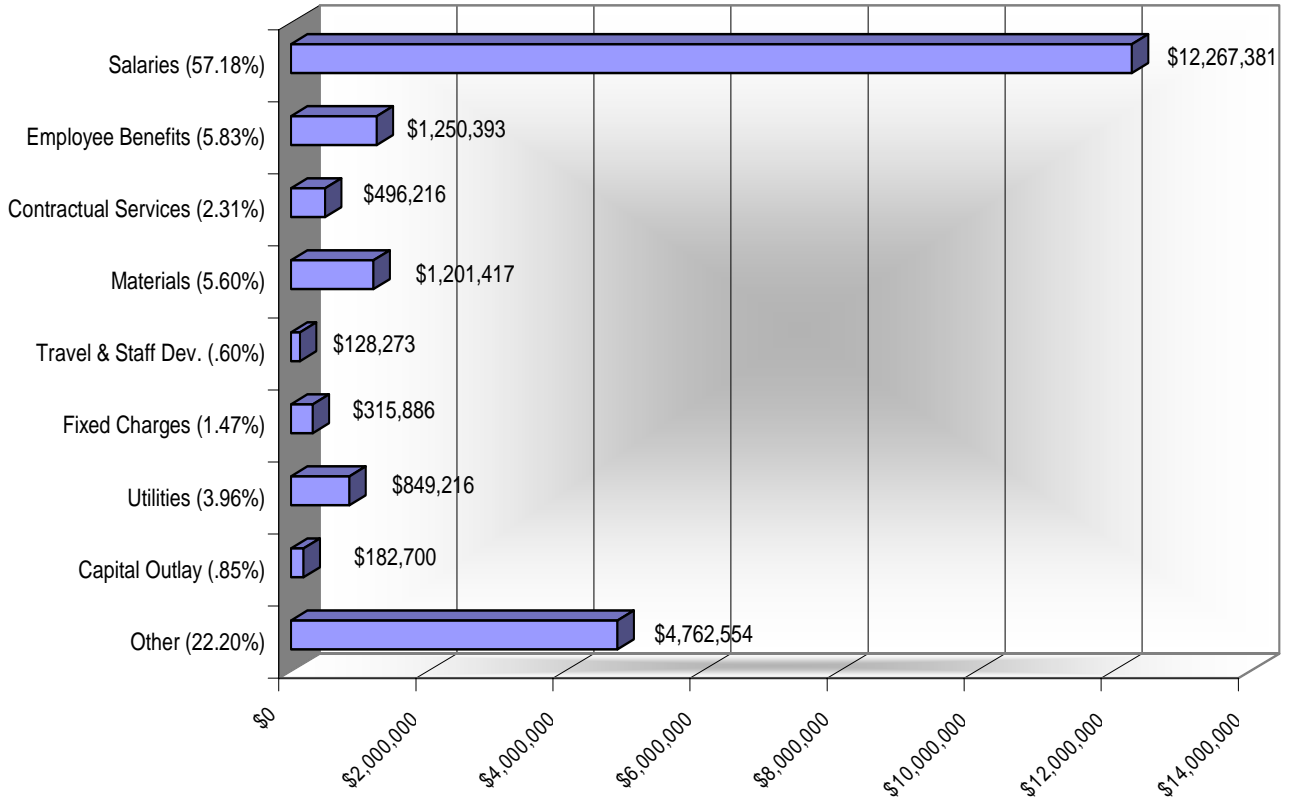
	YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	7,984,822
STATE GOVT SOURCES	10,346,477
STUDENT TUITION & FEES	10,391,265
SALES & SERVICE FEES	2,503,299
FACILITIES REVENUE	35,482
INVESTMENT REVENUE	235,743
OTHER REVENUES	125,116
TOTAL REVENUES:	<u>31,622,204</u>
EXPENDITURES:	
INSTRUCTION	9,119,374
ACADEMIC SUPPORT	394,573
STUDENT SERVICES	1,036,783
PUBLIC SERV/CONT ED	45,741
OPER & MAINT PLANT	2,021,840
INSTITUTIONAL SUPPORT	6,416,110
SCH/STUDENT GRNT/WAIVERS	4,724,610
AUXILIARY SERVICES	3,415,497
TOTAL EXPENDITURES:	<u>27,174,528</u>
TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	<u>0</u>
TOTAL TRANSFERS AMONG FUNDS:	0
NET INCREASE/DECREASE IN NET ASSETS	<u>4,447,676</u>

ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS  
COMPARISON REPORT FY04-06

College	Category	FISCAL YEAR 2004			FISCAL YEAR 2005			FISCAL YEAR 2006			
		Annual Budget	Spent Thru April	% of Bdgt	Annual Budget	Spent Thru April	% of Bdgt	Annual Budget	Spent Thru March	Spent Thru April	% of Year
Frontier	Bills		\$1,394,137			\$1,483,537			\$1,630,946		
	Payroll		1,569,766			1,704,179			1,731,794		
	Totals	\$3,517,920	2,963,903	84%	\$3,614,748	3,187,716	88%	\$3,835,099	3,362,740	88%	83%
Lincoln Trail	Bills		1,037,627			1,112,528			1,065,489		
	Payroll		1,923,011			2,011,611			1,987,700		
	Totals	3,539,299	2,960,638	84%	3,610,776	3,124,139	87%	3,527,579	3,053,189	87%	83%
Olney Central	Bills		1,607,899			1,573,614			1,584,423		
	Payroll		3,122,201			3,353,425			3,662,583		
	Totals	5,450,839	4,730,100	87%	5,511,199	4,927,039	89%	5,829,221	5,247,006	90%	83%
Wabash Valley	Bills		1,383,934			1,518,701			1,631,614		
	Payroll		2,436,415			2,572,007			2,579,551		
	Totals	4,260,975	3,820,349	90%	4,394,989	4,090,708	93%	4,524,325	4,211,165	93%	83%
Workforce Educ.	Bills		1,134,366			1,342,041			1,618,234		
	Payroll		937,427			942,593			980,247		
	Totals	2,627,781	2,071,793	79%	2,791,185	2,284,634	82%	2,997,567	2,598,481	87%	83%
District Office	Bills		192,563			202,967			190,488		
	Payroll		720,081			730,309			742,290		
	Totals	1,169,354	912,644	78%	1,217,781	933,276	77%	1,233,158	932,778	76%	83%
District Wide	Bills		1,431,103			1,381,783			1,465,461		
	Payroll		514,910			519,447			583,216		
	Totals	3,206,924	1,946,013	61%	3,283,135	1,901,230	58%	3,271,183	2,048,677	63%	83%
O & M	Bills										
	Payroll										
GRAND TOTALS		\$23,773,092	\$19,405,440	82%	\$24,423,813	\$20,448,742	84%	\$25,218,132	\$21,454,036	85%	83%

Excludes DOC

**Illinois Eastern Community Colleges  
FY2006  
Operating Funds**



Illinois Eastern Community Colleges Dist. #529  
■ As of April 30, 2006 - \$21,454,036



**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive's Session Minutes**

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

**Agenda Item #14**

**Approval of Personnel Report**

## **MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Terry L. Bruce

**DATE:** May 11, 2006

**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information of items 400.1. 400.2. 400.4. and 400.5. will be mailed under separate cover.

# **INDEX**

**400.1. Employment**

**400.2. Change in Status**

**400.3. Special Assignments**

**400.4. Resignation**

**400.5. Retirements**

# PERSONNEL REPORT

## 400.1. Employment

### A. Faculty

1. Andrea Gere, Psychology/Sociology Instructor, effective August 14, 2006
2. Nick Short, Life Science Instructor, effective August 14, 2006

### B. Professional/Non-Faculty

1. Darletta Mayhue, Women's Basketball Coach, OCC, effective July 5, 2006

## 400.2. Change in Status

### A. Faculty

1. Kyle Peach, Director of Broadcasting, WVC, to Radio/TV Broadcasting Instructor, effective August 14, 2006

## 400.3. Special Assignments

### A. Olney Central College

#### Academic

#### Recommended Spring 2006

Donna Henry      Full-time Administrative  
Special Assignment

\$2000

### B. Lincoln Trail College

#### Extra-Curricular

#### Recommended Spring 2006

Lonnie Devin      Student Senate Advisor

\$250

## 400.4. Resignation

### A. Faculty

1. Nick Wright, Chemistry Instructor, resignation effective May 12, 2006.

## **400.5. Retirements**

### **A. Faculty**

1. Connie Girtten, Nursing Instructor, retirement effective May 16, 2006.

### **B. Classified**

1. Freda Kelley, Custodian, LTC, retirement effective August 1, 2006



**Agenda Item #15**

**Collective Bargaining**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Acquisition and Disposition of Property**

**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Adjournment**



**TENTATIVE  
Protection, Health, Safety and ADA  
Projects Schedule  
Phase VIII**

	Estimated Budget											
Repair Stairways & Elevators	\$121,460											
Combustible Wall Panel Replacement	\$178,291											
Bleacher Repair & Replacement	\$179,850											
Floor Tile Repair & Replacement	\$38,400											
Replacement of Greenhouse Glass	\$51,400											
ADA - Natatorium Renovations	\$245,000											
Tuckpointing of Exterior Walls	\$37,200											
Other ADA Compliance Work	\$287,400											
Roof Repair and Replacement	\$1,013,755											
Asbestos Survey and Potential Abatement	\$529,507											
Districtwide Upgrade of Plumbing	\$67,200											
HVAC Supplement and Upgrade	\$593,505											
Upgrade of Lighting & Firealarm System	\$154,600											
<b>GRAND TOTAL</b>	<b>\$3,497,568</b>		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted	

4/30/2006