

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES  
MONTHLY MEETING**

**May 18, 2010**



**Location:**

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

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**May 18, 2010  
7:00 p.m.  
Lincoln Trail College**

1. Call to Order & Roll Call.....Chairman Fischer
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
  - Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
  - A. None
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Consideration and Action on a Resolution Declaring the Intent of the College to Issue Funding Bonds ..... Bruce
  - B. Program Review.....Pampe
  - C. Interdistrict Reciprocal Agreement with Southeastern Illinois College .....Pampe
  - D. Joint Agreement with Kaskaskia College ..... Cantwell
  - E. College Catalog Change – Basic Nurse Assistant ..... Bruce
  - F. Health Information Management Testing Fee ..... Bruce
  - G. Point of Purchase Software for Bookstores ..... Bruce
  - H. Restoration of Paid Holidays ..... Bruce
  - I. Affiliation Agreement with Drs. Sehy and Jones Optometrists – Medical Office Asst. ... Bruce
  - J. Affiliation Agreement with Ridgeview Care Center – Health Info Management ..... Bruce
  - K. Affiliation Agreement with Sikorski Chiropractic Clinic – Health Info Management ..... Bruce
  - L. Affiliation Agreement with Lathrop Foot & Ankle Comfort – Health Info Management Bruce
  - M. Affiliation Agreement with UAP AP&S Clinic – Medical Asst Program..... Bruce
  - N. Affiliation Agreement with Richland Memorial Hospital – Medical Asst Program ..... Bruce

- O. Affiliation Agreement with Cork Medical Center – Medical Asst Program ..... Bruce
- P. Affiliation Agreement with Crawford Memorial Hospital – Medical Asst Program ..... Bruce
- Q. Affiliation Agreement with Lathrop Foot & Ankle Comfort – Medical Asst Program .... Bruce
- R. Affiliation Agreement with Dr. David Rotman – Medical Asst Program ..... Bruce
- S. Affiliation Agreement with The Medicine Shoppe (Marshall) – Pharmacy Tech Program. Bruce
- T. Affiliation Agreement with Richland Memorial Hospital – Pharmacy Tech Program .... Bruce
- U. Affiliation Agreement with Crawford Memorial Hospital – Pharmacy Tech Program .... Bruce
- V. Affiliation Agreement with Lawrenceville CVS – Pharmacy Tech Program ..... Bruce
- W. Affiliation Agreement with Paris Community Hospital – Pharmacy Tech Program ..... Bruce
- X. Affiliation Agreement with Scott Drugs – Pharmacy Tech Program ..... Bruce
- Y. Affiliation Agreement with The Medicine Shoppe (Newton) – Pharmacy Tech Program.. Bruce
- Z. Affiliation Agreement with Olney CVS – Pharmacy Tech Program ..... Bruce
- AA. Affiliation Agreement with Bertram’s – Pharmacy Tech Program ..... Bruce
- BB. Affiliation Agreement with Walgreen’s – Pharmacy Tech Program ..... Bruce
  
- 9. Bid Committee Report ..... Bruce  
None
  
- 10. District Finance
  - A. Financial Report ..... Browning
  - B. Approval of Financial Obligations ..... Browning
  
- 11. Chief Executive Officer’s Report ..... Bruce
  
- 12. Executive Session ..... Bruce
  
- 13. Approval of Executive Session Minutes
  - A. Written Executive Session Minutes ..... Bruce
  - B. Audio Executive Session Minutes ..... Bruce
  
- 14. Approval of Personnel Report ..... Bruce
  
- 15. Collective Bargaining ..... Bruce
  
- 16. Litigation ..... Bruce
  
- 17. Acquisition and Disposition of Property ..... Bruce
  
- 18. Other Items
  
- 19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in Foundation Hall, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, April 20, 2010.

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

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

John D. Brooks, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson “Jr.,” Walter L. Koertge, Marilyn J. Wolfe. Also present was Laurel Pennington, student trustee. Trustees Absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

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

Abbreviations Used in Minutes:

DO – District Office  
DOC – Department of Corrections  
FCC – Frontier Community College  
HLC – Higher Learning Commission  
ICCB – Illinois Community College Board  
ICCTA – Illinois Community College Trustees Association  
IECC – Illinois Eastern Community Colleges  
IECEA – Illinois Eastern Colleges Education Association  
LTC – Lincoln Trail College

LWIB – Local Workforce Investment Board  
OCC – Olney Central College  
PHS – Protection, Health & Safety  
SAN – Student Advantage Network  
SURS – State Universities Retirement System  
WED – Workforce Education  
WVC – Wabash Valley College

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the following meeting were presented for disposition.

A. Regular Meeting, Tuesday, March 16, 2010.

B. Audio Recording of Executive Session, February 16, 2010: Upon recommendation of the CEO, Trustee Walter Koertge noted that the Board of Trustees did not take action at the March 16, 2010 regular meeting to approve the audio recording of the executive session of Tuesday, February 16, 2010. He noted that this audio recording should be approved and that the Board Secretary make provisions for its safe keeping, that it be made available only upon the proper order of a court and a finding by a judge that such audio recording should be released. This audio recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question.

**Board Action to Approve Minutes:** Trustee Brenda Culver made a motion to approve written minutes of the regular meeting of Tuesday, March 16, 2010 as prepared; and that the audio recording of the executive session of Tuesday, February 16, 2010 be approved and placed in safe keeping as recommended. Trustee Marilyn Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

**AGENDA #3 – “Seating of Student Board Member Laurel Pennington”** – The oath of office was administered to Laurel Pennington, a student at Frontier Community College, and she was seated as student member of the Board of Trustees for the coming year, succeeding Carter Wilkinson.

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

**#4-A. Visitors & Guests:** Visitors and guests present were recognized, including several college staff members. Linda Monge and her husband, Dee, were recognized as special guests. Linda, an instructor at FCC, was honored recently by the Fairfield Chamber of Commerce as recipient of the Fairfield Community Service Award.

**#4-B. IECEA Representative:** Rob Mason, President of Illinois Eastern Colleges Education Association, was recognized. Gary Adams, Past President of IECEA, was recognized and expressed concerns relative to plans for certain programs to be offered during the coming academic year.

**#4-C. Special Recognition:** Beverly Turkal, President of Lincoln Trail College, was named Distinguished Alumnus of 2010 by the College of Education at Eastern Illinois University, Charleston. The Phi Theta Kappa chapter at Frontier Community College has been named one of the top 100 chapters of the organization. Rodney Maxey, Automotive Service Technology Instructor, was recognized for the program receiving ASE master certification in five areas for five years. A plaque with information on this achievement was presented.

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

**AGENDA #6 – “Reports”** –

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

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

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

**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. Assessment Plan:** Nixie Hnetkovsky reviewed the annual Report on Assessment 2008-2009, as prepared by the Faculty Assessment Team. In October 2006, the IECC district was accepted into the Higher Learning Commission’s Academy for the Assessment of Student Learning. The Assessment Academy offered HLC member institutions a four-year sequence of events and interactions that were focused on student learning, targeted at accelerating and advancing efforts to assess and improve student learning, and designed to build institution-wide commitment to assessment of student learning. IECC’s participation in the Academy was designed to generate evidence for accreditation evaluations and serve in place of mandated progress and monitoring reports on the assessment of student learning. The 2008-2009 report includes the following: A Summary of the History of Assessment of Student Learning at IECC, Year in Review of Assessment Events, Committee Meetings 2008-2009, Assessment of Student Learning at all Levels, Feedback on Students First Project, and Future of Assessment of Student Learning at IECC. The following is a listing of courses, programs, and areas being assessed within IECC: 23 Students First Areas (Non-instructional), 10 Transfer Disciplines (Instructional), 124 Career & Technical Education Programs (Instructional). General Education Assessment pre-test and post-test results from Fall 2006 to Spring 2009 were presented and showed significant improvement in post test percentages. The CEO recommended acceptance of the Report on Assessment 2008-2009 as presented.

**Board Action:** Trustee William Hudson made a motion to accept the Report on Assessment 2008-2009, as recommended. Trustee Brenda Culver seconded the motion and on a

recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-B. College Emergency Plans:** Chris Cantwell reviewed revised Campus Emergency Plans for each of the four IECC colleges, pursuant to the Campus Security Enhancement Act of 2008. The plans are designed to provide an organized plan to facilitate the safety of students, faculty and staff. Each plan outlines the specific college's procedures for managing major emergencies and incidents that may threaten the health, safety and welfare of the campus community, or disrupt programs and activities. The CEO recommended acceptance of each Campus Emergency Plan for the four IECC colleges as presented.

**Board Action:** Trustee Brenda Culver made a motion to accept each Campus Emergency plan for IECC's four colleges, as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-C. Technology Plan:** Alex Cline reviewed the district's five-year Technology Plan. The plan reviews technology projects for fiscal year 2010 and outlines current and future technological needs. Goal of the plan is to improve technological services for faculty, staff and students within the projected budget over the next five years. The Technology Plan for FY2011 through FY2015 as developed by the Technology Committee establishes a blueprint that sets forth IECC's Information Technology vision, its strategic directions, and the action plans for supporting the academic experience of students and strengthening the educational mission of faculty and staff. The plan is grouped into the categories of administrative systems, networking infrastructure, telecommunications, software, and other technology resources. The Information Technology Systems Fact Sheet sets forth progress on: the Banner administrative software system, the network and servers, the online systems, the telephone system, the IECC alert program, the Help Desk, and other applications. The Fact Sheet also sets forth a complete review of computer and printer totals district-wide. Banner is the integrated suite of applications used to support the business functions of the district. There are a total of 243,733 students in the system with historical data back to 1974. The Banner system data is stored in a central Oracle database running on an HP 9000 server located at the District Office. The district's data network supports a multitude of applications including Banner, email, online services, Internet access, etc. Online applications include the internal and external web pages, portal system, online learning management system, eportfolio system and online credit card payment system. The IECC web site contains over 5,000 web pages and provides valuable information about the district and the colleges.

A number of plans, projects and some purchases for fiscal year 2010 were cancelled due to budget constraints. However, several upgrades in network servers and backup were completed and some computer replacements were purchased. The IECC district has 298 printers, 1,259 total desktop computers and 292 notebook computers, four open labs, 30 classroom labs, and 105 classrooms with computers and projectors.

The Plan proposes to expend approximately \$420,000 in each of the fiscal years of 2011-2014, and \$540,000 for fiscal year 2015, for a total anticipated expenditure of \$2,220,000.

The CEO recommended approval of the Technology Plan as presented.

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

**#9-D. Activity Fee Allocations:** Annually, the Board adopts the allocation of student activity fees at three of the colleges. The following allocations are recommended for FY2011. There are no changes from last year's allocations. The table indicates the allocation percent of student fees collected to each account in the auxiliary fund.

	<u>LTC</u>	<u>OCC</u>	<u>WVC</u>
Alumni Association	0%	0%	0%
Athletics	30%	30%	30%
Cheerleaders	3%	0%	5%
College Union	7%	0%	20%
Student Testing	3%	4%	0%
Intramurals	0%	0%	0%
Parking Maintenance	0%	9%	0%
Publications	10%	0%	0%
Soc. Cul. Act. Team	0%	8%	0%
Special Events	3%	0%	3%
Student Senate	15%	10%	12%
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%	14%
Sports Facility	10%	0%	0%

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

**#9-E. Bid Schedule:** The Chief Finance Officer presented the recommended Bid Schedule for FY2011, 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. Adopting an annual Bid Schedule allows the District to plan, consolidate, and effectively manage the purchase of needed items. Rather than purchasing these items intermittently throughout the year, it is more efficient and the District receives better pricing if items are grouped and bid together and purchased at designated times. The CEO recommended approval.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve the Bid Schedule for fiscal year 2011 as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-F. Background Check and Fingerprinting Fee Increase:** The IECC district is required to initiate a background check and to fingerprint all students involved in the Nursing Program, Certified Nurse Assistants (CNA), Massage Therapy and Phlebotomy Program. For CNA's the current charge for this background check and fingerprinting is \$15. The firm performing this service has increased the fee to \$28. The CEO recommended approval to increase the fee for the required background check and fingerprinting from \$15 to \$28, effective Fall Semester 2010.

**Board Action:** Trustee Brenda Culver made a motion to increase the background check and fingerprinting fee to \$28, effective Fall Semester 2010 as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-G. Radiography Program Enrichment Fee:** An important part of the educational experience in radiology is professional development, which promotes advancement of knowledge in radiation and imaging specialties, encourages high standards, and enhances the quality of patient care. The IECC Radiography Program Enrichment fee includes student membership in the State Society of Radiologic Technicians, attendance at the Society's annual meeting, including all meals and lodging. Students are required to attend all the meetings at the convention. The enrichment fee also includes registration for the Association of Collegiate Educators in Radiologic Technology and attendance at the Association's annual conference where the students participate in continuing education sessions and student challenge meetings. In addition to these professional meetings, other activities are conducted for the program enrichment of students enrolled in Radiography.

Currently, students pay \$60 their first semester and \$45 every semester thereafter for a total of \$285. However, expenditures per student are approximately \$350. Changing the fee to an increase of \$60 for all semesters would raise approximately \$360. The CEO recommended approval of this increase in the Radiography Program Enrichment Fee.

**Board Action:** Trustee Walter Koertge made a motion to increase the Radiography Program Enrichment fee to \$60 for all semesters as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-H. Radiography Program Course Review Fee:** After the completion of the six courses in the Radiography Program, students are required to take a Registry Review Seminar to prepare for the Registry Review Exam. The seminar fee varies depending upon the number of students attending, but the past fee has been between \$140 and \$175. The CEO recommended that a \$30 Course Review fee be applied to the following courses: RAD 1201, RAD 1206, RAD 1226, RAD 1236, RAD 1246, RAD 1256. This is a total cost of \$180 per student.

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

**#9-I. Radiography Program College Catalog Changes:** Several changes have been required in the catalog relating to the Associate in Applied Science Degree in Radiography. Changes include application deadlines, ranking, admissions, attendance, evaluation, and clinical performance, which have been moved from the Radiography Program Handbook and the Application and Admissions Guidelines to the Radiography Program website. Other changes include clinical competency and objectives, requirements dealing with transcripts, registration for orientation, completion of verification of use of the handbook, clarification of the criminal background check and drug screening requirements and additional requirement that a student's conduct and health status must also meet the standards of any clinical agency with whom the district has an affiliation agreement. The CEO recommended approval of course catalog changes for the Associate in Applied Science Degree in Radiography as presented.

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

**#9-J. Allied Health Program College Catalog Changes:** Numerous changes are proposed to the college catalog dealing with the Associate Degree in Nursing (ADN) and the Practical Nursing Certificate (PNC). For the ADN, the catalog clarifies that an "official" college

or high school transcript is required and increases the composite entry level score to 6. Requirements for after the student has been accepted into the program are clarified and include a listing on the Illinois Department of Public Health Registry. For the PNC, similar requirements are for the “official” college or high school transcript, an entry level composite score of 6 and clarification of requirements for after the student is accepted, including listing with the Illinois Department of Public Health Registry. The CEO recommended approval of catalog changes for the ADN and PNC programs as presented.

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

**#9-K. Memorandum of Understanding for Medical Reimbursement with IECEA:** As part of the health insurance program approved by the Board of Trustees for IECC employees, the Board made available a Medical Reimbursement Program (MRP). Under the MRP, a district employee can agree to be covered by his or her spouse’s health insurance program and waive medical coverage through IECC. Then the district will reimburse that employee for any out-of-pocket medical expenses incurred in that coverage up to a maximum of \$3,500 per year. After the program was implemented for district employees, the Illinois Eastern Colleges Education Association (IECEA) inquired about the possibility of being included in the MRP. After a discussion of the exact language to be utilized, the IECEA membership voted to approve the Memorandum of Agreement (MOA) which follows.

#### MEMORANDUM OF AGREEMENT

This is a Memorandum of Agreement between the Board of Trustees of Illinois Eastern Community Colleges, District No. 529 (“Board”) and the Illinois Eastern Community Colleges Education Association, IECCEA, IEA-NEA (“Association”) with respect to 9.6 (Insurance Benefits) of their existing collective bargaining agreement. The Board and the Association hereby agree as follows:

1. Pursuant to the existing contract, the Board agrees to continue to pay the full amount of the premium cost of an individual faculty member’s group major medical and dental insurance policy premium.
2. In the event an individual faculty member chooses to waive medical coverage for himself or herself on the IECC Group plan and elect coverage under a spouse’s plan or private insurance, IECC will reimburse up to \$3,500 in medical out of pocket expenses, not including insurance premiums, per faculty member per year.
3. The Board will only pay amounts billed on the spouse’s plan or private insurance plan’s Explanation of Benefits.
4. A faculty member cannot choose a spouse’s plan if such plan is a Health Savings Account (HSA). Qualified high-deductible plans cannot have reimbursement from any other source.

5. The MRP plan will become effective May 1, 2010, for faculty member's choosing the plan.

6. This Memorandum of Agreement shall become effective on the date it is signed and remain in full force and effect during the remaining term of the existing collective bargaining agreement between the Board and the Association.

Recommendation: The CEO recommended approval of the foregoing Memorandum of Agreement.

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

#### **#9-L. Health Careers Partnership Agreement with Flora H.S. - Clay County**

**Hospital:** IECC has successfully conducted a Health Careers Program, which is designed primarily for high school juniors and seniors interested in pursuing a career in the health care field. Classes meet for two hours a day, five days a week, in a hospital setting. The curriculum includes a study of health careers, basic anatomy and physiology, training and CNA certification, along with clinical experiences with patients. The program integrates academic, workplace skills and career development competencies and allows students to observe health care professionals in a workplace setting. The Clay County Hospital and the Flora High School District wish to enter into a Partnership Agreement for IECC's Health Careers Program. This is the standard Partnership Agreement utilized by the district for the IECC Health Careers Program. The CEO recommended approval.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve the Partnership Agreement for IECC's Health Careers Program with Flora High School and the Clay County Hospital as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#### **#9-M. Health Careers Partnership Agreement with North Clay H.S. - Clay County**

**Hospital:** The Clay County Hospital and the North Clay High School District, located in Louisville, wish to enter into a Partnership Agreement for IECC's Health Careers Program. This is the standard Partnership Agreement utilized by the district for the IECC Health Careers Program. The CEO recommended approval.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve the Partnership Agreement for IECC's Health Careers Program with North Clay High School and the Clay County Hospital as recommended. Student Trustee Laurel Pennington seconded the motion and on a

recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-N. Health Careers Partnership Agreement with Clay City H.S. - Clay County Hospital:** The Clay County Hospital and the Clay City High School District wish to enter into a Partnership Agreement for IECC's Health Careers Program. This is the standard Partnership Agreement utilized by the district for the IECC Health Careers Program. The CEO recommended approval.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve the Partnership Agreement for IECC's Health Careers Program with Clay City High School and the Clay County Hospital as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-O. Health Careers Partnership Agreement with Mt. Carmel H.S. – Wabash General Hospital:** The Wabash General Hospital, located in Mt. Carmel, and the Mt. Carmel High School District wish to enter into a Partnership Agreement for IECC's Health Careers Program. This is the standard Partnership Agreement utilized by the district for the IECC Health Careers Program. The CEO recommended approval.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve the Partnership Agreement for IECC's Health Careers Program with Mt. Carmel High School and the Wabash General Hospital as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-P. Business Associate Agreement with Hamilton Memorial Hospital:** IECC wishes to enter into a new Business Associate Agreement with Hamilton Memorial Hospital, located in McLeansboro, Illinois. This Business Associate Agreement is for all IECC Allied Health Programs. The CEO recommended approval.

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

**#9-Q. Affiliation Agreement with Flora Rehab and Health Care – CNA:** IECC wishes to enter into a new Affiliation Agreement with Flora Rehabilitation and Health Care Center, located in Flora, Illinois. This affiliation agreement is for the Certified Nurse Assistant Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

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

**#9-R. Affiliation Agreement with Crawford Memorial Hospital – CNA:** IECC wishes to enter into a new Affiliation Agreement with Crawford Memorial Hospital, located in Robinson, Illinois. This affiliation agreement is for the Certified Nurse Assistant Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

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

**#9-S. Affiliation Agreement with Newton Rest Haven – CNA:** IECC wishes to enter into a new Affiliation Agreement with Newton Rest Haven, located in Newton, Illinois. This affiliation agreement is for the Certified Nurse Assistant Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

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

**#9-T. Affiliation Agreement with Bloomberg Chiropractic – Medical Office Assistant:** IECC wishes to enter into a new Affiliation Agreement with Bloomberg Chiropractic, located in Newton, Illinois. This affiliation agreement is for the Medical Office Assistant Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the Affiliation Agreement for the Medical Office Assistant Program with Bloomberg Chiropractic, Newton, Illinois, as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-U. Affiliation Agreement with Office of Dr. Timothy Garrett – Medical Office Assistant:** IECC wishes to enter into a new Affiliation Agreement with both locations for the Office of Dr. Timothy Garrett, located in West Salem and Olney, Illinois. This affiliation agreement is for the Medical Office Assistant Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the Affiliation Agreement for the Medical Office Assistant Program with both locations for the Office of Dr. Timothy Garrett, West Salem and Olney, Illinois, as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-V. Affiliation Agreement with Lawrence County Health Department – Medical Office Assistant & AIT:** IECC wishes to enter into a new Affiliation Agreement with the Lawrence County Health Department, located in Lawrenceville, Illinois. This affiliation agreement is for the Medical Office Assistant Program and Administrative Information Technology Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the Affiliation Agreement for the Medical Office Assistant Program and Administrative Information Technology Program with Lawrence County Health Department, Lawrenceville, Illinois, as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-W. Affiliation Agreement with Southern Illinois Primary Care Department – Medical Office Assistant & AIT:** IECC wishes to enter into a new Affiliation Agreement with the Southern Illinois Primary Care, located in Fairfield, Illinois. This affiliation agreement is for the Medical Office Assistant Program and Administrative Information Technology Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the Affiliation Agreement for the Medical Office Assistant Program and Administrative Information Technology Program with the Southern Illinois Primary Care, Fairfield, Illinois, as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-X. Affiliation Agreement with Fairfield Memorial Hospital – Medical Office Assistant:** IECC wishes to enter into a new Affiliation Agreement with the Fairfield Memorial Hospital, located in Fairfield, Illinois. This affiliation agreement is for the Medical Office Assistant Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

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

**#9-Y. Affiliation Agreement with O’Donnell Agency – Administrative Information Technology:** IECC wishes to enter into a new Affiliation Agreement with the O’Donnell Agency, located in Flora, Illinois. This affiliation agreement is for the Administrative Information Technology Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the Affiliation Agreement for the Administrative Information Technology Program with the O’Donnell Agency, Flora, Illinois, as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**#10-A. IECC – PHS Compliance Work – Phase 9 Carryover 2 - Plumbing and Electrical Upgrades:** The CFO presented the following recommendation of the Bid Committee and Image Architects for plumbing and electrical upgrades: Division I – All Work: Illini Builders, Olney, IL, Base Bid: \$224,000.

Source of Funds: Phase 9 Carryover 2 Funds.



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

**Board Action:** Trustee Walter Koertge made a motion to approve the foregoing recommendation of the Bid Committee to accept the bid of Illini Builders for plumbing and electrical upgrades as outlined. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “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 \$9,104,450.70, as of March 31, 2010.

**#11-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for April 2010, totaling \$887,349.01, were presented for approval.

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

**AGENDA #12 – “Chief Executive Officer's Report”** – CEO Terry Bruce presented the following report:

**1. Contract with Faculty Union:** Under the existing contract with the IECEA, the Association is allowed to request that the Board negotiate on two non-economic issues. The Association has exercised this right and has requested to reopen the contract on two non-economic issues. The CEO recommended that the Board appoint Tara Buerster and the CEO (or his designee) to meet with representatives of the Faculty Union relative to opening collective bargaining agreement on these two non-economic issues.

**Board Action:** Trustee Walter Koertge made a motion to appoint Tara Buerster and the CEO (or his designee) to meet with representatives of the Association relative to opening collective bargaining on two non-economic issues pursuant to the existing contract between the Board of Trustees and the Illinois Eastern Colleges Education Association. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay:

None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

2. Update on Funding Bonds and Working Cash Fund Bonds: A tentative timeline was presented relative to authorization for issuance of Funding Bonds and Working Cash Fund Bonds.

3. Line of Credit: Work is proceeding on developing a line of credit.

4. Lobby Day: Community College Lobby Day is scheduled for Wednesday, May 5, 2010, in Springfield.

**AGENDA #13 – “Executive Session”** – The Board of Trustees did not hold an executive session at this meeting.

**AGENDA #14 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, March 16, 2010.

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

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

A. Classified

1. John Watson, Custodian, LTC, effective April 26, 2010.

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

A. Professional/Non-Faculty

1. Carrie Dagg, Director of Adult Education, FCC, to Program Director, Emergency Preparedness and Industrial Quality Management, FCC, effective April 26, 2010.

2. Paul Tait, Network Technician, DO, to Systems Administrator, DO, effective April 21, 2010.

3. Jay Zwilling, Network/Web Technician, DO, to Systems Administrator, DO, effective April 21, 2010.

#### **400.3. Request for Approval of Proposed Non-College Employment**

A. Faculty

Ruby Houldson, Indiana State University, Terre Haute, IN, and Excelsior College, Albany, NY, approximate time per academic year, 62 days/140 hours.

Steve Hnetkovsky, Self Employed, approximate time per academic year, 36 days/288 hours.

#### **400.4. Retirement**

A. Professional/Non-Faculty

1. Eddie Wright, Bookstore Manager, OCC, effective July 1, 2010.

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

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

**AGENDA #17 – “Litigation”** – None.

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

**AGENDA #19– “Other Items”** – None.

**AGENDA #20 – “Adjournment”** – Trustee Walter Koertge made a motion to adjourn. Student Trustee Laurel Pennington seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:45 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**

**Consideration and Action on a Resolution Declaring the Intent of the College to Issue  
Funding Bonds**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: May 18, 2010

RE: Consideration and Action on a Resolution Declaring the Intent of the College to Issue Funding Bonds

The Board is authorized by law to issue bonds for the purpose of payment of outstanding and unpaid bills of the District. The outstanding bill for health insurance for employees of the District is due on August 1, 2010 in the amount of \$2,454,854.04, payable to Blue Cross Blue Shield of Illinois.

Given the uncertainty created by the State of Illinois' financial condition, and the proposed funding cuts for education the District will not have sufficient funds on hand or available to pay this health insurance claim. Therefore, it is necessary that bonds in the amount of \$2,125,000.00 be issued and that the proceeds of such bonds be used to pay the insurance premium due.

In addition to a Declaration of Intent to Issue these funding bonds contained in the Resolution, the Board must also publish a notice of the Board's intent to issue funding bonds and allow 30 days for the filing of a petition concerning these bonds.

At the regular Board meeting of June 15, 2010, the Board shall conduct a public hearing on the issuance of funding bonds.

At the conclusion of the 30 day period (on or about June 21, 2010) following publication of the notice of intention to issue funding bonds and certification that no petition was filed that would prohibit the issuance of funding bonds, the Board shall convene a meeting to fix the details of the issuance of the funding bonds and shall provide for a levy of a direct annual tax to pay the principal and interest of the funding bonds.

The Board meeting for the issuance of the bonds and for a tax levy should occur at the regularly scheduled Board meeting on July 20, 2010.

I ask the Board's approval of the Resolution Declaring the Intent of the College to Issue Funding Bonds.

TLB/rs

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, and directing that notice of such intention be published as provided by law.

\* \* \*

WHEREAS, pursuant to the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended (the “*Act*”), Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the “*District*”), is authorized to issue bonds to pay claims against the District; and

WHEREAS, the District has presently outstanding and unpaid claims in the aggregate amount of \$2,125,000 (the “*Claims*”), all of the Claims having been heretofore authorized and allowed for proper community college purposes; and

WHEREAS, there are not sufficient funds on hand and available with which to pay the Claims, and the Board of Trustees of the District (the “*Board*”) has determined and does hereby determine that it is necessary and in the best interests of the District that the Claims be paid from proceeds of bonds in the principal amount of \$2,125,000 (the “*Bonds*”); and

WHEREAS, before the Bonds can be issued pursuant to the Act, the Board must examine and consider the Claims and must adopt a resolution declaring the Claims to be authorized and allowed for proper community college purposes, set forth and describe in detail the Claims, declare its intention to issue the Bonds for the purpose of paying the Claims and direct that notice of such intention to issue the Bonds be given as provided by law; and

WHEREAS, the Board has examined and considered the Claims:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2. The Claims.* The Claims are the District’s outstanding BlueCross BlueShield of Illinois invoice (attached hereto as *Exhibit A*), and related costs, and it is hereby found, determined and declared that the Claims are presently outstanding and unpaid, were heretofore authorized and allowed for proper community college purposes and constitute valid and binding obligations of the District.

*Section 3. Declaration of Intent.* The Board hereby declares its intention to (a) avail the provisions of Article 3A of the Act and to issue Bonds in the amount of \$2,125,000 for the purpose of paying the Claims and (b) retain First Midstate Inc., Bloomington, Illinois, as

underwriter and Chapman and Cutler LLP, Chicago Illinois, as bond counsel with respect to the proposed issuance of said bonds.

*Section 4. Notice of Intent.* In accordance with the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended, notice of said intention to avail of the provisions of Article 3A of the Act and to issue the Bonds shall be given by publication of such notice once in the *Olney Daily Mail*, the same being a newspaper of general circulation in the District.

*Section 5. Form of Notice.* The notice of intention to issue the Bonds shall be in substantially the following form:

**NOTICE OF INTENTION OF  
ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NUMBER 529,  
COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON,  
JASPER, LAWRENCE, WABASH, WAYNE AND WHITE  
AND STATE OF ILLINOIS  
TO ISSUE \$2,125,000 FUNDING BONDS**

PUBLIC NOTICE is hereby given that on the 18th day of May, 2010, the Board of Trustees (the "*Board*") of Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the "*District*"), adopted a resolution declaring its intention and determination to issue bonds in the aggregate amount of \$2,125,000 for the purpose of paying presently outstanding and unpaid claims against the District, all of which unpaid claims have been heretofore authorized and allowed for proper community college purposes and it is the intention of the Board to avail of the provisions of Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and to issue said bonds for the purpose of paying such unpaid claims.

A petition may be filed with the Secretary of the Board (the "*Secretary*") within thirty (30) days after the date of publication of this notice, signed by not less than 8,326 voters of the District, said number of voters being equal to ten per cent (10%) of the registered voters of the District, requesting that the proposition to issue said bonds as authorized by the provisions of said Article 3A be submitted to the voters of the District. If such petition is filed with the Secretary within thirty (30) days after the date of publication of this notice, an election on the proposition to issue said bonds shall be held on the 2nd day of November, 2010. The Circuit Court may declare that an emergency referendum should be held prior to said election date pursuant to the provisions of Section 2A-1.4 of the Election Code of the State of Illinois, as amended. If no such petition is filed within said thirty (30) day period, then the District shall thereafter be authorized to issue said bonds for the purpose hereinabove provided.

By order of the Board of Trustees of Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois.

DATED this 18th day of May, 2010.

Harry Hillis  
Secretary, Board of Trustees,  
Illinois Eastern Community College District  
No. 529, Counties of Richland, Clark, Clay,  
Crawford, Cumberland, Edwards, Hamilton,  
Jasper, Lawrence, Wabash, Wayne and  
White and State of Illinois

G. Andrew Fischer  
Chairman, Board of Trustees,  
Illinois Eastern Community College District  
No. 529, Counties of Richland, Clark, Clay,  
Crawford, Cumberland, Edwards, Hamilton,  
Jasper, Lawrence, Wabash, Wayne and  
White and State of Illinois



*Section 6. Further Proceedings.* If no petition signed by the requisite number of voters is filed with the Secretary of the Board within thirty (30) days after the date of the publication of such notice of intention to issue the Bonds, the Board shall, by appropriate proceedings to be hereafter taken, fix the details concerning the issue of the Bonds and provide for the levy of a direct annual tax to pay the principal and interest on the same.

*Section 7. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 8. Repealer and Effective Date.* All resolutions and parts of resolutions in conflict herewith be and the same are hereby repealed and that this Resolution be in full force and effect forthwith upon its adoption.

Adopted May 18, 2010.

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Chairman, Board of Trustees

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Secretary, Board of Trustees

**EXHIBIT A**

April 30, 2010

Mr. Roger Browning  
Illinois Eastern Community College  
233 East Chestnut  
Olney, IL. 62540

Group Number: P15234

Re: Fiscal Year (7/1/2010-6/30/2011) Bill

Roger, based on your most current member enrollments and rates, the amount due for the period 7/1/2010-6/30/2011 is \$2,454,854.04, Due and Payable on August 1, 2010.

This \$2,454,854.04 initial bill is for your entire fiscal year. This premium is exclusive of any plan changes, membership changes in coverage including membership additions and deletions, renewal rate changes, regulatory changes or other premium adjustments.

If you have any questions, please contact Curt Carius.

Sincerely,

Martin Morano  
Senior Account Executive  
Blue Cross Blue Shield of Illinois

cc: Curt Carius

**Agenda Item #8B**

**Program Review**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: FY2010 Annual Program Review Report

The IECC Annual Program Review Report contains transfer and occupational program reviews based on quality, cost, and need. This report also includes a review of administrative, academic and support services.

The report was approved by the Cabinet on June 2, 2010 and will be filed with the Illinois Community College Board on August 1, 2010. The first five pages summarize the report and are included immediately following this memorandum.

Printed copies of the Annual Program Review will be available at the Board meeting.

I ask the Board's approval for submission of this report to the Illinois Community College Board.

TLB/rs

Attachment

**Illinois Eastern Community Colleges  
Annual Program Review  
Overview and Summary  
2010**

**Purpose**

The Illinois Community College Board (ICCB) Program Review System recognizes that individual colleges have the primary responsibility to evaluate instructional programs, to make decisions about improvement and continuation, assure that program review results are considered in college planning and budget development, and to report results to the ICCB. In addition, the purposes of Statewide Program Review are:

1. To support college-level planning and decision-making related to:
  - Assuring the continuing need and improving the quality and cost-effectiveness of instructional programs;
  - Assessing, improving, and updating programs on a regular basis;
  - Discontinuing programs when there is no longer sufficient demand, quality cannot be maintained at an acceptable level, or they are no longer cost-effective.
2. To demonstrate the accountability of the community college system in maintaining high quality, cost-effective programs that is responsive to the needs of students, businesses and industries in Illinois.
3. To identify best practices, exemplary innovations, and program issues that need to be addressed at the state-level by the ICCB.

The ICCB annually provides a 5-Year Review Schedule for Career and Technical Education (CTE) Programs listed by CIP (classification of instructional programs) code. Subsequently, IECC reviews and includes in this report an Overall 5-Year Plan that lists not only the specified state program reviews, but also a review of services, structures, and processes. All programs and services reviewed for each college, as well as District programs and services are included in the Report.

Program Review is a process that helps Illinois Eastern Community Colleges focus on their mission and priorities encompassing instruction and assessment of instruction, public service, and all academic supportive service areas including student services and administrative support functions.

Illinois Eastern Community Colleges' process for the review of career and technical education programs addresses the following:

- Program objectives and student learning outcomes;
- Need;
- Quality; and
- Cost.

Program Objectives: IECC utilizes advisory councils, labor market information and demand, business and industry training, and student and employer surveys to determine if a CTE program provides appropriate skill training, utilizes appropriate equipment, technology, instructional materials, etc. The objectives and measureable student learning outcomes for CTE programs are posted and monitored and are included in the District's assessment planning process. Student learning outcomes and continuous quality improvement are major program objectives.

Program Need utilizes a variety of indicators and includes enrollment and graduation trends, national, state, and local occupational labor market demand, business and industry skill demand, and program relationship to the District's mission. For example, business and industry services/workforce education is a priority to IECC and its mission to serve the education and training needs of area businesses and industries. Toward this effort, IECC B and I Training and Workforce Education continue to provide mine training that meets the ever-changing federal rules and regulations; OSHA, computer applications, such as Excel, and leadership and human resource management workshops, to mention just a few of the training workshops and classes that are offered annually.

Program Quality analyzes indicators that examine student success factors, such as program completions, job placements, transfer rates, licensure examination passage rates, and students' and employers' levels of satisfaction with their education and/or employment. In addition, program quality reflects faculty and staff qualifications and condition and use of facilities and equipment. The IECC Students First! Assessment Project, will serve to direct the District's assessment processes for overall institutional effectiveness and continuous quality improvement of programs and services to students.

IECC continues to implement an assessment plan for assessment of student learning. The District's assessment team leaders are a coordinator and a faculty member from each college; this team, together with faculty and staff throughout the District, plan and coordinate all assessment activities for the District and the four colleges. Examples of the activities include:

- Assessment Workshops for all faculty, CTE and Transfer;
- Individual meetings within disciplines, program clusters, etc;
- Development and maintenance of a Web-based Assessment Tool Kit;
- Listings of measurable program outcomes; and
- Angel e-Portfolio for Student Portfolios.

The IECC's assessment planning and tools are located on our website at <http://www.iecc.edu/assessment/>. The Tool Kit is designed to assist faculty and other program representatives in constructing or remodeling existing assessment plans/tools. An Assessment Tool example is as follows:

Program Costs are examined for appropriateness of cost relative to student demand, student/faculty ratios, or the need for frequent technological/equipment changes. Cost-effectiveness of programs is determined through the utilization of unit cost analysis, cost revenue analysis, or cost per program enrollee and completer. College programs are compared to statewide program costs or averages; these programs should not vary significantly from the statewide average expenditures.

## **Program Review Process**

The Program Review process at Illinois Eastern Community Colleges is a systematic, ongoing, college-wide and district-wide process that evaluates instructional, student and academic support services, public service, administrative functions, and overall academic productivity relative to program objectives, quality, need, and cost on a 5-year rotating basis. A continuous semester-to-semester and year-to-year review process for IECC uses various evaluation methods and processes, documents, and materials to determine IECC's overall institutional effectiveness; these include meetings and workshops with administration, staff, and faculty, and development and review of instructional materials, services, evaluation instruments, and college/district annual reports, surveys, and data.

Annually, courses are reviewed and revised (descriptions, credit/contact hours, outcomes), particularly career and technical education courses to ensure these courses continue to meet program and workplace requirements. All course syllabi attached to a CTE program that is being reviewed during the 5-year cycle are revised and updated. Similarly, CTE courses that are offered as dual credit and which are attached to a CTE program that is in the review cycle are also reviewed relative to dual credit articulation with high schools, student learning outcomes, and transferability of courses into CTE degree and certificate programs. Transfer courses/syllabi are also reviewed and revised relative to on-going IAI policies and articulation requirements for high school requirements as well as for baccalaureate transfer requirements.

Enrollments in courses/programs are closely monitored to determine if courses are offered and scheduled to meet student need and whether these offerings are cost-effective, relative to the scheduling (days, times, sections). Program completions, job placements, and continuing education of graduates are also monitored and reviewed relative to program quality and need.

IECC continues to conduct Student Satisfaction Surveys every fall and spring semester. This survey provides information about the colleges and programs from a student perspective. This survey is also a focus of the Students First! Initiative with the survey and subsequent data being reviewed for changes, revisions, and overall usefulness of data relative to student learning outcomes.

IECC emphasizes student retention and completion of programs. The District has developed and implemented a degree audit system that provides a data base to track students' progress to program completion. With improved student data, the District is improving students' program retention and completion rates.

Degree and certificate programs are evaluated using trend data analyses for enrollments, completions, and/or job placements/transferability, as well as other information for quality and need of programs such as exploration and review of industry skill standards, licensure, and certification; labor market information from the Illinois Department of Employment Security - Illinois Job Outlook in Brief and One Source – Workforce and Career Information, America's Job Bank, ICCB Data and Characteristics, ICCB Occupational Follow-up Study, etc. Enrollments, completion data, labor market trends, and business and industry advisory councils are all utilized and analyzed to maintain program viability within the IECC District. Additionally, IECC analyzes national and state labor market information and trends as well as local business and industry trends and needs for the development and implementation of new degrees, certificates, and courses, as well as the identification of new services, business and industry training, and to identify the newest technologies and equipment.

The identification of new and emerging career and technical programs is an on-going process that begins with local business and industry and advisory council input. IECC also reviews national reports and data for new CTE programs, innovations, and projects.

### **CTE Program Review**

In summary, a total of 31 career and technical education programs (degrees and certificates) were reviewed, including continued reviews from the previous year. Of the 31 programs reviewed, 9 programs will be discontinued and three programs were previously withdrawn. All other programs that were reviewed during 2010 will be continued with minor changes.

This year's Program Review Report also includes the following reviews: Vocation Skills' (1.6) courses that are intended for upgrading, retraining, recertification, and/or relicensure; Community- noncredit Education; Humanities and Fine Arts; Assessment of Student Learning; Financial Aid and Scholarships; Marketing and Public Relations; Bookstores; and Food Services.

The following Table illustrates the individual programs reviewed by each college. The *Other Programs* listed are those that were reviewed last year and again this year:



**2010 Program Review – CTE Programs**

	<b>CIP CODE</b>	<b>PREFIX</b>	<b>NUMBER</b>	<b>TITLE</b>	<b>STATUS</b>
<b>FCC</b>	511614	BAID	C335	Basic Nurse Assistant Training Program	Continued
<b>FCC OTHER</b>	480508	WEL	C569	Welding	Reactivated/Continued
	470604	AUM	D522	Automotive Technology	Significantly Modified/Continued
<b>LTC</b>	511614	BAID	C335	Basic Nurse Assistant Training Program	Continued
	010601	HORT	C386	Horticulture	Continued
	010601	HORT	D387	Horticulture	Continued
	010607	HORT	C388	Sport Grounds Maintenance	Continues
<b>LTC OTHER</b>	010601	HORT	C461	Horticulture Tech (Corrections' Program)	Withdrawn
	010601	HORT	D462	Horticulture Tech (Corrections' Program)	Withdrawn
<b>OCC</b>	511614	BAID	C335	Basic Nurse Assistant Training Program	Continued
	511613	PNURS	C340	Practical Nursing	Continued
	511601	NUR	D350	Associate Degree Nursing	Continued
<b>OCC OTHER</b>	520409	WDS	C562	Warehousing & Distribution	Discontinued
<b>WVC</b>	010607	AGB	C116	Turf & Landscape Design	Continued
	010601	AGB	C118	Professional Ag Applicator	Continued
	010101	AGB	D115	Agricultural Technology/Business	Continued
	010301	AGB	D125	Agricultural Technology/Production	Continued
	511614	BAID	C335	Basic Nurse Assistant Training Program	Continued
	461000	LABOR	C207	Construction: Laborer	Continued

	461000	LABOR	D208	Construction: Trade Technology	Continued
	521803	MARKT	D235	Marketing Business Management	Continued
	521804	SALES	C240	Sales	Continued
<b>WVC OTHER</b>	520409	WDS	C562	Warehousing & Distribution	Discontinued
	520405	SLEGL	C172	Legal Secretary Court Reporting	Withdrawn
	010610	PAR	D130	Park Facilities/Landscape Tech	Discontinued
	150303	ELECT	C264	Electronics Technology	Discontinued
	150603	INDS	C554	Industrial Studies	Discontinued
	150612	INDS	D553	Industrial Studies	Discontinued
	480503	MAC	C555	Machine Shop Technology	Discontinued
	480503	MAC	D560	Machine Shop Technology	Discontinued
	150603	MANUF	C564	Manufacturing Certificate	Discontinued

## **Reports, Surveys, Data, and Committees utilized for IECC's Program Review Process**

Mission Statement  
IECC Fact Book  
Environmental Scan  
Information Technology Plan  
On-line Education Plan  
Career and Technical Education Plan  
Strategic Plan  
Students First! Project - IECC Assessment of Student Learning  
Graduate Follow-Up Study  
Campus Climate Survey  
High School Enrollment/Dual Credit Report  
IECC Catalog (hard copy and on-line)  
Student and Employee Satisfaction Surveys  
Perkins Data and Reports  
IAI Articulation Reports  
ICCB Program Manual  
ICCB Program Review manual FY 2007-2011  
Unit Cost Study Manual and Report  
Performance Report  
Data and Characteristics of the Illinois Public Community College System  
Follow-up Study of Fiscal Year Occupational Program Graduates  
Enrollment Report  
Student Enrollment and Completions in the Illinois Community College System  
Occupational Outlook Handbook  
Illinois Department of Employment Securities Illinois Job Outlook  
General Education Assessment Committee  
Fall and Spring Faculty Orientation and Assessment Workshops  
Occupational Program Committees  
Occupational Program Advisory Councils  
Monthly Deans' Meetings  
Monthly Cabinet Meetings  
Monthly Board of Trustees Meetings  
Annual District-Wide Workshop

**ILLINOIS EASTERN COMMUNITY COLLEGES  
OVERALL PROGRAM REVIEW  
5 + YEAR PLAN FOR**

**INSTRUCTIONAL PROGRAMS AND STUDENT AND ACADEMIC SUPPORT SERVICES**

<b>TITLE</b>	<b>FY2009</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>
Due to ICCB	8/1/09	8/1/10	8/1/11	8/1/12	8/1/13	8/1/14	8/1/15
<b>INSTRUCTION</b>							
CTE Programs (Listed Separately)	FLOW	FLOW	FLOW	FLOW	FLOW	FLOW	FLOW
Academic Disciplines (listed below)	FLOW	FLOW	FLOW	FLOW	FLOW	FLOW	FLOW
General Education				FLOW			
Adult Education and ESL Instruction					FLOW		
Remedial/Developmental	FLOW					FLOW	
Vocational Skills		FLOW					FLOW
Transfer Degrees (AA, AS, AFA, AGS, etc.)			FLOW				
Online Education	FLOW					FLOW	
Dual Credit			FLOW				FLOW
<b>PUBLIC SERVICE</b>							
Community Education/Noncredit		FLOW					FLOW
Marketing & Public Relations		FLOW					FLOW
<b>ACADEMIC SUPPORT</b>							
Libraries/Learning Resource Centers	FLOW		FLOW				
Learning Skills Centers/ Tutoring	FLOW					FLOW	
TRIO Programs			FLOW				
International Student Program					FLOW		
Assessment of Student Learning	FLOW	FLOW	FLOW	FLOW	FLOW	FLOW	FLOW
<b>STUDENT SERVICES</b>							
Admissions/Recruiting	FLOW				FLOW		
Registration/Records/Entrata	FLOW				FLOW		
Career Planning and Job Placement	FLOW					FLOW	
Financial Aid/Scholarships		FLOW					FLOW
Food Services/Bookstore		FLOW					FLOW
Counseling and Advising			FLOW				
Students with Disabilities			FLOW				
Athletics				FLOW			
Business Services				FLOW			
Student Activities	FLOW			FLOW			FLOW
SS Other & Special Programs (catalog pgs 34-37)		FLOW					
<b>ACADEMIC DISCIPLINES</b>							
Written & Oral Communications				FLOW			
Mathematics					FLOW		
Physical & Life Science	FLOW					FLOW	
Humanities & Fine Arts		FLOW					FLOW
Social Sciences			FLOW				

The new ICCB Program Manual <http://www.iccb.org/pdf/manuals/fy07programreviewmanual.pdf> indicates that colleges are to be reviewing CTE programs, academic disciplines, cross-disciplinary programs and student/academic service functions. The following program review cycle for support services was developed by the Illinois Chief Student Services Officers as a guideline for all community colleges. IECC has reviewed and revised their previous Overall Program Review Schedule in order to follow this guideline. In order to

align with this schedule and guideline, some IECC support services and programs may be reviewed twice during a 5-year period. Annually, Program Review is due to ICCB on August 1<sup>st</sup>. Therefore, each fall semester, IECC will begin our program review process and college review reports on instruction, programs, and support services, which will be due to the Associate Dean of Career and Technical Education in March.

FY 08 Admissions/Recruiting  
Registration/Records

FY11 Students w/ Disabilities  
Counseling/Advising

FY09 Learning Centers/Tutoring Centers  
Career Centers/Job Placement

FY12 Business Services  
Athletics  
Student Activities

**FY10 Financial Aid**

Revised 11/2/09

**ICCB 5-Year Program Review Schedule – CTE Programs**

	<b>CIP TITLE</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>
01	Agriculture, Agriculture Operations, and Related Sciences	Ag Mech-0102				Ag General-0100 Ag Business-0101 Ag Production-0103 Ag Services-0105 Horticulture-0106 Animal Science-0109
03	Natural Resources and Conservation					Nat. Res. -0301 Nat. Res. Mgt-0302 Forestry - 0305 Wildlife-0306
09	Communication, Journalism, and Related Programs		Mass Comm-0901 Journalism-0904 Radio & TV – 0907 Pub. Relations/Advt-0909			
10	Communications Technologies/Technicians and Support Services		Radio/TV Tech-1002 Printing/Pub-1003			
11	Computer and Information Sciences and Support Services		General-1101 Comp. Prog-1102 Data Proc-1103 Info Sci-1104 Data Entry-1106 Graphics/Database-1108			

			Networking-1109 Sys Admin-1110			
12	Personal and Culinary Services			Cosmetology-1204 Culinary-1205	Mortuary Sci-1203	
13	Education	Special Ed-1310 Teacher Ed-1312 TEFL-1314 Teacher's Ass't- 1315	Inst. Media-1305			
15	Engineering Technologies/Techni cians	Indust Prod-1506 Mining/Petroleum - 1509	Electricity/Electrica l- 1503 Electromechanics- 1504 Computer Tech- 1512	Civil Eng-1502 Construction Tech- 1510 CAD/CADD-1513	Quality Control- 1507 Mech Eng-1508 Misc Eng-1511	Envirmnt Control- 1505

**ICCB 5-Year Program Review Schedule – CTE Programs**

	<b>CIP TITLE</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>
16	Foreign languages, literatures, and Linguistics			Foreign Lang-1601 Sign Language-1616		
19	Family and Consumer Sciences/Human Sciences	Child Development-1907	Clothing-1909	Food / Nutrition-1905	Home Furn-1906	
22	Legal Professions and Studies		General Legal-2200 Legal Assistance-2203			
23	English Language and Literature/Letters			Tech Writing-2311		
25	Library Science				Library Asst-2503	
30	Multi/Interdisciplinary Studies				Acc/ Comp Science-3016	
31	Parks, Recreation, Leisure, and Fitness Studies				Parks Mgt-3103 Hlth/PE/Fit-3105	
36	Leisure and Recreational Activities		Leisure Activities-3601			
41	Science Technologies/Technicians	BioTech-4101 Nuclear-4102 Phy Sci-4103				



43	Security and Protective Services		Criminal Just-4301 Criminology-4504	Fire Protectn-4302 Emergency Mgt-4303		
44	Public Administration and Social Service Professions	Public Admin-4404 Soc Serv-4407				
46	Construction Trades	Mason, Tpsr-4601 Carpentry-4602	Electric & Pwr-4603	Construc Mgt-4604	Plumbing-4605	Cnstrc Trades-4600
47	Mechanic and Repair Technologies/Technicians	Ind Equip-4703 Veh Repair-4706 Repair Tech-4799	Electy/Electric-4701		HACR-4702	
48	Precision Production		Woodwork-4807		Prec Metal-4805	
49	Transportation and Materials Moving	Air Trans-4901 Veh Oper-4902 Railroad Operator-4904				
50	Visual and Performing Arts				Graphic Art-5004	Theatre-5005

**ICCB 5-Year Program Review Schedule – CTE Programs**

	<b>CIP TITLE</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>
51	Health Professions and Related Clinical Sciences	Comm Disord-5102 Hlth Asst-5108 Mental Health-5115	Heath Med Serv-5107 Massage Therapy-5135	Dental-5106 Diagnostic-5109 Dietitian-5131	Med Lab-5110 Ophthal-5118	Nursing-5116 Misc Health-5126
52	Business, Management, Marketing, and Related Support Services	Entrep Mgt-5207 Hum Res Mgt-5210 Intr Bus-5211 Mktg Mgt-5214 Real Est-5215	Data Proc-5212	Adm & Mgt-5202 Adm/Sec-5204 Business Comm-5205 Constuc Mgt-5220	Bus, Gen-5201 Acct-5203 Fin Mgt-5208	Hosp Mgt-5209 Insurance-5217 Tourism/Hosp-5219 Retail-5218

**Agenda Item #8C**

**Interdistrict Reciprocal Agreement with Southeastern Illinois College**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Interdistrict Reciprocal Agreement with Southeastern Illinois College

Southeastern Illinois College (SIC) has received approval through a Memorandum of Understanding to work with the Southern Illinois Criminal Justice Training Program – Mobile Unit #15 (MTU 15) with offices located in Carbondale and Harrisburg.

MTU 15 offers firearms and use of force simulation training. SIC would offer firearms training and use of force simulation training for law enforcement officers within IECC's District. Under the agreement, SIC would claim credit hour reimbursement and IECC would receive equalization funding.

I ask the Board's approval of this interdistrict reciprocal agreement.

TLB/rs

Attachment

**AN INTERDISTRICT RECIPROCAL AGREEMENT FOR EDUCATION  
COOPERATION BETWEEN  
SOUTHEASTERN ILLINOIS COLLEGE, DISTRICT #533  
&  
ILLINOIS EASTERN COMMUNITY COLLEGES, #529**

On the \_\_\_\_\_ day of \_\_\_\_\_, 2010, this Agreement is entered into between the Board of Trustees and Chief Administrative Officer of “Southeastern Illinois College District #533,” hereinafter referred to as SIC and the Board of Trustees and Chief Administrative Officer of Illinois Eastern Community Colleges, #529, hereafter referred to as IECC, for the expressed purpose of providing a basis for SIC to train regional law enforcement personnel in firearms and use of force training simulation through SIC’s cooperative agreement with the Southern Illinois Criminal Justice Training Program - Mobile Team Unit #15 hereafter referred to as MTU 15, with offices in Carbondale and Harrisburg (MTU 15).

**I. COURSEWORK TO BE INCLUDED**

This Interdistrict Agreement is applicable to firearms and use of force simulation training courses offered by SIC and approved by ICCB.

**II. PURPOSE**

It is the desire of the districts entering into this Agreement to provide readily accessible educational services to the greatest number of law enforcement personnel at the lowest possible cost. Given the negative cost advantage of program cost per individual college district weighed against program and equipment expense, SIC can serve as a regional provider for a program sorely needed as expressed by local law enforcement and as negotiated with the Mobile Team Unit #15. For this reason, SIC agrees to offer firearms and use of force simulation training cohorts by means of an Interdistrict Agreement within the boundaries of and with authority and cooperation of IECC. While much training may occur within SIC’s district, some will occur in IECC’s district.

**III. PROGRAM IMPLEMENTATION PROCEDURES**

1. IECC will not need to provide facilities or share in any program expenses incurred by SIC.
2. SIC agrees to provide all necessary administrative procedures relative to the firearms and use of force simulation training courses offered under this Interdistrict Agreement.
3. SIC will employ instructors and teach all firearms and use of force simulation courses.
4. Students will enroll in and be required to meet the admission requirement rules, regulations and procedures of SIC.
5. SIC shall claim credit hour reimbursement, (excluding equalization), and other state and federal reimbursement normally received for a student not in its district.
6. IECC shall count all students enrolled from IECC’s district for the purpose of equalization funding.
7. SIC will notify IECC of the names, social security numbers, and credit hours generated by the enrollees from IECC’s district under this Inter-district Agreement.
8. IECC agrees that it will not provide similar firearms and use of force simulation training courses during the term of this Agreement.



**Agenda Item #8D**

**Joint Agreement with Kaskaskia College**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Joint Agreement with Kaskaskia College

Attached is the Joint Agreement between Illinois Eastern Community Colleges and Kaskaskia College. Changes to this agreement from last year's are:

Illinois Eastern Community Colleges:

Added

Biofuels

Certificate

Removed

Machine Shop Technology AAS/Certificate

Changed

Manufacturing Technology to Advanced Manufacturing

I request Board approval of the joint agreement with Kaskaskia College.

TLB/rs

Attachment



**JOINT AGREEMENT PROGRAM WITH KASKASKIA COLLEGE  
District #501  
and  
ILLINOIS EASTERN COMMUNITY COLLEGES  
District #529**

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

Advanced Manufacturing	AAS
Biofuels	Certificate
Coal Mining Technology	AAS/Certificate
Diesel Equipment Technology	AAS
Horticulture	AAS
Pharmacy Technician	Certificate
Radio-TV Broadcasting	AAS
Telecommunications Technology	AAS/Certificate

**Kaskaskia College, District #501**, agrees to accept students from **ILLINOIS EASTERN COMMUNITY COLLEGES, 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
Network Security	Certificate
Occupational Therapy Assistant	AAS
Personal Fitness Trainer	Certificate
Physical Therapist Assistant	AAS
Respiratory Therapy	AAS
Veterinary Tech	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, 2010.

### **Kaskaskia College**

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### **Illinois Eastern Community Colleges**

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

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Agenda Item #8E**

**College Catalog Change – Basic Nurse Assistant**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: College Catalog Change – Basic Nurse Assistant

The Health Care Worker Background Check Act has been changed to require a complete fingerprint background check effective Fall Semester 2010.

The exact language required would be, “The Health Care Worker Background Check Act requires that students complete a fingerprint background check. Fees will be paid by the student.

The Basic Nurse Assistant Training Program must comply with Illinois regulations and college policy; therefore requirements are subject to change.”

I ask the Board’s approval of this change to the catalog.

TLB/rs

**Agenda Item #8F**

**Health Information Management Testing Fee**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Health Information Management Testing Fee

In May 2007 the District and Lincoln Trail College were approved as a testing site for the certification exam for the Medical Assistant Program.

Lincoln Trail College has requested an extension of this certification to the students enrolled in the Health Information Management Program.

To pay for the cost of the exam, Health Information Management students will be assessed a \$150 fee when they register for their internship experience, effective Summer 2010. This fee will allow Health Information Management Program students to take the Health Information Management exam. Successful completion of the exam allows the student to become a Certified Billing & Coding Specialist/Certified Medical Administrative Assistant (CBCS/CMAA).

I ask the Board's approval of this fee.

TLB/rs

**Agenda Item #8G**

**Point of Purchase Software for Bookstores**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Point of Purchase Software for Bookstores

In order to establish a more efficient inventory control system and to provide better services to our students, the bookstores at LTC, OCC, and WVC would like to implement a point-of-sale system using Booklog software. These point-of-sale systems will provide up-to-the-minute inventory reporting capabilities for the largest inventory centers within the District. The current cash registers do not have these capabilities and create extra processes for our Business Offices, Financial Aid Offices and Student Services that could be eliminated.

Booklog is a Follett partner and the point-of-sale system is designed to integrate with Course Works, the book ordering software currently in use by each bookstore. Adding the Booklog point-of-sale system will provide an automated system for managing book sales and inventory management. The system also has features to allow for better customer tracking that will assist with book buy-backs and should increase sales.

I recommend the approval of the Booklog software proposal.

TLB/rs

Attachment



# ComputerWorks of Chicago

5153 N. Clark Street, Suite 207  
 Chicago, IL 60640  
 800-977-8212  
 (fax) 773-275-8498



**Proposal for:** Illinois Eastern Community Colleges

Olney Central College

Wabash Valley College

Lincoln Trail College

ATT: Alex Cline, Director Information & Communication Technologies

**Salesperson:** Gwen Fishbeck

**Date of proposal:** 5/11/2010

	DESCRIPTION	PRICE EACH	EXTENDED	SHIPPING	SUBTOTALS
<b>Booklog Software</b>					
3	Booklog Server License(s)	4,975.00	\$14,925.00	\$43.50	
3	Booklog Additional User(s)	1,000.00	\$3,000.00		
	<b>Per Campus Total:</b>		<b>\$5,975.00</b>		
<b>Booklog Software Total</b>					<b>\$17,925.00</b>

**Additional Booklog Software Modules & Interfaces**

Live Financial Aid Interface***	5,000.00
Batch Financial Aid Interface***	2,500.00
Financial Aid Module	2,500.00
Batch Accounting Interface***	2,500.00
eFollett Interface	1,200.00
Follett eBook interface	750.00
Campus Card Interface***	5,000.00
Touchscreen Register module	1,500.00
Book Rental module	2,500.00
Credit Card Verification Interface	495.00

**Additional Booklog Software Modules & Interfaces Total**

**N/A**

**Other Required Software**

PC Charge Credit Card Software - up to 4 Users	599.00
PC Charge Credit Card Software - Single User	350.00
PC Charge Additional Seat	100.00

**Other Required Software Total**

**N/A**

**POS Hardware**

Electronic Cash Drawers with media slot	\$299.00
Star HSP7743U-24 Thermal Receipt Printer (usb)	\$875.00
LZ 5000 Laser Bar Code Scanner (usb)	\$549.00
Pole Display (usb)	\$315.00
Keyboards w/ Touch Pad and Card Reader (usb)	\$375.00
Encrypted Debit Card Pin Pads (serial -verifone 1000se)	\$160.00

**POS Hardware Total**

**N/A**

**Computers**

POS Server*	2,800.00	<b>Store to Provide</b>
<i>PowerEdge 840, Dual Core Pentium E2160; 1.8GHz, 1NB Cache 800MHz FSB; 2GB DDR2 667 MHz 2X1</i>		
Computers for POS registers*	1,400.00	<b>Store to Provide</b>
<i>Optiplex 755 Pentium Dual Core E2180/2.0 GHz 1.M 800 FSB 1 GB Non-ECC, 667 MHz</i>		

**Computers Total**

**N/A**

**Miscellaneous Hardware & Supplies**

Cognitive Barcode Printer-thermal/direct (usb)	\$550.00
Worth Data LT54 Inventory data collection device	\$899.00
Roll(s) Large Removable Bar code Labels	\$24.00
Case(s) Thermal Paper - Star Printers (50 rolls)	\$120.00

**Miscellaneous Hardware & Supplies Total**

**N/A**

**All hardware returns subject to restocking fee.**

*Software prices are guaranteed for 60 days following*

*Hardware prices are subject to change without notice.*

*Payment terms: Hardware - payment due 30 days after receipt of equipment.*

*Software/Maintenance - payment due 30 days after installation*

*\*Computer prices included here are estimates only.*

*\*\*\*Requires either 3rd party upgrade to existing system or programming  
from your MIS to complete*

Booklog Software :	\$17,925.00
Other Required Software :	N/A
POS Hardware :	N/A
Computers* :	N/A
Miscellaneous Hardware & Supplies :	N/A
<b>System Total :</b>	<b>\$17,925.00</b>

Please Print Name

# ComputerWorks of Chicago

5153 N. Clark Street, Suite 207

Chicago, IL 60640

800-977-8212

(fax) 773-275-8498



**Proposal for:** Illinois Eastern Community Colleges

Olney Central College

Wabash Valley College

Lincoln Trail College

ATT: Alex Cline, Director Information & Communication Technologies

**Salesperson:** Gwen Fishbeck

**Date of proposal:** 5/11/2010

DESCRIPTION	PRICE EACH	EXTENDED	SHIPPING	SUBTOTALS
<hr/> <i>Signature, Date</i>				

# ComputerWorks of Chicago

5153 N. Clark Street, Suite 207  
 Chicago, IL 60640  
 800-977-8212  
 (fax) 773-275-8498



**Proposal for:** Illinois Eastern Community Colleges  
 Olney Central College  
 Wabash Valley College  
 Lincoln Trail College  
**ATT: Alex Cline, Director Information & Communication Technologies**

**Salesperson:** Gwen Fishbeck

**Date of proposal:** 5/11/2010

	DESCRIPTION	PRICE EACH	EXTENDED	SHIPPING	SUBTOTALS
<b>Annual Maintenance Agreements</b>					
1	Booklog Annual Maintenance Contract <i>Booklog Annual Maintenance Per Campus</i> <i>Booklog's annual Maintenance Contract is subject to a 3% increase per year effective after the first year.</i>	\$3,228.00 <i>\$1,076.00</i>	\$3,228.00 <i>\$1,076.00</i>		
<b>Annual Maintenance Agreements Total</b>					<b>\$3,228.00</b>

<b>Training and Installation</b>					
2	Days Training & Installation Fee <i>Installation &amp; Training Per Campus</i> <i>(Travel expenses, such as: transportation, meals &amp; lodging are billed separately)</i> <i>Refresher training after installation is available at the same rate and conditions. Many of our Booklog users find this training useful immediately prior to going live with the system, or after they have mastered the basics. This will be addressed at the time of installation.</i>	\$750.00 <i>\$500.00</i>	\$1,500.00 <i>\$500.00</i>		
8	Booklog 1-on-1 Web Training Classes (1 hour ea)	\$55.00	\$440.00	<i>Optional</i>	
<b>Training and Installation Total</b>					<b>\$1,500.00</b>

**All hardware returns subject to restocking fee.**

Software prices are guaranteed for 60 days following  
 Hardware prices are subject to change without notice.

Training and Installation :	\$1,500.00
Shipping & handling :	\$43.50
Maintenance Contracts :	\$3,228.00
<b>Services &amp; Maintenance Total:</b>	<b>\$4,771.00</b>

Payment terms: Hardware - payment due 30 days after receipt of equipment.  
 Software/Maintenance - payment due 30 days after installation

\_\_\_\_\_  
 Signature, Date

**Agenda Item #8H**

**Restoration of Paid Holidays**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Restoration of Paid Holidays

Earlier this fiscal year, upon my recommendation, the Board of Trustees approved unpaid holidays for all full-time staff and administration. At that time, there was uncertainty about the District's ability to receive state funds and there was a strong likelihood that the District would not receive quarterly payments in a timely fashion, thereby creating a cash flow problem. At the time of the Board action I stated that if the financial situation of the District improved, there would be a recommendation for the payment of these holidays. I am happy to report that it can be recommended that these holidays be paid.

Since the time unpaid holidays were implemented, the District has curbed spending and improved cash flow by terminating our contract with the Department of Corrections, reducing staff, changing the health insurance program, and leaving unfilled more than twenty staff positions.

In addition to a reduction in spending and an improvement in our cash flow situation, the District has been fortunate to receive a significant portion of our promised funding from the state. Unanticipated federal stimulus money was used to fulfill commitments to education. Lottery funds were made available. And there was recognition by the state that seven community colleges, including IECC, had significant financial needs that could only be addressed by the prompt payment of monies due the District.

I ask the Board to retroactively pay seven unpaid holidays so far observed in this fiscal year and restore Memorial Day 2010 as a paid holiday. Eligible employees would receive a lump sum payment for these holidays on May 28, 2010. (The payment for Memorial Day 2010 will be made on the payroll as scheduled.)

The state budget for FY 2011 has not yet been determined and the state's financial condition is more uncertain than ever. Therefore, unpaid holidays for FY 2011 (July 1, 2010 through June 30, 2011) will remain as unpaid holidays. If the financial situation at the District and state level improves, I will again recommend to the Board that these observed holidays also become paid holidays.

I recommend the adoption of the Resolution which follows.

TLB/rs

Attachment

**RESOLUTION TO REINSTATE FURLOUGH DAYS FOR FY2010**

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges, District Number 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, has the authority to change the holiday calendar for Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff; and

WHEREAS, the Board had implemented budget-required furlough days for all Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff.

NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT NUMBER 529, COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON, JASPER, LAWRENCE, WABASH, WAYNE AND WHITE, AND THE STATE OF ILLINOIS; as follows:

1. That the following unpaid holidays shall now be paid holidays for all Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff for **FY2010** and shall be paid May 28, 2010 to all employees still employed as of April 1, 2010 and were eligible to be paid for the holidays:

Labor Day	Martin Luther King Jr. Day
Columbus Day	President's Day
Veteran's Day	Spring Break Day
Friday after Thanksgiving	
  
2. That the following holiday shall be paid and observed for **FY 2010** by Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff:

Memorial Day
  
3. That budget-required furlough days, due to uncertainty in state funding, will continue in FY 2011 causing the following holidays to continue to be unpaid, but observed, for all Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff for **FY2011**:

Independence Day	Martin Luther King Jr. Day
Labor Day	President's Day
Columbus Day	Spring Break Day
Veteran's Day	Memorial Day
Friday after Thanksgiving	
  
4. That the following holidays shall continue to be paid and observed by Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff for **FY2011**:

Thanksgiving Day      Christmas      New Year's Day      Winter Break
  
5. That this resolution shall be in full force and effective immediately upon its adoption.

Adopted this 18th day of May, 2010.

BY: \_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Secretary to the Board

**Agenda Item #8I**

**Affiliation Agreement with Drs. Sehy and Jones Optometrists – Medical Office Assistant**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement with Drs. Sehy and Jones Optometrists – Medical Office Assistant

IECC wishes to enter into a new affiliation agreement with Drs. Sehy and Jones Optometrists, located in Effingham, Illinois.

This affiliation agreement is for the Medical Office Assistant Program at Olney Central College.

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

TLB/rs

Attachment



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

**AGENCY AGREEMENT**

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

**WITNESSETH THAT:**

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

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

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

1. The AGENCY agrees to make its facilities available for medical office assistant internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.
4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.
5. If a physical exam or TB test is required, these will be scheduled at the expense of the student.

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

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

8. An annual review of the agreement may be made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

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

AGENCY  
DOCTORS SEHY and JONES

OLNEY CENTRAL COLLEGE

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

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

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

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

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

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

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

September 4, 2008

**Agenda Item #8J**

**Affiliation Agreement with Ridgeview Care Center – Health Information Management**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement with Ridgeview Care Center – Health Information Management

IECC wishes to enter into a new affiliation agreement with Ridgeview Care Center located in Oblong, Illinois.

This affiliation agreement is for the Health Information Program at Lincoln Trail College.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
LINCOLN TRAIL COLLEGE  
HEALTH INFORMATION MANAGEMENT PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of April, 2010, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Health Information Management (HIM) Program (hereinafter referred to as LTC) and Ridgeview Care Center, Oblong IL 62449. (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 practice by students of the HIM Program for the COLLEGE and

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

1. The AGENCY agrees to make its facilities available in all areas of patient care that are appropriate educational experiences for observation and participation by the students of LTC'S HIM 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 HIM practice, and will be available to the HIM students.

The specific assignment of learning experiences to specific students will be made and arranged by the HIM 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 HIM students during their 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 care and safeguard of patients and information assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to HIM 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.

HIM students assigned to, or making use of any 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 HIM practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in HIM practice may participate in the contemplated program if approved by the AGENCY.

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

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

10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2010.

AGENCY

LINCOLN TRAIL COLLEGE

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

\_\_\_\_\_  
Health Information Management  
Faculty Member

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

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

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

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

psq:6/26/06



**Agenda Item #8K**

**Affiliation Agreement with Sikorski Chiropractic Clinic – Health Information Management**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement with Sikorski Chiropractic Clinic - Health Information Management

IECC wishes to enter into a new affiliation agreement with Sikorski Chiropractic Clinic located in Robinson, Illinois.

This affiliation agreement is for the Health Information Program at Lincoln Trail College.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
LINCOLN TRAIL COLLEGE  
HEALTH INFORMATION MANAGEMENT PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of April, 2010, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Health Information Management (HIM) Program (hereinafter referred to as LTC) and Sikorski Chiropractic 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 practice by students of the HIM Program for the COLLEGE and

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

1. The AGENCY agrees to make its facilities available in all areas of patient care that are appropriate educational experiences for observation and participation by the students of LTC'S HIM 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 HIM practice, and will be available to the HIM students.

The specific assignment of learning experiences to specific students will be made and arranged by the HIM 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 HIM students during their 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 care and safeguard of patients and information assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to HIM 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.

HIM students assigned to, or making use of any 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 HIM practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in HIM practice may participate in the contemplated program if approved by the AGENCY.

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

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

10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2010.

AGENCY

LINCOLN TRAIL COLLEGE

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

\_\_\_\_\_  
Health Information Management  
Faculty Member

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

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

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

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

psq:6/26/06

**Agenda Item #8L**

**Affiliation Agreement with Lathrop Foot & Ankle Comfort – Health Information Management**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement with Lathrop Foot and Ankle Comfort- Health Information Management

IECC wishes to enter into a new affiliation agreement with Lathrop Foot and Ankle Comfort located in Robinson, Illinois.

This affiliation agreement is for the Health Information Program at Lincoln Trail College.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
LINCOLN TRAIL COLLEGE  
HEALTH INFORMATION MANAGEMENT PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of April, 2010, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Health Information Management (HIM) Program (hereinafter referred to as LTC) and Lathrop Foot and Ankle Comfort, 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 practice by students of the HIM Program for the COLLEGE and

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

1. The AGENCY agrees to make its facilities available in all areas of patient care that are appropriate educational experiences for observation and participation by the students of LTC'S HIM 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 HIM practice, and will be available to the HIM students.

The specific assignment of learning experiences to specific students will be made and arranged by the HIM 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 HIM students during their 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 care and safeguard of patients and information assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to HIM 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.

HIM students assigned to, or making use of any 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 HIM practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in HIM practice may participate in the contemplated program if approved by the AGENCY.

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

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

10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2010.

AGENCY

LINCOLN TRAIL COLLEGE

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

\_\_\_\_\_  
Health Information Management  
Faculty Member

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

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

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

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

psq:6/26/06

**Agenda Item #8M**

**Affiliation Agreement with UAP AP & S Clinic – Medical Assistant Program**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement with UAP AP & S Clinic – Medical Assistant Program

IECC wishes to enter into a new affiliation agreement with UAP AP & S Clinic located in Terre Haute, Indiana.

This affiliation agreement is for the Medical Assistant Program at Lincoln Trail College.

I ask the Board's approval of this 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 27 day of April, 2010, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and UAP (AP&S Clinic, 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 that are appropriate educational experiences 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, proof of insurance, and a letter of good standing for each participating student showing that said student fully complies with the requirements required by the AGENCY.

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation of the educational program for the AGENCY staff.
8. The students and instructors will safeguard the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Medical Assistant Faculty and medical assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
  
10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2010.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/26/06

**Agenda Item #8N**

**Affiliation Agreement with Richland Memorial Hospital – Medical Assistant Program**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement with Richland Memorial Hospital – Medical Assistant Program

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

This affiliation agreement is for the Medical Assistant Program at Lincoln Trail College.

I ask the Board's approval of this 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 29 day of April, 2010, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Richland Memorial Hospital, Olney, 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 that are appropriate educational experiences 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, proof of insurance, and a letter of good standing for each participating student showing that said student fully complies with the requirements required by the AGENCY.

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation of the educational program for the AGENCY staff.
8. The students and instructors will safeguard the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Medical Assistant Faculty and medical assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2010.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/26/06

**Agenda Item #80**

**Affiliation Agreement with Cork Medical Center – Medical Assistant Program**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement with Cork Medical Center – Medical Assistant Program

IECC wishes to enter into a new affiliation agreement with Cork Medical Center located in Marshall, Illinois.

This affiliation agreement is for the Medical Assistant Program at Lincoln Trail College.

I ask the Board's approval of this 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 27 day of April, 2010, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Cork Medical Center, Marshall, 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 that are appropriate educational experiences 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, proof of insurance, and a letter of good standing for each participating student showing that said student fully complies with the requirements required by the AGENCY.

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation of the educational program for the AGENCY staff.
8. The students and instructors will safeguard the confidential nature of all information which may come to them with regard to patients and AGENCY records.



9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Medical Assistant Faculty and medical assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
  
10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2010.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/26/06

**Agenda Item #8P**

**Affiliation Agreement with Crawford Memorial Hospital – Medical Assistant Program**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement with Crawford Memorial Hospital – Medical Assistant Program

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

This affiliation agreement is for the Medical Assistant Program at Lincoln Trail College.

I ask the Board's approval of this 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 7 day of April, 2010, 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, 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 that are appropriate educational experiences 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, proof of insurance, and a letter of good standing for each participating student showing that said student fully complies with the requirements required by the AGENCY.

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation of the educational program for the AGENCY staff.
8. The students and instructors will safeguard the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Medical Assistant Faculty and medical assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
  
10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2010.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/26/06

**Agenda Item #8Q**

**Affiliation Agreement with Lathrop Foot & Ankle Comfort – Medical Assistant Program**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement with Lathrop Foot and Ankle Comfort – Medical Assistant Program

IECC wishes to enter into a new affiliation agreement with Lathrop Foot and Ankle Comfort located in Robinson, Illinois.

This affiliation agreement is for the Medical Assistant Program at Lincoln Trail College.

I ask the Board's approval of this 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 7 day of April, 2010, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Lathrop Foot and Ankle Comfort, 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 that are appropriate educational experiences 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, proof of insurance, and a letter of good standing for each participating student showing that said student fully complies with the requirements required by the AGENCY.

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation of the educational program for the AGENCY staff.
8. The students and instructors will safeguard the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Medical Assistant Faculty and medical assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
  
10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2010.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/26/06

**Agenda Item #8R**

**Affiliation Agreement with Dr. David Rotman**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement with Dr. David Rotman – Medical Assistant Program

IECC wishes to enter into a new affiliation agreement with the office of Dr. David Rotman located in Robinson, Illinois.

This affiliation agreement is for the Medical Assistant Program at Lincoln Trail College.

I ask the Board's approval of this 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 7 day of April, 2010, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Dr. David Rotman, 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 that are appropriate educational experiences 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, proof of insurance, and a letter of good standing for each participating student showing that said student fully complies with the requirements required by the AGENCY.

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation of the educational program for the AGENCY staff.
8. The students and instructors will safeguard the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Medical Assistant Faculty and medical assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
  
10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2010.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/26/06



**Agenda Item #8S**

**Affiliation Agreement with The Medicine Shoppe – Pharmacy Technician Program**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement - The Medicine Shoppe – Pharmacy Technician

IECC wishes to enter into a new affiliation agreement with The Medicine Shoppe located located in Marshall, Illinois.

This affiliation agreement is for the Pharmacy Technician at Lincoln Trail College.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 7 day of April, 2010, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and The Medicine Shoppe, Marshall, 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 \_\_\_\_\_, 2010.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/13/06

**Agenda Item # 8T**

**Affiliation Agreement with Richland Memorial Hospital – Pharmacy Technician Program**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement – Richland Memorial Hospital – Pharmacy Technician

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

This affiliation agreement is for the Pharmacy Technician at Lincoln Trail College.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 7 day of April, 2010, 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 \_\_\_\_\_, 2010.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/13/06

**Agenda Item #8U**

**Affiliation Agreement with Crawford Memorial Hospital – Pharmacy Technician**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement – Crawford Memorial Hospital – Pharmacy Technician

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

This affiliation agreement is for the Pharmacy Technician Program at Lincoln Trail College.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 7 day of April, 2010, 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 \_\_\_\_\_, 2010.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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Pharmacy Administrator

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

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

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

psq:6/13/06

**Agenda Item #8V**

**Affiliation Agreement with Lawrenceville CVS – Pharmacy Technician**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement – Lawrenceville CVS – Pharmacy Technician

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

This affiliation agreement is for the Pharmacy Technician at Lincoln Trail College.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 7 day of April, 2010, 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, 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 \_\_\_\_\_, 2010.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/13/06

**Agenda Item #8W**

**Affiliation Agreement with Paris Community Hospital – Pharmacy Technician**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement – Paris Community Hospital - Pharmacy Technician

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

This affiliation agreement is for the Pharmacy Technician at Lincoln Trail College.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 7 day of April, 2010, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Paris Community Hospital, Paris, 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 \_\_\_\_\_, 2010.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/13/06

**Agenda Item #8X**

**Affiliation Agreement with Scott Drugs – Pharmacy Technician**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement – Scott Drugs - Pharmacy Technician

IECC wishes to enter into a new affiliation agreement with Scott Drugs located in Bridgeport, Illinois.

This affiliation agreement is for the Pharmacy Technician at Lincoln Trail College.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 7 day of April, 2010, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Scott Drug, Bridgeport, IL 62417 (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 \_\_\_\_\_, 2010.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/13/06

**Agenda Item #8Y**

**Affiliation Agreement with The Medicine Shoppe – Pharmacy Technician**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement – The Medicine Shoppe (Newton) - Pharmacy Technician

IECC wishes to enter into a new affiliation agreement with The Medicine Shoppe located in Newton, Illinois.

This affiliation agreement is for the Pharmacy Technician at Lincoln Trail College.

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

TLB/rs

Attachment



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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 7 day of April, 2010, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and The Medicine Shoppe, Newton, 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 \_\_\_\_\_, 2010.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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Pharmacy Administrator

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

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College President

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Chairman, Board of Trustees  
Illinois Eastern Community Colleges

psq:6/13/06

**Agenda Item #8Z**

**Affiliation Agreement with Olney CVS – Pharmacy Technician**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement – Olney CVS – Pharmacy Technician

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

This affiliation agreement is for the Pharmacy Technician at Lincoln Trail College.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 7 day of April, 2010, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and CVS, 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 \_\_\_\_\_, 2010.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/13/06



**Agenda Item #8AA**

**Affiliation Agreement with Bertram's – Pharmacy Technician**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement – Bertram’s – Pharmacy Technician

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

This affiliation agreement is for the Pharmacy Technician at Lincoln Trail College.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 7 day of April, 2010, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Bertram's, 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 \_\_\_\_\_, 2010.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/13/06

**Agenda Item #8BB**

**Affiliation Agreement with Walgreen's – Pharmacy Technician**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 18, 2010  
RE: Affiliation Agreement – Walgreen’s – Pharmacy Technician

IECC wishes to enter into a new affiliation agreement with Walgreen’s located in Terre Haute, Indiana.

This affiliation agreement is for the Pharmacy Technician at Lincoln Trail College.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 7 day of April, 2010, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Walgreens, 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 \_\_\_\_\_, 2010.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/13/06

**Agenda Item #9**

**Bid Committee Report**

**None**

**Agenda Item #10**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT April 30, 2010**

<b>FUND</b>	<b>BALANCE</b>
<b>Educational</b>	<b>\$3,729,316.68</b>
<b>Operations &amp; Maintenance</b>	<b>\$463,622.31</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>\$406,656.26</b>
<b>Bond &amp; Interest</b>	<b>\$258,724.29</b>
<b>Auxiliary</b>	<b>\$539,026.05</b>
<b>Restricted Purposes</b>	<b>\$371,072.59</b>
<b>Working Cash</b>	<b>\$132,981.97</b>
<b>Trust &amp; Agency</b>	<b>\$174,469.34</b>
<b>Audit</b>	<b>(\$15,512.24)</b>
<b>Liability, Protection &amp; Settlement</b>	<b>\$251,262.02</b>
<b>TOTAL ALL FUNDS</b>	<b>\$6,311,619.27</b>

**Respectfully submitted,**

**Roger Browning, Treasurer**

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**April 30, 2010**

**ALL FUNDS**

	Fiscal Year 2010
<b>ASSETS:</b>	
CASH	6,311,619
IMPREST FUND	22,000
CHECK CLEARING	12,500
INVESTMENTS	14,190,800
RECEIVABLES	4,995,533
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	1,500,000
INVENTORY	516,115
OTHER ASSETS	443,842
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>27,992,409</b>
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	33,277
ACCOUNTS PAYABLE	87,763
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	2,194,549
OTHER LIABILITIES	2,703,036
<b>TOTAL LIABILITIES:</b>	<b>5,018,625</b>
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	2,809,387
PR YR BDGTD CHANGE TO FUND BALANCE	363,416
 <b>FUND BALANCES:</b>	
FUND BALANCE	17,302,647
RESERVE FOR ENCUMBRANCES	2,498,334
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>22,973,784</b>
 <b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	 <b>27,992,409</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 As Of April 30, 2010

ALL FUNDS

FY 2010  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	5,481,011
STATE GOVT SOURCES	12,048,945
STUDENT TUITION & FEES	12,443,147
SALES & SERVICE FEES	2,996,180
FACILITIES REVENUE	7,250
INVESTMENT REVENUE	216,336
OTHER REVENUES	162,608
TOTAL REVENUES:	33,355,477

EXPENDITURES:

INSTRUCTION	11,058,656
ACADEMIC SUPPORT	418,720
STUDENT SERVICES	1,126,088
PUBLIC SERV/CONT ED	55,731
OPER & MAINT PLANT	2,450,852
INSTITUTIONAL SUPPORT	6,615,992
SCH/STUDENT GRNT/WAIVERS	5,130,460
AUXILIARY SERVICES	4,030,133
TOTAL EXPENDITURES:	30,886,632

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	2,468,845
-------------------------------------	-----------

**Illinois Eastern Community Colleges**  
**Operating Fund - Income Statement**  
**CASH BASIS**  
**July 1 -- April 30, 2010**

	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
<b>REVENUES:</b>			
Local Government Sources	2,415,975	986,536	3,402,511
State Government Sources	10,246,265	1,802,680	12,048,945
Net Tuition and Fees	6,553,093	-	6,553,093
Sales & Service Fees	32,006	-	32,006
Facilities Revenue	-	6,430	6,430
Investment Revenue	98,257	25,551	123,808
Other Revenues	139,208	29	139,237
<b>TOTAL REVENUES:</b>	<b><u>19,484,804</u></b>	<b><u>2,821,226</u></b>	<b><u>22,306,030</u></b>
 <b>EXPENDITURES:</b>			
Salaries	13,323,078	658,383	13,981,461
Employee Benefits	1,685,926	143,574	1,829,500
Contractual Services	314,445	213,298	527,743
Materials	841,337	170,342	1,011,679
Travel & Staff Development	158,794	3,451	162,245
Fixed Charges	170,784	199,198	369,982
Utilities	102,812	883,047	985,859
Capital Outlay	77,072	88,224	165,296
Other	100,702	92	100,794
<b>TOTAL EXPENDITURES:</b>	<b><u>16,774,950</u></b>	<b><u>2,359,609</u></b>	<b><u>19,134,559</u></b>
 <b>TRANSFERS :</b>			
INTERFUND TRANSFERS	<u>(1,074,142)</u>	<u>-</u>	<u>(1,074,142)</u>
<b>TOTAL TRANSFERS:</b>	<b><u>(1,074,142)</u></b>	<b><u>-</u></b>	<b><u>(1,074,142)</u></b>
 <b>NET INCREASE/DECREASE IN NET ASSETS</b>			
	<b><u><u>1,635,712</u></u></b>	<b><u><u>461,617</u></u></b>	<b><u><u>2,097,329</u></u></b>



**OPERATING FUNDS  
COMPARISON REPORT FY08-10**

College	Category	FISCAL YEAR 2008			FISCAL YEAR 2009			FISCAL YEAR 2010			
		Annual Budget	Spent Thru April	% of Bdgt	Annual Budget	Spent Thru April	% of Bdgt	Annual Budget	Spent Thru April	% of Bdgt	% of Year
Frontier	Bills		\$1,801,804			\$2,100,310			\$1,556,888		
	Payroll		1,647,804			1,644,635			1,865,736		
	Totals	\$4,100,970	3,449,608	84%	\$4,457,801	3,744,945	84%	\$4,502,379	3,422,624	76%	83%
Lincoln Trail	Bills		1,260,250			1,700,215			1,235,270		
	Payroll		2,050,624			2,121,260			2,224,087		
	Totals	3,828,754	3,310,874	86%	4,499,878	3,821,475	85%	\$4,544,877	3,459,357	76%	83%
Olney Central	Bills		1,707,546			2,234,568			1,723,857		
	Payroll		3,629,256			3,865,203			4,354,253		
	Totals	6,264,932	5,336,802	85%	7,117,178	6,099,771	86%	\$7,188,350	6,078,110	85%	83%
Wabash Valley	Bills		1,919,374			2,650,456			2,007,574		
	Payroll		2,526,799			2,852,392			2,868,740		
	Totals	5,091,847	4,446,173	87%	6,251,391	5,502,848	88%	\$6,313,905	4,876,314	77%	83%
Workforce Educ.	Bills		1,668,033			1,976,836			2,271,561		
	Payroll		957,811			1,044,104			1,274,751		
	Totals	3,203,126	2,625,844	82%	3,557,648	3,020,940	85%	\$3,773,822	3,546,312	94%	83%
District Office	Bills		211,107			217,656			216,341		
	Payroll		734,832			752,883			718,190		
	Totals	1,295,077	945,939	73%	1,322,403	970,539	73%	\$1,217,108	934,531	77%	83%
District Wide	Bills		1,600,824			1,429,088			1,244,571		
	Payroll		688,542			730,043			675,704		
	Totals	4,822,961	2,289,366	47%	4,676,601	2,159,131	46%	4,907,510	1,920,275	39%	83%
<b>GRAND TOTALS</b>		<b>\$28,607,667</b>	<b>\$22,404,606</b>	<b>78%</b>	<b>\$31,882,900</b>	<b>\$25,319,649</b>	<b>79%</b>	<b>\$32,447,950</b>	<b>\$24,237,523</b>	<b>75%</b>	<b>83%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**April 30, 2010**

	<b>Amount</b>	<b>% of Total</b>
Salaries	13,981,461	57.69%
Employee Benefits	1,829,500	7.55%
Contractual Services	527,743	2.18%
Materials	1,011,679	4.17%
Travel & Staff Development	162,245	0.67%
Fixed Charges	369,982	1.53%
Utilities	985,859	4.07%
Capital Outlay	165,297	0.68%
Other	5,203,757	21.47%
	<u>24,237,523</u>	<u>100.00%</u>

**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 14, 2010  
**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1., 400.2., 400.5., 400.6. and 400.7. will be mailed under separate cover.

# **INDEX**

**400.1. Employment of Personnel**

**400.2. Change-in-Status**

**400.3. Reinstatement of Faculty for the 2010-2011 Academic Year Effective 5-18-2010**

**400.4. Special Assignments**

**400.5. Approval of Proposed Non-College Employment (External Report)**

**400.6. Retirements**

**400.7. Resignation**



# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Administrative

1. Wayne Morris, Interim Dean of Instruction, WVC, effective July 19, 2010.

### B. Professional/Non-Faculty

1. Cristina Siegel, Bookstore Manager, OCC, effective July 1, 2010.
2. Kevin Bowers, Interim Head Men's Baseball Coach, LTC, effective July 1, 2010.

### C. Classified

1. Debra Wiedwilt, Program Assistant - Marissa, WED, effective May 20, 2010.

## 400.2. Change-in-Status

### A. Administrative

1. Mitch Hannahs, Sports Center Manager/Coach to Interim President, LTC, effective July 1, 2010.
2. Kathryn Harris, Full-Time Faculty to Interim Dean of Instruction, LTC, effective June 14, 2010.
3. Rodney Ranes, Dean of Instruction to Interim President, OCC, effective June 17, 2010.
4. Kristi Urfer, Full-Time Faculty to Interim Dean of Instruction, OCC, effective July 1, 2010.

## 400.3. Reinstatement of Faculty for the 2010-2011 Academic Year Effective 5-18-2010

### A. Continuation of Tenure

1. Shasta Bennett
2. Amie Mayhall
3. Brian Wick

### B. Non-Tenure

1. Tyler Boyles
2. Michael Conn
3. Catherine Ross
4. Jill Stukenberg
5. Philip Thorsen

#### **400.4. Special Assignments**

##### **A. Athletics**

1. Kevin Bowers, Interim Athletic Director, LTC, \$3,500 per year

##### **B. Extra-Curricular**

1. Kent Staley, Temporary O & M Team Leader, \$485 per month, effective May 18, 2010.

#### **400.5. Approval of Proposed Non-College Employment (External Report)**

#### **400.6. Retirements**

##### **A. Administrative**

1. Beverly Turkal, President, LTC, effective July 1, 2010.
2. George Kocher, Interim Program Director for Telecom, LTC, effective July 1, 2010.

##### **B. Faculty**

1. Lonnie Devin, Faculty, LTC, effective June 1, 2010.
2. Kathleen Nelson, Nursing Faculty, OCC (WVC), effective May 29, 2010.

##### **C. Professional/Non-Faculty**

1. Elizabeth Grant, Bookstore Manager, LTC, effective December 1, 2010.

##### **D. Classified**

1. Trena Cline, Library Technician, FCC, effective July 1, 2010.

#### **400.7. Resignation**

##### **A. Professional/Non-Faculty**

1. Chad Killinger, Head Women's Basketball Coach/Pool Manager, LTC, effective May 22, 2010.

**Agenda Item #15**

**Collective Bargaining**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Acquisition and Disposition of Property**

**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Adjournment**

**TENTATIVE**  
**Protection, Health, Safety and ADA**  
**Projects Schedule**  
**Phase 9 Carryover 2 Projects**

	Estimated Budget										
District Office Roof Replacement	\$167,100										
District Wide Plumbing & Electrical Upgrades	\$367,300										
<b>GRAND TOTAL</b>	<b>\$534,400</b>	<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Partial Accepted</b>	<b>Fully Accepted</b>	

4/30/2010