

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**September 20, 2016**



**Location:**

**Wabash Valley College  
2200 College Drive  
Mt. Carmel, Illinois 62863**

**Dinner – 6:00 p.m. – Cafeteria  
Meeting – 7:00 p.m. – Science Building Room 61**

*The mission of Illinois Eastern Community College District 529 is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.*

**Illinois Eastern Community Colleges  
Board Agenda**

**September 20, 2016**

**7:00 p.m.**

**Wabash Valley College  
Science Building Room 61**

1. Call to Order & Roll Call..... Chairman Fischer
2. Disposition of Minutes..... CEO Bruce
3. Budget Hearing ..... Fischer
4. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
5. Public Comment
6. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
7. Policy First Reading (and Possible Approval)..... Bruce
  - A. Board 100.32 Personal Service Contracts
  - B. Board 100.33 Board Member Leadership Training
  - C. Board 100.34 Employment Contract Transparency and Annual Performance Review
  - D. Human Resources 400.27 Child Bereavement Leave
8. Policy Second Reading ..... Bruce
  - A. None
9. Staff Recommendations for Approval
  - A. 2016 IECC Fact Book..... Cantwell
  - B. Articulation Agreement with Murray State University..... Cantwell
  - C. FY2016 Audit..... Browning
  - D. FY2017 Budget..... Browning
  - E. 2016 Estimated Tax Levy Resolution ..... Bruce
  - F. Resolution Establishing Tax Levy Hearing..... Bruce
  - G. Bank Account Agreement..... Bruce
  - H. Dual Credit Agreement..... Bruce
  - I. Dual Credit Course Fee ..... Bruce
  - J. Agreement with SIU-E for BS in Nursing ..... Bruce
  - K. Affiliation Agreements for Phlebotomy Program - OCC
    - Crawford Memorial Hospital - Robinson
    - Richland Memorial Hospital - Olney
    - Good Samaritan Hospital – Vincennes
    - Paris Community Hospital - Paris

Gibson General Hospital - Princeton  
Lawrence County Hospital - Lawrenceville  
Weber Medical Clinic - Olney

10. Bid Committee Report ..... Bruce
  - A. Frontier Community College
    1. FCC Baseball Field Construction – Phase Two – Fencing & Gates
    2. FCC Shuttle Bus
    3. FCC Baseball Field Lighting, Materials Only
11. District Finance
  - A. Financial Report..... Browning
  - B. Approval of Financial Obligations..... Browning
12. Chief Executive Officer’s Report ..... Bruce
13. Executive Session ..... Bruce
14. Approval of Executive Session Minutes
  - A. Written Executive Session Minutes ..... Bruce
  - B. Audio Executive Session Minutes ..... Bruce
15. Approval of Personnel Report ..... Bruce
16. Collective Bargaining..... Bruce
  - A. Partial Agreement
17. Litigation..... Bruce
18. Other Items
19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, Olney, Illinois, Tuesday, August 16, 2016.

**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, Renee Smith, to call the roll.

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

John D. Brooks, Gary Carter, Brenda K. Culver, G. Andrew Fischer, Alan Henager, Jan Ridgely. Also present was Gideon Raley, student trustee elect. Trustees absent: Michael K. Correll. 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.

Jay Edgren, President of Frontier Community College.

Matt Fowler, President of Wabash Valley College.

Ryan Gower, President of Lincoln Trail College.

Rodney Ranes, President of Olney Central College.

Roger Browning, Chief Finance Officer/Treasurer.

Tara Buerster, Director of Human Resources.

Chris Cantwell, Dean, Academic & Student Support Services/Chief Academic Officer.

Alex Cline, Director of Information & Communications Technology.

Renee Smith, Executive Assistant to CEO/Board Secretary.

Michael Thomas, Dean of Workforce Education.

Jeff Cutchin, Dean of Instruction of Lincoln Trail College.

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held July 19, 2016 were presented for disposition.

**Board Action to Approve Minutes:** Trustee Brenda Culver made a motion to approve minutes of the foregoing meeting as prepared. Student Trustee Gideon Raley seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken and the Chair declared the “Ayes” have it and the motion carried.

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

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

**#3-B. IECEA Representative:** None.

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

**AGENDA #5 – “Reports”** –

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

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

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

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

**#6-A. 300.16 Travel Policy:** The following proposed policy is recommended in accordance with Public Act 099-0604 which requires community college districts to adopt travel regulations for members of the Board of Trustees. This new legislation was signed because of the difficulties discovered regarding trustee reimbursement at the College of DuPage. The law requires that policy be adopted by January 1, 2017. The proposed policy would have trustee reimbursement at the same rates as all District employees. This has been the policy of Illinois Eastern since the District’s inception and Board of Trustee member travel has always been reimbursed at the rate available to all employees.

BUSINESS - 300

**Travel Policy (300.16)**

Date Adopted: October 15, 1996

It is the policy of the ~~Board of Trustees~~ District to reimburse members of the Board of Trustees, Treasurer, Board Secretary, and employees of the District for approved trips relating to college or District business, at a rate which is consistent with the reimbursement rates in the State of Illinois. ~~for personnel not covered by the collective bargaining agreement.~~

~~District employees seeking~~ Any request for reimbursement should requires submission of submit appropriate forms.

Full-time employees will only be reimbursed for travel from the first work site to the second work site, or from their personal residence to the second work site, whichever distance is shorter.

Charges on credit cards will require documentation of the business purpose and will be provided by the person making the charges. No credit card charges are permitted for any personal purpose or for travel by non-district personnel.

Procedures for compliance with current Illinois law ~~implementation of this policy and any subsequent changes~~ will be outlined in a procedure manual.

**Board Action:** Trustee Brenda Culver made a motion that second reading be waived and that the foregoing Travel Policy be adopted as recommended. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager,

Jan Ridgely. Student advisory vote: yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

**#8-A. Technology Plan:** The Technology Plan for FY2017 through FY2021 was developed by the Technology Committee and established a blueprint that sets forth IECC’s Information Technology vision, its strategic directions, and the action plans for supporting the academic experience of students and strengthening the educational mission of faculty and staff.

The Technology Plan is grouped into the categories of administrative systems, networking infrastructure, telecommunications, software, and other technology resources. The plan reviews the progress on FY2016 projects and sets the goals for FY2017-FY2021.

The Technology Plan from 2017-2021 contemplates expenditures of \$345,000.00 in FY 2017, \$450,000.00 in FY 2018 and \$515,000.00 for fiscal years 2019-2021 for a total anticipated expenditure of \$2,340,000.00. The CEO recommended approval of the Technology Plan as recommended.

**Board Action:** Student Trustee Gideon Raley made a motion to approve the Technology Plan for FY2017-FY2021 as recommended. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. FY2017 Tentative Budget:** Prior Board action required that the tentative budget be made available to the public by August 10<sup>th</sup> and mailed to the Board of Trustees. The District complied with this requirement and the tentative budget will remain available for public inspection through the scheduled September 20<sup>th</sup> Budget Hearing and Board meeting. Publication of the budget’s availability and notice of the Public Hearing on the Budget was made in district newspapers. The tentative fiscal year 2017 budget projects operating proceeds of \$27,696,972 for the Education Fund and \$2,584,000 for the Operations and Maintenance Fund, for a total of \$30,280,972 projected total revenues in the Operating Funds. The tentative budget document represents the current and best judgment of the district administration relative to anticipated revenues for fiscal year 2017. It was based on information available at the time of publication. The CEO recommended that the Board of Trustees accept the tentative budget as presented.

**Board Action:** Trustee John Brooks made a motion to accept the FY2017 tentative budget as recommended. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Employee Health and Dental Insurance:** An IECC Health Insurance Committee representing all colleges and employee classifications and Arthur J. Gallagher, a nationally known insurance consulting firm worked to conduct an extensive review of IECC's claims and past history of coverages. The Committee and Gallagher recommended that the District allow its employees to go to a Market Place to purchase insurance. This Market Place would be set up by Arthur J. Gallagher strictly for IECC employees to go to and purchase health, dental and other choices specifically tailored to IECC employees. The District would continue to offer insurance through the Blue Cross Blue Shield of Illinois plan, but the plans would be offered through the new Market Place. In addition, the District would continue to offer an HSA for those employees who elect a qualified high deductible plan. The CEO recommended that the Board approve contracts as presented to allow Arthur J. Gallagher to proceed with building the IECC Market Place.

**Board Action:** Trustee Al Henager made a motion to approve contracts with Arthur J. Gallagher to build the IECC Market Place as recommended. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Appointment of Board Vice Chairman:** Upon the death of Trustee Marilyn Wolfe, the office of Vice Chairman of the Board of Trustees became vacant. The Board acted to fill the office of Vice Chairman, effective immediately, as follows:

**Board Action:** Trustee Gary Carter made a motion to approve the appointment of Brenda Culver as Board of Trustees Vice Chairman. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees voting Abstain: Brenda Culver. Trustees absent: Michael Correll. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. Safety Deposit Box Resolution:** The District has a safety deposit box at First Financial Bank that it has maintained over 40 years. A Board Resolution is now required to designate those who can access the safety deposit box. The CEO recommended that the Board approve the following resolution to appoint the CEO, The Board Treasurer, the Board Secretary and the Board Chairman as individuals who should have access to the safety deposit box.

Be it resolved that the Board of Trustees of Illinois Eastern Community College District #529 hereby states that:

WHEREAS the Board takes notice that it is the owner of a safety deposit box at the First Financial Bank, Olney, Illinois; and

WHEREAS the Board is required to approve individuals who would have access to that safety deposit box; and

WHEREAS the Board hereby designates Terry Bruce, Chief Executive Officer, Roger Browning, District Treasurer, Renee Smith, Board Secretary, and Andrew Fischer, Board Chairman as individuals who shall have access to the safety deposit box; and

WHEREAS it is the intent of the Board that successors to these four named offices shall automatically become the successor individual to have access to the safety deposit box; and

THEREFORE, be it resolved by the Board of Trustees.

**Board Action:** Trustee Brenda Culver made a motion to approve the Resolution to appoint the CEO, the Board Treasurer, the Board Secretary, and the Board Chairman as individuals who should have access to the safety deposit box, as recommended. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. Board of Trustees Election 2017:** The Board of Trustees is responsible for various election duties for the Board of Trustees election to be held on April 4, 2017. The Board took note of the dates concerning that election and the CEO recommended the appointment of Board Secretary Renee Smith as Election Official and that Christine Cantwell be appointed as assistant Election Official to act in the absence of the Board Secretary.

**Board Action:** Trustee Gary Carter made a motion to approve the appointment of Renee Smith as Election Official and Christine Cantwell as assistant Election Official, as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-G. Athletic Training Agreement with Wabash General Hospital – FCC:** Wabash General Hospital has requested the renewal of the existing Athletic Training Services Agreement for services at Frontier Community College for an additional one-year period to cover the academic year 2016-2017. The CEO recommended approval of the agreement with Wabash General Hospital.

**Board Action:** Trustee Brenda Culver made a motion to approve the Contract for Athletic Training Services between IECC/FCC and Wabash General Hospital. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees Absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes the Chair declared the motion carried.

**#8-H. Athletic Training Agreement with Richland Memorial Hospital – OCC:** Richland Memorial Hospital has requested the renewal of the existing Athletic Training Services Agreement at Olney Central College for an additional one-year period to cover the academic year 2016-2017. The CEO recommended approval of the agreement with Richland Memorial Hospital.

**Board Action:** Trustee Brenda Culver made a motion to approve the Contract for Athletic Training Services between IECC/OCC and Richland Memorial Hospital. Student



Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees Absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes the Chair declared the motion carried.

**#8-I. Athletic Training Agreement with Wabash General Hospital – WVC:**

Wabash General Hospital has requested the renewal of the existing Athletic Training Services Agreement at Wabash Valley College for an additional one-year period to cover the academic year 2016-2017. The CEO recommended approval of the agreement with Wabash General Hospital.

**Board Action:** Trustee Brenda Culver made a motion to approve the Contract for Athletic Training Services between IECC/WVC and Wabash General Hospital. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees Absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes the Chair declared the motion carried.

**#8-J. Affiliation Agreement with SSM Health:** IECC wishes to enter into an affiliation agreement with SSM Health Care Corporation, a nonprofit corporation with headquarters in St. Louis, Missouri and comprised of numerous health care facilities, including hospitals in Mt. Vernon and Centralia, Illinois. This agreement covers health occupations program students who are enrolled at all IECC Colleges. The CEO recommended approval of the affiliation agreement with SSM Health Care Corporation.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement with SSM Health Care Corporation. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees Absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes the Chair declared the motion carried.

**#8-K. Conveyance of Property from McCoy Estate:** The Estate of Jane McCoy has conveyed residential property to the District. The CEO recommended acceptance of the conveyance of residential property from the Estate of Jane McCoy.

**Board Action:** Trustee John Brooks made a motion to accept the conveyance of residential property from the Jane McCoy Estate as recommended. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #9 – “Bid Committee Report”** – None.

**AGENDA #10 – “District Finance”** – The following District financial matters were presented.

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of July 31, 2016.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for August 2016, totaling \$911,177.41, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Trustee Jan Ridgely made a motion to approve payment of district financial obligations for August 2016, in the amounts listed. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “Chief Executive Officer's Report”** – CEO Terry Bruce provided a report covering the following items: Faculty Development Day, Illinois Manufacturers' Association Scholarship Presentation, Audit Committee Meeting – September 12, Leadership Training Requirement for Trustees, OCC Roof Damage, State Budget, and Enrollment.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the regular meeting, July 19, 2016.

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

**400.1 Employment of Personnel**

**A. Professional Non-Faculty**

1. Andrea Puckett, Coordinator of Financial Aid, OCC, effective September 1, 2016, pending successful completion of background check
2. Barbara Webster, Coordinator of Financial Aid, LTC, effective August 24, 2016

**B. Classified**

1. Benjamin Deaton, Library Assistant, OCC, effective August 17, 2016
2. Heather Moore, Academic Counselor, TRIO Student Support Services, LTC/DO, effective August 18, 2016, pending successful completion of background check

**400.2. Change in Status**

**A. Professional Non-Faculty**

1. Ashlee Spannagel, Retention Coordinator, FCC, to Program Director, Grants, Compliance, & Outreach, DO/WRC, effective August 22, 2016

**400.3. Approval of Proposed Non-College Employment**

**A. Faculty**

<u>Name</u>	<u>Employer</u>	<u>Hours per Calendar Year</u>
Winifred Wolven	Grand Canyon University Phoenix, AR	60

**400.4. Special Assignments**

<p><b>A. Athletic</b>  <b>2016-17</b></p> <ol style="list-style-type: none"> <li>1. Kevin Bowers, Athletic Director, LTC</li> <li>2. Scott Sparks, Men’s Golf Coach, LTC</li> </ol> <p><b>B. Extra-Curricular</b></p> <ol style="list-style-type: none"> <li>1. Rebecca Carmack, Performing Arts Co-Coordinator, LTC</li> </ol>	<p><b>Recommended</b></p> <p>\$3,500 per year  \$4,000 per year  \$1,500 per year</p>
---	---

**400.5. Resignation Ratification**

**A. Classified**

1. Heather Hagen, Library Assistant, OCC, effective August 6, 2016

**Personnel Report Addendum**

**400.6. Acceptance of Instructor’s Decline of Board Offer**

**#14-A. Board Action to Amend Personnel Report:** Trustee Al Henager made a motion to amend the Personnel Report, to add an addendum as presented. Trustee Jan Ridgely seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

**#14-B. Board Action to Approve Amended Personnel Report:** Trustee Al Henager made a motion to approve the amended Personnel Report as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #15 – “Collective Bargaining”** – None.

**AGENDA #16 – “Litigation”** – None.

**AGENDA #17 – “Other Items”** – None.

**AGENDA #18 – “Adjournment”** – Trustee Al Henager made a motion to adjourn. Trustee Gary Carter seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The 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.

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Budget Hearing**

**Agenda Item #4**

**Recognition of Visitors and Guests**

**A. Visitors and Guests**

**B. IECEA Representatives**

**Agenda Item #5**

**Public Comment**



**Agenda Item #6**

**Reports**

- A. Trustees**
- B. Presidents**
- C. Cabinet**

**Agenda Item #7**

**Policy First Reading (and Possible Approval)**

**Agenda Item #7A**

**Board 100.32 Personal Service Contracts**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2016  
RE: Board 100.32 Personal Service Contracts

The General Assembly has passed legislation to remove the authority of the Board of Trustees to modify or amend any contract for personal services of any of the four Presidents, or the District Chief Executive Officer within 45 days of an election for members of the Board of Trustees.

If, during the 45 days preceding the election, the Board in fact, makes a change or alters these personal service contracts, because of a reasonable emergency, then those changes must be approved by the newly organized Board. By operation of law, if the changes are not approved by the newly seated Board, then those contract changes are automatically void.

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

TLB/rs

Attachment

## New Policy

### Board 100.32 Personal Service Contracts

It shall be the policy of the Board that beginning 45 days prior to the Tuesday following the first Monday of April in odd-numbered years until the first organizational meeting of the new Board, that the Board shall make no addendum to modify or amend an employee agreement between the Board and any of the district's Presidents or Chief Executive Officer. During this 45-day period, such employee agreements may not be agreed to or executed, nor may an employment contract be made and entered into between the Board and any of the four Presidents or Chief Executive Officer. If the Board must take such action at any time during the 45 days prior to the Tuesday following the first Monday of April in odd-numbered years until the first organizational meeting of the new Board due to a reasonable emergency, then such action taken involving an employee agreement, shall be terminated on the 60th day after the first organizational meeting, unless the new board, by resolution, reaffirms the addendum or new employment contract. A reasonable emergency means any imminent need to maintain the operations or facilities of the District and that such need is due to circumstances beyond the control of the Board.

**Agenda Item #7B**

**Board 100.33 Board Member Leadership Training**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2016  
RE: Board 100.33 Board Member Leadership Training

Effective January 1, 2017, State law will require that each Board member complete a minimum of 4 hours of professional development leadership training covering topics that shall include, but are not limited to, open meetings law, community college and labor law, freedom of information law, contract law, ethics, sexual violence on campus, financial oversight and accountability, audits, and fiduciary responsibilities of a community college trustee. This training is to occur during the first, third, and fifth year of a trustee's term.

The District is required to maintain on its internet website the names of all trustees of the Board who have successfully completed the training, as well as the names of trustees of the Board who have not successfully completed the training as required.

The training required may be provided by the Illinois Community College Trustees Association or providers approved by the Illinois Community College Board. The District plans to become a qualified provider and conduct the training for the IECC Trustees.

Each IECC Board member shall certify completion of the training required to the Board Secretary. If a trustee does not satisfy all requirements or fails to complete the training, the Secretary shall send a notice to trustees and the District Chief Executive Officer of that fact.

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

TLB/rs

Attachment

New Policy

Board 100.33 Board Member Leadership Training

Effective January 1, 2017, every voting member of the Board shall complete a minimum of 4 hours of professional development leadership training covering topics that shall include, but are not limited to, open meetings law, community college and labor law, freedom of information law, contract law, ethics, sexual violence on campus, financial oversight and accountability, audits, and fiduciary responsibilities of a community college trustee during the first, third, and fifth year of his or her term. The District shall maintain on its Internet website the names of all elected or appointed voting trustees of the Board who have successfully completed the training, as well as the names of all elected or appointed voting trustees of the Board who have not successfully completed the training as required.

The training required may be provided by an association established by Statute for the purpose of training community college district board trustees or by other qualified providers approved by the State Board, in consultation with an association so established.

The Board member shall certify completion of the training required to the Secretary of the Board. If a Board member does not satisfy all requirements or the certification indicates that a Board member has not completed the training, the Secretary shall send a notice to all elected or appointed members serving on the Board and the Chief Executive Officer of the District of that fact.



**Agenda Item #7C**

**Board 100.34 Employment Contract Transparency and Annual Performance Review**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2016  
RE: Board 100.34 Employment Contract Transparency

Under new State law and effective January 1, 2017, the employment contracts of the four Presidents or the Chief Executive Officer of the District shall include the following:

- Severance payments or contract buyouts may be placed in an escrow account if there are pending criminal charges against a President or the Chief Executive Officer of the District related to their employment.
- Final action on the formation, renewal, extension, or termination of the employment contracts of a President or the Chief Executive Officer of the District must be made during an Open Meeting of the Board.
- Public notice must be given prior to final action on the formation, renewal, extension, or termination of the employment contracts of a President or the Chief Executive Officer of the District and any such appointment must include a description of the proposed principal financial components of the appointment.
- Any performance-based bonus or incentive-based compensation must be approved by the Board in an Open Meeting and the performance criteria and goals upon which the compensation is based must be made available to the public no less than 48 hours before Board consideration of the bonus compensation.
- Board minutes and performance criteria and goals must be made available to the public on the District's Internet website.
- The Board will complete an annual performance review of each President and the Chief Executive Officer. An annual performance review will be considered when the Board contemplates a bonus, raise, or severance agreement.

I ask approval of the new Employment Contract Transparency and Annual Performance policy.

TLB/rs

Attachment

## New Policy

### Board 100.34 Employment Contract Transparency and Annual Performance Review

#### Employment

Effective January 1, 2017, the following policy shall apply to the employment contracts of each of the Presidents or the Chief Executive Officer of the District entered into, amended, renewed, or extended after the effective date. This policy does not apply to collective bargaining agreements.

With respect to employment contracts entered into with any of the four Presidents or the Chief Executive Officer of the District:

Severance payments or contract buyouts may be placed in an escrow account if there are pending criminal charges against a President or the Chief Executive Officer of the District related to their employment.

Final action on the formation, renewal, extension, or termination of the employment contracts of a President or the Chief Executive Officer of the District must be made during an Open Meeting of the Board.

Public notice, compliant with the Open Meetings Act, must be given prior to final action on the formation, renewal, extension, or termination of the employment contracts of a President or the Chief Executive Officer of the District. In addition, any appointment of a President or Chief Executive Officer of the District must include a copy of the Board item or other documentation providing, at a minimum, a description of the proposed principal financial components of the appointment.

Any performance-based bonus or incentive-based compensation to a President or the Chief Executive Officer of the District must be approved by the Board in an Open Meeting. The performance criteria and goals upon which the bonus or incentive-based compensation is based must be made available to the public no less than 48 hours before Board approval of the performance-based bonus or incentive-based compensation.

Board minutes, Board packets, and annual performance criteria and goals concerning a President or the Chief Executive Officer must be made available to the public on the community college District's Internet website.

#### Annual Performance Review

The Board will complete an annual performance review of each President and the Chief Executive Officer. An annual performance review will be considered when the Board contemplates a bonus, raise, or severance agreement for a President or Chief Executive Officer.

**Agenda Item #7D**

**Human Resources 400.27 Child Bereavement Leave**

**Agenda Item #7D**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 16, 2016  
RE: Policy 400.27 Child Bereavement Leave Policy

In accordance with Public Act 99-0703 Child Bereavement Leave Act, the District is now required to provide up to 10 unpaid days of child bereavement leave to any employee to attend the funeral or alternative to a funeral of a child, or to make arrangements necessitated by the death of a child, or to grieve the death of the child. In the event of the death of more than one child in a twelve-month period, an employee is entitled up to a total of 6 weeks of unpaid bereavement leave during a twelve-month period.

I recommend the Board waive the second reading and approve the new policy.

TLB/rs

Attachment

New Policy

HUMAN RESOURCES – 400

**Child Bereavement Leave Policy (400.27)**

Date Adopted: September 20, 2016 (pending Cabinet & Board approval)

In accordance with PA 99-0703 the Child Bereavement Leave Act, employees shall be granted a leave of absence for the bereavement of a child.

Employees are eligible to take up to 2 weeks (10 work days) of unpaid bereavement leave to: attend the funeral or alternative to a funeral of a child; make arrangements necessitated by the death of a child; or grieve the death of a child. Such leave must be completed within 60 days after the date on which the employee receives notice of the death of the child.

A “child” under this policy means an employee’s son or daughter who is a biological, adopted, foster child, legal ward, or a child of a person standing in loco parentis.

An employee can elect to take any applicable and available paid leave time during their unpaid bereavement leave.

In the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of 6 weeks of unpaid bereavement leave during a 12-month period.

**Agenda Item #8**

**Policy Second Reading**

**None**

**Agenda Item #9**

**Staff Recommendations for Approval**



**Agenda Item #9A**

**2016 IECC Fact Book**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2016  
RE: 2016 IECC Fact Book

The IECC Fact Book has been developed to provide an annual compilation of data about Illinois Eastern Community Colleges including information about the students in our District, enrollment history, the degrees and certificates granted, the financial aid received and distributed, and the District's budgets and operations.

The 2016 IECC Fact Book will be used for strategic planning, institutional effectiveness, and policy-making processes. In most cases, the time period of the statistical data covered by the Fact Book is FY16 which is from July 1, 2015 to June 30, 2016. The Fact Book was sent to the Board on September 12, 2016.

I ask the Board's approval of the 2016 IECC Fact Book.

TLB/rs

**Agenda Item #9B**

**Articulation Agreement with Murray State University**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2016  
RE: Agricultural Articulation Agreement between IECC and Murray State University

The following Agricultural Articulation Agreement between IECC and Murray State University formalizes the articulation that exists between the Agricultural Technology/Business Program at Wabash Valley College and the Hutson School of Agriculture at Murray State University.

This articulation agreement creates a seamless and transfer friendly partnership that will encourage students to continue their educational pursuits and become engaged in the respective agricultural career of their choice.

This agreement confirms that relevant agricultural technology/business courses, as listed in the curriculum agreement and degree plan, completed by students who graduated from the Agricultural Technology/Business program through WVC, will apply toward a Bachelor of Science in Agriculture degree at Murray State University.

I recommend the Board's approval of this agreement.

TLB/rs

Attachment



**MURRAY**  
STATE UNIVERSITY

**Hutson School of Agriculture**

Agricultural Articulation  
Agreement

with Illinois Eastern  
Community College/  
Wabash Valley College

2016

## **Murray State University Contact List**

For assistance with the transfer process including admissions, housing, paying for college, etc., please contact the Murray State University Transfer Center at

Murray State University

Transfer Center

Toll-free: 1-855-668-8886

Phone: 270-809-3350

Fax: (270) 809-3411

Email: [msu.transfercenter@murraystate.edu](mailto:msu.transfercenter@murraystate.edu)

Website: <http://www.murraystate.edu/Admissions/TransferCenterNewTransfer.aspx>

For assistance with this articulation agreement or if you have specific questions about agriculture, please feel free to contact Murray State University Hutson School of Agriculture at

Murray State University

Hutson School of Agriculture

103 S. Oakley Applied Science Building

Murray, KY 42071-3345

Phone: (270) 809-3328

Fax: (270) 809-5454

Email: [msu.ag@murraystate.edu](mailto:msu.ag@murraystate.edu)

Website: [www.murraystate.edu/agr](http://www.murraystate.edu/agr)



May 31, 2016

MSU Agriculture – Where we know how to grow things...like enrollment!

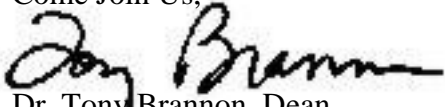
On behalf of our faculty and staff, I would like to express our appreciation to the area community college faculty for working with us to develop articulation agreements to our academic degree options. At the same time, we would like to invite all the community college students to “come join us” as you continue your educational pursuits.

By definition, articulation is the “process by which one institution matches its courses or requirements to course work completed at another institution”. Students may use this course articulation to assure that the courses they complete at the community college will not have to be repeated at Murray State. Additionally, the articulation agreements that have been developed contain a degree plan that includes the courses taken at the community college and the additional MSU classes and requirements that will have to be taken to complete a Bachelor of Science in Agriculture. It is our hope that these agreements will assist students in determining what courses will be required for graduation.

Hutson School of Agriculture at MSU recognizes the importance and the quality of the programs at the regional community and technical colleges. Many of our best students in the past years have come to us through transfer programs. It is our desire to create a seamless and “transfer friendly” agreement that will encourage students to continue their educational pursuits at our university and to become engaged in the respective agricultural career of their choice.

Please let us know if we can assist you in any way. You can contact the Hutson School of Agriculture at (270) 809-3328 or at [msu.ag@murraystate.edu](mailto:msu.ag@murraystate.edu).

Come Join Us,



Dr. Tony Brannon, Dean  
MSU Hutson School of Agriculture

**AGRICULTURAL ARTICULATION  
AGREEMENT  
MURRAY STATE  
UNIVERSITY AND  
ILLINOIS EASTERN COMMUNITY COLLEGE  
(IECC)/ WABASH VALLEY COLLEGE**

Whereas, Murray State University and the Hutson School of Agriculture wish to cooperate fully with Illinois Eastern Community College (IECC)/Wabash Valley College, and

Whereas, the Illinois Eastern Community College (IECC)/Wabash Valley College Agriculture program provides quality higher education training to a growing number of agricultural students, and

Whereas, agriculture students enrolled at Illinois Eastern Community College (IECC)/Wabash Valley College may wish to pursue a Bachelor of Science degree after completion of the program at Illinois Eastern Community College (IECC)/Wabash Valley College, and

Whereas, Murray State University and the agriculture program are regionally and nationally recognized and can provide an excellent opportunity for students to obtain an economical, yet quality degree in agriculture, and

Whereas, Murray State University provides a personal, hands-on quality education and has as its motto “large enough to serve you, small enough to know you”, and

Whereas Murray State University agrees to adjust the requirement that “42 hours of upper-level courses must be taken at MSU” down to “at least 31 hours of upper-level courses must be taken at MSU” as per the agreement;

Be it therefore resolved that Murray State University and Illinois Eastern Community College (IECC)/Wabash Valley College hereby enter into an agricultural articulation agreement as described in the attached curriculum agreements.

This agreement will serve as the official transfer agreement and will be accepted as written. Individual exceptions to this agreement will be accepted with the approval of both parties.

**Murray State University**

**Illinois Eastern Community College  
(IECC)/Wabash Valley College**

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer, IECC

\_\_\_\_\_  
Provost/Vice President

\_\_\_\_\_  
Dean & Chief Academic Officer

\_\_\_\_\_  
Director, Transfer Center

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Dean, Hutson School of Agriculture



**MURRAY STATE UNIVERSITY HUTSON SCHOOL OF AGRICULTURE/  
IECC/WABASH VALLEY COLLEGE  
AGRICULTURAL TECHNOLOGY/BUSINESS TO AGRIBUSINESS CURRICULUM**

**GENERAL EDUCATION/UNIVERSITY STUDIES COURSES**

Dept.	No.	Description	Hrs.	Gr.
<b>ORAL AND WRITTEN COMMUNICATION</b>				<b>7 HRS</b>
ENG	105	Critical Reading, Writing & Inquiry	4	*
COM	161	Intro. to Public Speaking	3	
<b>SCL. INQUIRY, METHODS, QUANT. SKILLS</b>				<b>12 HRS</b>
MAT	140	<b>WVC – MTH 1102</b>	4	
CHE	105	Intro. to Chemistry I	4	
BIO	101	Biological Concepts	4	
<b>WORLD'S HISTORICAL LITERARY &amp; PHILOSOPHICAL TRADITIONS</b>				<b>6 HRS</b>
CIV	201	World Civilizations I	3	
HUM	211	Western Humanities Tradition	3	
<b>GLOBAL AWARENESS AND CULT. DIVERSITY</b>				<b>3 HRS</b>
<b>Select One of the Following Courses</b>				
AGR	353	World, Food & Ag	3	
<b>SOCIAL AND SELF AWARENESS</b>				<b>6 HRS</b>
ECO	230	Principles of Macroeconomics	3	
COM	260	Communication Ethics	3	
POL	140	<b>OR</b> American National Gov	3	
<b>UNIVERSITY STUDIES ELECTIVES</b>				<b>6 HRS</b>
ECO	231	Principles of Microeconomics	3	
FIN	230	Personal Finance	3	
<b>40 HOURS OF UNIVERSITY STUDIES **</b>				

**AGRICULTURE CURRICULUM COURSES**

Dept.	No.	Description	Hrs.	Gr.
<b>AGRICULTURE CORE COURSES</b>				<b>26 HRS</b>
AGR	100T	<b>WVC – AGR 1201</b>	1	
AGR	100	<b>WVC – AGR 1121</b>	<b>3 4</b>	
AGR	130	<b>WVC – AGR 1132</b>	3	
AGR	133	<b>WVC – AGR 2202 (1) &amp; AGR 2203 (1)</b>	2	
AGR	140	<b>WVC – AGR 1112 (4) – takes place of AGR 160/240 requirement</b>	<b>3 4</b>	
AGR	170	<b>WVC – AGR 1191</b>	3	
AGR	199	Contemporary Issues in Ag	3	
AGR	339	<b>WVC – AGR 2252</b>	3	
AGR	345/ 346	<b>WVC – AGR 1111 (4)</b>	<b>3 4</b>	

**AGRICULTURE CURRICULUM COURSES CONTINUED**

Dept.	No.	Description	Hrs.	Gr.
AGR	399	<b>WVC – GEN 2297</b>	<b>1 2</b>	
AGR	599	Ag Senior Capstone	1	
<b>AGRIBUSINESS OPTION COURSES</b>				<b>24-25 HRS</b>
ACC	200	Accounting I	3	
AGR	328	Stats for Food & Ag <b>OR</b>	3	
MAT	135	Intro to Probability & Stats	4	
AGR	330	Principles of Agribusiness	3	
AGR	336	<b>WVC – AGR 2242</b>	3	
AGR	337	<b>WVC – AGR 2241</b>	<b>3 2</b>	
AGR	433	Farm Management	3	
AGR	531	Ag Finance	3	
AGR	552	Ag Policy	3	
<b>REQUIRED SUPPORT COURSES</b>				
<b>MARKETING/MANAGEMENT EMPHASIS</b>				<b>15 HRS</b>
MGT	350	Fund. of Management	3	
MKT	360	Marketing	3	
FIN	330	Principles of Finance	3	
AGR		<b>WVC – AGR 2235</b>	3	
		Upper-level advisor approved electives	3	
<b>300 + Level Courses at Murray State University</b>				<b>3 HRS</b>
<b>UNRESTRICTED ELECTIVES</b>				<b>14 to 15 HRS</b>
<b>WVC – AGR 1214 (3), AGR 1261 (2), AGR 1262 (2), AGR 2204 (1), AGR 2264 (2), AGR Elective (3), AGR 2234 (3), AGR 2263 (2),</b>  <b>AGR 455 = WVC – AGR 1213 (3),</b> <b>AGR 471 = WVC – AGR 1210 (3),</b> <b>HEA 195 = WVC – EDU 1108 (2),</b> <b>AGR 333 = WVC – AGR 1231 (3),</b> <b>AGR 300 = WVC – AGR 2221 (3)</b>				

\*If an equivalent of ENG 1121 is taken in addition to ENG 1111 at IECC/WVC, then ENG 101 (IECC/WVC – ENG 1111) & ENG 102 (IECC/WVC – ENG 1121) will count in place of ENG 105.

\*\*IECC/WVC students may complete equivalent required university studies courses at IECC/WVC to complete MSU university studies requirements.

**MURRAY STATE UNIVERSITY HUTSON SCHOOL OF AGRICULTURE/  
IECC/WABASH VALLEY COLLEGE  
AGRICULTURAL TECHNOLOGY/PRODUCTION TO AGRONOMY CURRICULUM**

**GENERAL EDUCATION/UNIVERSITY STUDIES COURSES**

Dept.	No.	Description	Hrs.	Gr.
<b>ORAL AND WRITTEN COMMUNICATIONS</b>			<b>7 HRS</b>	
ENG	105	Critical Reading, Writing & Inquiry	4	*
COM	161	Intro. to Public Speaking	3	
<b>SCIENTIFIC INQUIRY, METHODOLOGIES</b>			<b>12 HRS</b>	
BIO	222	Botany	4	
CHE	105	Intro. to Chemistry I	4	
MAT	140	<b>WVC – MTH 1102</b>	4	
<b>WORLD'S HISTORICAL, LITERARY...</b>			<b>6 HRS</b>	
CIV	201	World Civilizations I	3	
HUM	211	Western Humanities Tradition	3	
<b>GLOBAL AWARENESS</b>			<b>3 HRS</b>	
AGR	353	World, Food & Ag	3	
<b>SOCIAL AND SELF-AWARENESS</b>			<b>6 HRS</b>	
BIO	103	Saving Planet Earth <b>OR</b>		
POL	140	American National Gov	3	
AGR	199	Contemporary Issues in Ag <sup>1</sup>	3	
<b>UNIVERSITY STUDIES APPROVED ELECTIVES</b>			<b>8 HRS</b>	
CHE	210	Brief Organic Chemistry	3	
CHE	215	Organic Chemistry Lab	1	
GSC	199	Earth Science	4	
<b>42 HOURS OF UNIVERSITY STUDIES**</b>				

**AGRICULTURE CURRICULUM COURSES CONTINUED**

Dept.	No.	Description	Hrs.	Gr.
<b>AGRONOMY OPTION COURSES</b>			<b>25 HRS</b>	
AGR	346	<b>WVC – AGR 1111</b>	1	
AGR	378	Ag Environment Management Systems	3	
AGR	455	<b>WVC – AGR 1213</b>	3	
AGR	470	Soil & Water Engineering	3	
AGR	471	<b>WVC – AGR 1210</b>	3	
AGR	542	Plant Breeding I	3	
AGR	546	Pest Management	3	
AGR	547	Crop Management	3	
AGR	549	Weeds & Their Control	3	
<b>REQUIRED SUPPORT COURSES</b>			<b>15 HRS</b>	
<b>SALES/PRODUCTION EMPHASIS</b>			<b>15 HRS</b>	
AGR	330	Principles of Ag Bus	3	
AGR	433	Farm Management	3	
AGR	333	<b>WVC – AGR 1231</b>	3	
AGR	336	<b>WVC – AGR 2242</b>	3	
AGR	300	<b>WVC – AGR 2221</b>	3	
<b>300 + Level Courses at Murray State University</b>			<b>3 HRS</b>	
<b>UNRESTRICTED ELECTIVES</b>			<b>12 HRS</b>	
<b>WVC – AGR 1112 (4), AGP 1261 (2), AGR 1214 (3), AGP 1262 (2), AGP 1231 (3), AGP 2263 (2), AGR 2234 (3), Ag Elective (1), AGP 2204 (1), AGP 2264 (1), GEN 2297 (2), HEA 195 = WVC – EDU 1108 (2) AGR 335 = WVC – AGP 1232 (3)</b>				

<sup>1</sup>AGR 199 will fulfill both the agriculture core & university studies

**AGRICULTURE CURRICULUM COURSES**

Dept.	No.	Description	Hrs.	Gr.
<b>AGRICULTURE CORE COURSES</b>			<b>26 HRS</b>	
AGR	100T	<b>WVC – AGP 1201</b>	1	
AGR	100	<b>WVC – AGR 1121</b>	<del>3</del> 4	
AGR	130	<b>WVC – AGR 1132</b>	3	
AGR	133	<b>WVC – AGP 2202 (1) &amp; 2203 (1)</b>	2	
AGR	240	<b>WVC – AGP 1215</b>	3	
AGR	170	<b>WVC – AGR 1191</b>	3	
AGR	199	Contemporary Issues in Ag <sup>1</sup>	3	
AGR	339	<b>WVC – AGR 2252</b>	3	
AGR	345	<b>WVC – AGR 1111</b>	3	
AGR	399	<b>WVC – GEN 2297</b>	<del>1</del> 2	
AGR	599	Ag Senior Capstone	1	

**Agenda Item #9C**

**FY2016 Audit**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2016  
RE: FY2016 Audit

The Illinois Community College Board (ICCB) requires the Board of Trustees to complete and approve an annual audit and that it be forwarded to the ICCB for filing by October 15th. The audit has been prepared for the Board's consideration.

The audit draft will be provided to all Board members prior to the September 20, 2016, Board meeting. The final audit will be mailed to Board members as soon as it is received from CliftonLarsonAllen.

The Audit Committee comprised of Trustee Gary Carter and Trustee John Brooks met with the Chief Executive Officer, the Chief Finance Officer, Director of Financial Operations, and the independent auditors on September 12, 2016. The audit was reviewed in detail. The audit contains an "unqualified" opinion on all required audit reports. The District complied with generally accepted accounting principles and there were no material weaknesses identified. The Audit Committee will report on its review of the audit and its meeting with the auditors at the Board meeting.

I ask that the Board pass a resolution to accept the audit and to authorize the completed audit be forwarded to the Illinois Community College Board.

TLB/akb

Attachment

**RESOLUTION OF THE BOARD OF TRUSTEES**

**ANNUAL AUDIT**

WHEREAS, 110 ILCS 805/3-22.1 of the Illinois Public Community College Act requires the conduct of an annual audit for Illinois Eastern Community College District 529,

WHEREAS, it is required that the Board of Trustees review and accept the annual audit.

WHEREAS, it is required that the audit be submitted to the Illinois Community College Board,

THEREFORE, SO BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community College District #529, accepts and approves the annual audit of the district as submitted by CliftonLarsonAllen LLP.

FURTHER, BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community Colleges District 529 authorizes the Chief Executive Officer to submit the audit to the Illinois Community College Board.

By order of the Board of Trustees.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

**Agenda Item #9D**

**FY2017 Budget**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: September 20, 2016

RE: FY2017 Budget

The preliminary budget was provided to the Board of Trustees at its last regular meeting. The FY2017 Budget for Illinois Eastern Community College District No. 529 was mailed to each Board member on September 14th. There are no significant changes from the tentative budget which was approved by the Board on August 16, 2016 and the final FY2017 budget.

FY17 Budgeted Expenditures Compared to FY16 Budgeted Expenditures

	<u>FY17</u>	<u>FY16</u>
Education Fund	\$27,340,600	\$29,020,907
Operations & Maintenance Fund	<u>\$ 3,025,278</u>	<u>\$ 3,179,706</u>
Total Operating Funds	\$30,365,878	\$32,200,613

The tentative budget was made available to the public on August 10, 2017 and has remained available for public inspection through the scheduled September 20<sup>th</sup> budget hearing. Publication of the budget's availability for public inspection and notice of the scheduled public hearing on the budget was made in District newspapers. Therefore, the District has complied with all required notices.

I ask that the Board approve the FY2017 Budget for Illinois Eastern Community Colleges.

TLB/akb

**Agenda Item #9E**

**2016 Estimated Tax Levy Resolution**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2016  
RE: 2016 Estimated Tax Levy Resolution

Each year the Board of Trustees certifies the District's estimated tax levy for the year. The 2016 estimated tax levy resolution for taxes due and collectible in 2017 follows this memo.

The resolution establishes the levy for the education fund and the operations and maintenance fund. In addition, the District's certificate of tax levy will carry a statement that an additional levy must be made by each county clerk for each of the outstanding bond issues, tort liability, workers compensation, audit, and unemployment and other insurance.

I ask the Board's approval of this Estimated Tax Levy Resolution.

TLB/akb

Attachment

**RESOLUTION REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 2016**

WHEREAS, the Truth in Taxation Law requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended or estimated to be extended for 2015 was:

Education Purposes	\$2,474,988
Operations and Maintenance Purposes	1,060,646
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	676,333
Audit	70,782
Other	0
 Total	 \$4,282,749

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2016 is as follows:

Education Purposes	\$2,625,000
Operations and Maintenance Purposes	1,125,000
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	680,000
Audit	80,000
 Total	 \$4,510,000

WHEREAS, the Truth in Taxation Law, as amended, requires that all taxing districts in the State of Illinois provide a date in the Notice concerning the levies made for debt service made pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the aggregate amount of property taxes extended for the bond and interest purposes for 2015 was \$2,110,259; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2016 is \$2,063,475.

NOW, THEREFORE, BE IT RESOLVED by the 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, State of Illinois, as follows:

**Section 1:** The aggregate amount of taxes estimated to be levied for the year 2016, exclusive of bond and interest costs, is \$4,510,000.

**Section 2:** The aggregate amount of taxes estimated to be levied for the year 2016, exclusive of bond and interest costs, does exceed 105% of the taxes extended by the district in the year 2015.

**Section 3:** The aggregate amount of taxes estimated to be levied for the year 2016 for debt service is a 2% decrease over the taxes extended for debt service for 2015.

**Section 4:** Public notice shall be given in the following newspapers of general circulation in said district,

Marshall Advocate, Clark County  
Clay County Advocate-Press, Clay County  
Robinson Daily News, Crawford County  
Toledo Democrat, Cumberland County  
The Prairie Post, Edwards County  
McLeansboro Times-Leader, Hamilton County  
Newton Press-Mentor, Jasper County  
Lawrenceville Daily Record, Lawrence County  
Olney Daily Mail, Richland County  
Daily Republican Register, Wabash County  
Wayne County Press, Wayne County  
Carmi Times, White County

and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with type no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

**NOTICE OF PROPOSED TAX INCREASE FOR  
ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529**

- I. A public hearing to approve a proposed property tax levy increase for Illinois Eastern Community Colleges District No. 529 for 2016 will be held on October 18, 2016 at 7:00 p.m. at Frontier Community College, Fairfield, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Roger Browning, Chief Finance Officer, 233 East Chestnut Street, Olney, IL 62450; phone: (618.393.2982).

- II. The corporate and special purpose property taxes extended or abated for the year 2015 were \$4,282,749.

The proposed corporate and special purpose property taxes to be levied for 2016 are \$4,510,000. This represents a 5% increase over the previous year extension.

- III. The property taxes extended for debt service for 2015 were \$2,110,259.

The estimated property taxes to be levied for debt service and public building commission leases for 2016 are \$2,063,475. This represents a 2% decrease over the previous year.

- IV. The total property taxes extended or abated for 2015 were \$6,393,008.

The estimated total property taxes to be levied for 2016 are \$6,573,475. This represents a 3% increase over the previous year extension.

**Section 5:** This resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 20<sup>th</sup> day of September 2016.

BOARD OF TRUSTEES  
ILLINOIS EASTERN COMMUNITY COLLEGES  
COUNTIES OF RICHLAND, CLARK, CLAY,  
CRAWFORD, CUMBERLAND, EDWARDS,  
HAMILTON, JASPER, LAWRENCE, WABASH,  
WAYNE AND WHITE  
STATE OF ILLINOIS

By: \_\_\_\_\_  
Chairman

ATTEST:  
\_\_\_\_\_  
Secretary

**Agenda Item #9F**

**Resolution Establishing Tax Levy Hearing**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2016  
RE: Resolution Establishing Tax Levy Hearing

The Board of Trustees annually adopts a resolution establishing the District's estimated tax levy. If the adoption of that resolution results in a greater than 5% increase in the proposed property tax levy over the previous year's extension (exclusive of bond and interest costs), a tax levy hearing must be held.

The resolution which follows would:

- 1) Establish a fiscal year of July 1, 2017 – June 30, 2018.
- 2) Require the publication of a public notice of a hearing on the tax levy.
- 3) Require a hearing on October 18, 2016.
- 4) Notify the public that a tax levy would be adopted by the Board on October 18, 2016.

I ask the approval of the Resolution Establishing a Tax Levy Hearing.

TLB/akb

Attachment

**RESOLUTION**  
**ESTIMATED 2016 TAX LEVY**  
**HEARING**

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community College District No. 529 of the State of Illinois, that the following requirements are hereby established relative to the tax levy for said community college district for 2016 for taxes due and collectible in 2017:

1. Date of Fiscal Year: July 1, 2017 - June 30, 2018
2. Publication of Notice of Public Hearing on Tax Levy: After October 5, 2016 and before October 10, 2016.
3. Public Hearing on Tax Levy: October 18, 2016, at the hour of 7:00 p.m. local time, Frontier Community College, Fairfield, Illinois.
4. Adoption of Tax Levy: October 18, 2016, following the Public Hearing.

BY ORDER OF THE BOARD OF TRUSTEES  
ILLINOIS EASTERN COMMUNITY COLLEGE  
DISTRICT NO. 529

---

Chairman, Board of Trustees Date

---

Secretary, Board of Trustees Date

**Agenda Item #9G**

**Bank Account Agreement**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2016  
RE: Bank Account Agreement

Each college has an imprest account with a local bank in the town in which they are located. For Lincoln Trail, that account is with First Financial Bank in Robinson.

The signature card for this account needs to be updated to include the new LTC President Ryan Gower, and remove the former LTC President. For the signature card to be updated, banking rules require a Board Resolution indicating approval of the changes. Attached is the Resolution from First Financial Bank in Robinson.

I ask that the Board approve the attached Resolution so that the signature cards can be updated on this imprest account.

TLB/akb

Attachment

# Corporate Authorization Res

FIRST FINANCIAL BANK NA  
108 WEST MAIN STREET  
ROBINSON, IL 62454-

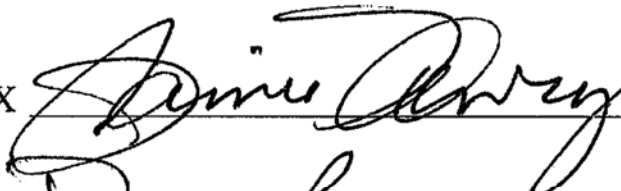

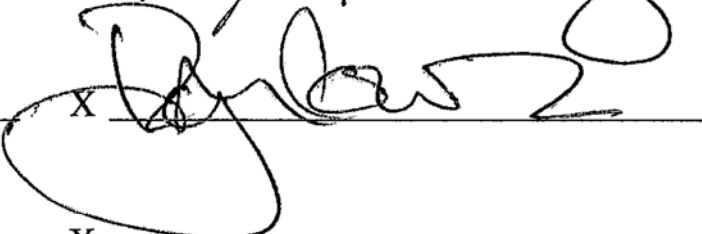
By: ILLINOIS EASTE  
LINCOLN TRAIL  
DIST 529  
233 E CHESTNU  
OLNEY, IL 62450

*Referred to in this document as "Financial Institution"*

*Referred to in*

I, RENEE SMITH, certify that I am Secretary (clerk) organized under the laws of ILLINOIS 370906196, engaged in business under the trade name of ILLINOIS EASTE, and that the resolutions on this document are a correct copy of a meeting of the Board of Directors of the Corporation duly and properly called on (date). These resolutions appear in the minutes of this meeting and have not been

**Agents.** Any Agent listed below, subject to any written limitations, is authorized indicated below:

Name and Title or Position	Signature
JAMIE D HENRY	
A. _____	X 
ROGER BROWNING	
B. _____	X 
RYAN GOWER	
C. _____	X 
D. _____	X _____
E. _____	X _____

**Powers Granted.** (Attach one or more Agents to each power by placing the letter of the area before each power. Following each power indicate the number of Agent signatur power.)

**Indicate A, B, C,  
D, E, and/or F**

**Description of Power**

- |   |  |
|---|--|
| A,B,C<br>_____<br>_____<br>_____<br>_____ | <p>(1) Exercise all of the powers listed in this resolution.</p> <p>(2) Open any deposit or share account(s) in the name of the C</p> <p>(3) Endorse checks and orders for the payment of money or or withdraw or transfer funds on deposit with this Financial I</p> <p>(4) Borrow money on behalf and in the name of the Corporation execute and deliver promissory notes or other evidences of indebtedness.</p> <p>(5) Endorse, assign, transfer, mortgage or pledge bills receive warehouse receipts, bills of lading, stocks, bonds, real estate property now owned or hereafter owned or acquired by the as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, ne discounted and to waive demand, presentment, protest, noi and notice of non-payment.</p> <p>(6) Enter into a written lease for the purpose of renting, maint accessing and terminating a Safe Deposit Box in this Finanr Institution.</p> <p>(7) Other:</p> |
|---|--|

**Limitations on Powers.** The following are the Corporation's express limitations on resolution.

**Resolutions**

**The Corporation named on this resolution resolves that,**

- (1) The Financial Institution is designated as a depository for the funds of the Corp financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its re

- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscoun the Corporation with the Financial Institution prior to the adoption of this res and confirmed.
- (5) The Corporation agrees to the terms and conditions of any account agreemen the Corporation. The Corporation authorizes the Financial Institution, at any all checks, drafts, or other orders, for the payment of money, that are drawn as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may access devices to Agents of the Corporation to facilitate those powers authori resolutions in effect at the time of issuance. The term "automated access devi credit cards, automated teller machines (ATM), and debit cards.
- (7) The Corporation acknowledges and agrees that the Financial Institution may verification codes issued to or obtained from the Agent named on this resolut and verification codes" includes, but is not limited to, facsimile signatures or personal identification numbers (PIN), and digital signatures. If a facsimile si on this resolution, (or that are filed separately by the Corporation with the Fi the Financial Institution is authorized to treat the facsimile signature as the si by whom or by what means the facsimile signature may have been affixed so signature specimen on file. The Corporation authorizes each Agent to have c key used to create a digital signature and to request issuance of a certificate l The Financial Institution shall have no responsibility or liability for unauthor verification codes unless otherwise agreed in writing.

**Pennsylvania.** The designation of an Agent does not create a power of attorney; the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Esta agency was created by a separate power of attorney. Any provision that assigns F behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Sec Decedents, Estates and Fiduciaries Code).

**Effect on Previous Resolutions.** This resolution supersedes resolution dated \_\_\_\_\_ completed, all resolutions remain in effect.

**Certification of Authority**

I further certify that the Board of Directors of the Corporation has, and at the time of adoption, full power and lawful authority to adopt the resolutions stated above and to confer the same on the persons named who have full power and lawful authority to exercise the same. (A

If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the  
*(date)*.

\_\_\_\_\_  
*Secretary*

\_\_\_\_\_  
*Attest by One Other Officer*

**Agenda Item #9H**

**Dual Credit Agreement**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2016  
RE: Dual Credit Agreement

In 1998, Illinois Eastern Community Colleges entered into Dual Credit Agreements with each of the High Schools in District #529.

Since 1998, there have been many changes in faculty credentialing, assessment, and student placement which have required changes to the District's processes. These changes also necessitated changes in the Dual Credit Agreement with every high school in the District.

To develop this new Dual Credit Agreement, a District wide committee met with area principals and superintendents in an effort to jointly construct an agreement that was beneficial to the student and set forth the guidelines necessary for a course to qualify for high school and college credit simultaneously.

By offering dual credit to qualified high school students, the District will afford students additional support in their transition to college, the workforce, and career exploration. This Agreement builds on the cooperation developed through previous articulation structures and increases the linkages between our area high schools and the college district.

I ask the Board's approval of this Dual Credit Agreement.

TLB/rs

Attachment

Illinois Eastern Community College District #529  
Dual-Credit Agreement

STATEMENT OF AGREEMENT

The Board of Trustees of Illinois Eastern Community College District #529 (hereinafter referred to as “IECC”) and the Board of Education for \_\_\_\_\_ Unit District #\_\_\_\_\_ (hereinafter referred to as “High School”) agree to enter into a partnership to provide Dual-Credit courses for academic and occupational education that will be accessible and beneficial to high school students within the boundaries of IECC. This Agreement shall become effective on July 1, 2017.

I. STATEMENT OF PURPOSE

Dual-Credit courses expand student access to higher education and provide challenging occupational experiences to qualified high school students during their junior and senior years, and reduce the cost of a college education for students and their families.

Successful completion of courses will enable students to simultaneously earn college credit and satisfy high school graduation requirements. This is an excellent benefit to students that will support transition to college, increase job opportunities, and expand career exploration.

By aligning program content and reducing curricular duplication, dual-credit impacts the way educators, students and institutions connect. It builds on the cooperation developed through previous articulation structures and raises interaction to a higher level. Secondary-to-postsecondary program linkages are strengthened and what develops is a truly seamless program that engages faculty at both levels in the structuring, planning, and teaching of a truly integrated program of study.

II. GUIDELINES

- A. “Dual-Credit Course” means a college course taken by a high school student for credit at both the college and high school level (Dual Credit Quality Act (110 ILCS 27/)).
- B. Dual-Credit courses are governed by the policies and regulations of the Illinois Community College Board, the Illinois State Board of Education, the Higher Learning Commission, and the policies and standards of IECC and the High School. These policies, regulations, and standards apply whether courses are offered at IECC colleges, off-campus sites, including distance learning and online, or at the High School.
- C. IECC and the High School will jointly select Dual-Credit courses. These courses offered for dual-credit will be first-year courses in ICCB approved degree and certificate programs, with IECC providing a current master course syllabus for each course offered through this Agreement. High School will ensure that all objectives for the Dual-Credit courses are met and will provide appropriate materials (i.e., course outline, approved text,



syllabus, assessments, and other supplemental materials determined necessary) to indicate compliance with these objectives.

- D. Multiple measures for placement will be used to determine a student's readiness for college-level courses and programs. This includes analysis of nationally standardized test scores; analysis of high school and/or college transcripts including, coursework completed and grade point average; and remedial and/or previous college coursework completed (IECC Student Placement Policy (500.13)).
- E. Academic advising services and course registration assistance will be provided jointly by IECC and the High School.
- F. Matters of student discipline will be handled cooperatively between IECC and the High School.
- G. Faculty teaching Dual-Credit courses shall satisfy the Illinois State Board of Education requirements and the educational and professional standards and requirements of the Higher Learning Commission, the Illinois Community College Board, IECC, and High School.
- H. Pursuant to this Agreement, all Dual-Credit tuition and universal fees charged to the student will be waived while all applicable course fees will be charged to either the student or the High School, pursuant to the model (below) being utilized:
  - i. **Model A: Taught at High School by High School instructor**  
IECC will waive tuition and universal fees for students enrolled in Dual-Credit courses taught by High School instructors during the regular High School day at the High School facility or college-approved facility only. The High School will provide all of the required books, supplies, uniforms, or other required course materials, for their students.
  - ii. **Model B: Taught at College by College instructor**  
IECC will provide and pay for a college instructor to teach Dual-Credit courses at IECC colleges or approved facilities. The High School student will purchase their own books, supplies, uniforms, or other required course materials; however, college tuition and universal fees will be waived to the students. Although tuition and universal fees are waived to the student, a per-student, per-course Dual-Credit Course Fee determined by IECC Board of Trustees will be charged to the High School when utilizing Model B.
- I. IECC and the High School will jointly supervise and evaluate High School faculty teaching Dual-Credit courses. IECC faculty who teach Dual-Credit courses will be compensated according to guidelines approved by the IECC Board of Trustees.

- J. Dual-Credit courses offered during the regular school day shall have equipment and classroom/laboratory space provided by the host site.
- K. IECC and the High School will jointly conduct monitoring, evaluation and assessment of Dual-Credit courses.
- L. By consultation and mutual agreement with the CEO of IECC and the Superintendent of High School, or their designees, may address items not covered in this Agreement.
- M. The Parties will annually review this Agreement and make any needed changes. This Agreement will continue unless terminated by one of the Parties within sixty (60) days of the end of the school year.

III. BOARD APPROVAL

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

By: \_\_\_\_\_  
 Chairman Date

\_\_\_\_\_ Unit District # \_\_\_\_\_ Board of Education

By: \_\_\_\_\_  
 President/Chairman Date

**Agenda Item #9I**

**Dual Credit Course Fee**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2016  
RE: Dual Credit Course Fee

If a high school district approves the new District Dual Credit Agreement, a fee structure will be developed. This agreement provides that the sending high school will pay a \$60 per student, per course, fee when a dual credit class is taught using college instructors at an IECC college or at an approved facility.

Even though the new fee is not effective until July 2017, the administration recommends that the fee should be established and published now since high schools will soon begin enrolling students for Fall 2017 dual credit classes.

The attached fee schedule provides that:

1. There will be a \$60 per student, per course, fee charged to the sending high school when dual credit courses are taught at IECC facilities using IECC instructors. (Note: If the dual credit class is taught at the high school using high school faculty, there is no charge.)
2. Once the student graduates from high school, if they enroll in 12 hours per semester with IECC within 12-months of graduation, they will receive a credit for previous dual credit fees paid on their behalf.
3. The credit to which each student is eligible is limited to the previous dual credit fees paid on their behalf.

I recommend approval of this new Dual Credit Course Fee effective July 1, 2017.

TLB/akb

Attachment

**Effective 07/01/2017, a Dual Credit Course Fee will be assessed as follows:**

**Dual Credit Course Fee..... \$60 per student, per course,** will be charged directly to the sending High School when a Dual Credit course is taught using college instructors at IECC colleges or approved facilities, and the High School sends a student(s) to participate in such courses.

Upon high school graduation any former dual credit student that was subject to the **Dual Credit Course Fee** will be eligible for a \$60 per course credit toward IECC college tuition, if the student enrolls in 12-credit hours per semester at IECC within 12 months of graduating from high school.

The total credit the student is eligible for under this provision shall not exceed the total amount of **Dual Credit Course Fees** actually paid on the student's behalf.

**Agenda Item #9J**

**Agreement with SIU-E for BS in Nursing**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: September 20, 2016

RE: Articulation Agreement between IECC and SIUE- BSN Program

The following Program Articulation Agreement between IECC and Southern Illinois University-Edwardsville (SIU-E) will allow IECC Associate in Applied Science graduates in Nursing who meet SIUE entrance requirements to be considered for admission into SIU-E's Bachelor of Science degree in Nursing (BSN).

IECC students choosing this option will be directly admitted to the SIU-E RN-BSN program and can complete some SIU-E coursework prior to completion of their ADN program, effectively shortening the time to completion of the BSN degree. Students may also take some of the BSN prerequisites through IECC. This Agreement shall be effective from Fall 2017 through Spring 2020. Either institution may terminate this Agreement with 120-day written notice to the other institution. This agreement shall be effective for students entering IECC in Fall 2017.

This agreement is part of Allied Health's effort to provide additional opportunities for advanced degrees to residents of the college District. I ask the Board's approval of the IECC/SIUE agreement for the ADN/BSN programs.

TLB/rs

Attachment

**AGREEMENT**  
**Between**  
**SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE**  
**And**  
**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**For A BS in Nursing Partnership**

This Agreement for a BS in Nursing Partnership is made and entered into this \_\_\_ day of \_\_\_\_\_, 2016, by and between the **Board of Trustees of Southern Illinois University**, a body politic and corporate of the State of Illinois, governing Southern Illinois University Edwardsville on behalf of its School of Nursing, and the **Board of Trustees of Illinois Eastern Community Colleges**, an Illinois public community college organized and existing under the laws of the State of Illinois, governing Illinois Eastern Community Colleges on behalf of the IECC-OCC Associate Degree Nursing Program.

WHEREAS, Southern Illinois University Edwardsville (SIUE) and Illinois Eastern Community College (IECC) both share a common pride and a history of serving the Southern Illinois region with high quality educational programs, offering curricula that combine various disciplines in arts and sciences with programs that prepare students for careers in various fields; and

WHEREAS, the mission of the SIUE School of Nursing is to inspire our students and faculty to embody the creativity to teach, the curiosity to learn, the courage to serve, and the compassion to care for others in this diverse and complex world, forever exemplifying nursing excellence in action; and

WHEREAS, IECC's mission is to empower nurses by raising aspirations and fostering achievement through dynamic, compassionate and responsible learning experiences and advancing excellence in nursing practice and

WHEREAS, SIUE and IECC desire to enter into this Agreement to establish a non-exclusive BS in Nursing Partnership leading to a bachelor of science degree in nursing at SIUE School of Nursing to increase opportunities for student access to and success in Nursing education and the profession of nursing by mutually agreeing to clarify transfer policies and procedures that assure articulation between programs and to assist students in making a seamless transfer of IECC course work to SIUE for the completion of the baccalaureate degree in Nursing;

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, the institutions agree as follows:



## Purpose

The purpose of this associate degree to bachelor's degree track is for IECC students to be able to obtain a bachelor's degree in Nursing at SIUE after attending IECC to complete an associate degree and the majority of the general education requirements in preparation for attending the RN/BS Program at SIUE School of Nursing. Upon completion of the requirements of both institutions, a student will qualify for an Associate in Applied Science degree from IECC first, and then a Bachelor of Science degree in nursing from SIUE. Sample curricula outlining how a typical student would be able to satisfy the requirements is attached to this Agreement. The two institutions agree to inform each other of any future curriculum changes so that the basic Agreement remains in force as curriculum changes occur at either school.

## II. Policies and Procedures for Operation of the BS in Nursing Partnership Track

### A. Student Eligibility

A student is admissible to Southern Illinois University Edwardsville once it is determined the student meets minimum SIUE admission standards and is enrolled in the BS in Nursing Partnership track at Illinois Eastern Community Colleges.

### B. Admission to SIUE

A student is required to submit a BS in Nursing Partnership Application for Admission to Southern Illinois University Edwardsville. A student submits the application **after the student is enrolled** in the BS in Nursing Partnership track at Illinois Eastern Community Colleges. Although a student will be admitted to SIUE upon receipt of the application, the student will not matriculate at SIUE until minimum admission standards have been achieved and all prerequisite coursework is completed. This should be accomplished through the successful completion of the outlined curriculum included in this Agreement.

Students identifying their interest in the program at the time of application to SIUE will be admitted to SIUE in anticipation of successful completion of the IECC curriculum. The SIUE program curriculum will remain unchanged from a student's point of admission throughout continuous enrollment and timely completion of degree requirements. A student failing to complete requirements within the timeline established by SIUE policy may be subject to new and/or revised requirements.

Prior to the student's anticipated entry term, SIUE will review the student's academic progress to ensure that admission requirements to the University have been satisfied. Students meeting requirements will be eligible to enroll at that time.

A student who is satisfactorily completing the first two semesters of the curriculum at IECC as outlined in the BS in Nursing Partnership progression plan and has completed required prerequisite coursework, will be **admitted directly to the SIUE RN/BS program** and may enroll in NURS 240R and NURS 335R during their third

and fourth semester, prior to obtaining RN licensure. Once a student has successfully completed the ADN program at IECC and licensure as a registered nurse is obtained, a student may progress through the remaining RN/BS nursing courses (NURS 472R, 475R, 484R, and 480R). Upon enrollment in NURS 475R, SIUE will award 40-43 proficiency credits for nursing course work completed in the associate degree within the nursing program at IECC.

C. Academic Standing

A student must maintain a cumulative GPA of 2.0 to remain in good academic standing. Once admitted to SIUE, a student will be subject to standard retention requirements applicable to all SIUE students.

D. Transfer of Coursework

Upon receipt of official transcripts from IECC, SIUE will record all transfer credit to the student's record as articulated.

**III. SIUE Responsibilities**

- A. Designate a contact person to handle all communication with IECC that relates to the administration of the BS in Nursing Partnership.
- B. Each semester, provide IECC with a list of IECC students enrolled in the BS in Nursing Partnership program.
- C. Retain the right to make curricular changes and inform IECC in advance of any current and planned changes to the curriculum that may impact the operation of the BS in Nursing Partnership.
- D. Consult with, and obtain the approval of, the IECC Office of Media Relations prior to using IECC name and/or logo in any recruitment materials for the BS in Nursing Partnership

**IV. Illinois Eastern Community Colleges Responsibilities**

- A. Designate a contact at IECC to handle all communication with SIUE that relates to the administration of the BS in Nursing Partnership.
- B. Retain the right to make curricular changes and inform SIUE in advance of any current and planned changes to the curriculum that may impact the operation of the BS in Nursing Partnership.
- C. At the end of each semester, provide the SIUE Office of the Registrar with official transcripts of IECC students enrolled in the BS in Nursing Partnership program. The transcripts are to be forwarded to Box 1080, Edwardsville, IL 62026-1080.

- D. Consult with, and obtain the approval of, the SIUE Office of Marketing and Communications prior to using SIUE name and/or logo in any recruitment materials for the BS in Nursing Partnership.
- E. Admit a minimum of 8 students in the BS in Nursing Partnership program during each fall and spring admission to the ADN program.

**V. Term**

The term of this Agreement shall be from Fall Semester 2017 through the Spring Semester 2020. This Agreement may be renewed only by written agreement of the institutions. An institution may terminate this Agreement with 120 day written notice to the other institution. Termination, however, will not be executed without a negotiated teach-out agreement for students currently enrolled. The term of this agreement shall be in effect for students entering IECC in Fall 2017.

**VI. Relationship of the Institutions**

The institutions agree that they are independent institutions contracting together, and that nothing contained herein is to be construed as making the institutions partners or joint venturers. For purposes of the subject matter of this Agreement, the employees, officers and agents of one institution shall not be employees, officers, or agents of the other institution and may not hold themselves as such nor may they make any representations or commitments on behalf of the other. Both institutions, through their employees, officers, and agents, may represent such matters and understandings as are contained in this agreement.

**VII. Notices**

All notices pursuant to this Agreement shall be made in writing and will be deposited in the United States mail, postage prepaid, addressed to the following designated representatives for each institution:

SIUE

Name: Leslie Daugherty

Address: RH Box 1047

City, State, Zip: Edwardsville, IL 62025

Telephone: 621-650-2838

Telefax: 618-650-2081

Email: [legaugh@siue.edu](mailto:legaugh@siue.edu)

Illinois Eastern Community Colleges

Name: Theresa Marcotte, MSN, RN

Address: 305 N. West Street

City, State, Zip: Olney, IL 62450

Telephone: 618-395-7777, ext. 2136

Telefax: 618-395-4200

Email: [marcottet@iecc.edu](mailto:marcottet@iecc.edu)

**VIII. Mutual Understandings**

- A. Compliance - Performance pursuant to this Agreement shall comply with all federal, state, and local laws, regulations, ordinances, and orders. Further, each

institution shall be governed by the applicable and mandatory policies, procedures, regulations established by their governing bodies, any accrediting bodies, and any other agency with oversight obligations in the implementation and interpretation of this Articulation Agreement. Students shall comply with the policies, rules, regulations and procedures of the institution of their enrollment.

- B. Non-Discrimination - The institutions hereto agree that neither institution shall in the performance of this Agreement discriminate against any individual on the basis of race, religion, sex, sexual orientation, creed, marital status, national origin, physical or mental disability unrelated to ability, or unfavorable discharge from military service not including dishonorable discharge.
- C. Program Promotion - Each institution shall advertise the provisions of this Agreement so that it is disseminated to prospective and existing students by reasonable means, which may include but is not limited to the Internet, student catalogs, view books, program brochures, and other advertising. Advertising copy for the BS in Nursing Partnership shall be reviewed and approved in writing by each institution prior to publication. Each institution shall have a limited, non-exclusive right to use the name, trademarks, and logos of the other institution in the advertising for the BS in Nursing Partnership Program.
- D. Cooperation - Each institution shall encourage and maintain a high degree of cooperation between their support staffs in the operation of this Agreement.
- E. Waiver - Waiver by either institution of any term or provision of this Agreement shall not constitute a waiver of any other or all terms and provisions. To be effective, any waiver, change, discharge or termination of any provision of the Agreement shall be in writing signed by both institutions.
- F. Confidentiality of Student Education Records – Each institution shall comply fully with all provisions of the Family Education Rights and Privacy Act (FERPA) in performance of obligations pursuant to this Agreement. Subject to FERPA, the institutions shall share student records to the extent necessary to operate the BS in Nursing Partnership Program and shall protect such records from unauthorized disclosure.
- G. Applicable Law - Questions of validity, execution, construction, and interpretation which may arise hereunder shall be governed by the laws of the state of Illinois without reference to conflict of law principles.
- H. Severability - If any clause or provision of this Agreement, or the application of any clause to a particular context or to a particular situation, circumstance or person, should be held unenforceable, invalid or in violation of law by any court, the validity and enforceability of the enforceable portion of any such provision and/or the remaining provisions shall not be affected thereby.

- I. Amendments - This Agreement may be amended only by written addendum signed by both institutions.
- J. Entire Agreement - This Agreement and its attachments constitute the entire agreement between the institutions pertaining to the BS in Nursing Partnership and supersedes all prior written or verbal agreements between the Southern Illinois University Edwardsville and Illinois Eastern Community Colleges.
- K. SIUE shall serve as the Home Institution and shall administer all financial aid for the student once the student has fully matriculated to SIUE and during the period of enrollment as a degree- or certificate-seeking student with SIUE. IECC shall serve as the Host Institution and shall administer all financial aid for the student during the period that the student is enrolled in and attending IECC as part of the BS in Nursing Partnership program, including for classes the student is enrolled in at SIUE and classes for which the student is enrolled at IECC but will transfer to SIUE. It is further agreed that this Agreement precludes the awarding of financial aid for such student by the Home Institution (as opposed to the Host Institution) during these periods.

IN WITNESS WHEREOF, the institutions hereto have executed this Agreement on the date first written above.

**BOARD OF TRUSTEES OF  
SOUTHERN ILLINOIS UNIVERSITY**

By: \_\_\_\_\_  
Randy Pembroke, Chancellor  
Southern Illinois University Edwardsville

**BOARD OF TRUSTEES OF  
ILLINOIS EASTERN COMMUNITY  
COLLEGES, DISTRICT 529**

By: \_\_\_\_\_  
Theresa Marcotte, MSN, RN  
Associate Dean of Nursing and Allied Health

By: \_\_\_\_\_  
Rodney, Ranes, MS  
President, Olney Central College

By: \_\_\_\_\_  
Dr. G. Andrew Fischer, Chairman  
IECC Board of Trustees

**Agenda Item #9K**

**Affiliation Agreement for Phlebotomy Program – OCC**

**Crawford Memorial Hospital  
Richland Memorial Hospital  
Good Samaritan Hospital – Vincennes  
Paris Community Hospital  
Gibson General Hospital  
Lawrence County Hospital  
Weber Medical Clinic**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2016  
RE: Affiliation Agreements for Phlebotomy – OCC

An Affiliation Agreement is a formal contract between the educational institution and the facility or business where the student(s) will have the experience. It identifies the responsibilities and liabilities of the various parties covered by the contract. Students engaged in these placements are not paid and the experience is required for completion of the program.

IECC wishes to enter into affiliation agreements for the Phlebotomy Program at Olney Central College with the following health care facilities:

Crawford Memorial Hospital  
Richland Memorial Hospital  
Good Samaritan Hospital – Vincennes  
Paris Community Hospital  
Gibson General Hospital  
Lawrence County Hospital  
Weber Medical Clinic

I ask the Board's approval of these affiliation agreements for OCC's Phlebotomy Program.

TLB/rs

Attachments

AFFILIATION AGREEMENT  
BETWEEN  
ILLINOIS EASTERN COMMUNITY COLLEGES,  
**District # 529**  
**Olney Central College Phlebotomy Program**  
AND

**Crawford Memorial Hospital**  
**1000 North Allen Street**  
**Robinson, IL 62454**

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY  
COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy  
Program (hereinafter referred to as DISTRICT #529) and \_\_\_\_\_  
(hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to  
the phlebotomy students and faculty of DISTRICT #529 for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas  
related to the medical laboratory for observation and participation by the students  
and faculty of the DISTRICT #529, Phlebotomy Program subject to the  
conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be  
made by the Associate Dean and/or Faculty of the Program on behalf of  
DISTRICT #529 and the Administrator, and the Director of Laboratory Service  
on behalf of the AGENCY. The plan and program will be organized and agreed  
to by said persons prior to the commencement of the courses.
3. DISTRICT #529 faculty will:
  - be responsible for the teaching the didactic portion of the Phlebotomy Program;
  - work with the staff of the Agency in coordination of the clinical laboratory objectives  
to be completed at the Agency;
  - coordinate the student clinical assignment with the Agency appointed Clinical  
Supervisor; and
  - review and evaluate, in cooperation with the Agency, the student's progress within the  
clinical setting.
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 Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529, and will comply with the policies of the health AGENCY.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

10. 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.

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

12. 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. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

13. An annual review of the agreement will be made. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Phlebotomy 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 phlebotomy laboratory experience needed for graduation at the AGENCY.

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

AGENCY

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529,  
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Director of Medical Laboratory Services

\_\_\_\_\_  
Phlebotomy Instructor

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

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

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

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

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

AFFILIATION AGREEMENT  
BETWEEN  
ILLINOIS EASTERN COMMUNITY COLLEGES,  
**District # 529**  
**Olney Central College Phlebotomy Program**

AND

**Richland Memorial Hospital**  
**800 Locust Street**  
**Olney, IL 62450**

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and \_\_\_\_\_ (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. DISTRICT #529 faculty will:
  - be responsible for the teaching the didactic portion of the Phlebotomy Program;
  - work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
  - coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
  - review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

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 Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529, and will comply with the policies of the health AGENCY.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

10. 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.

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

12. 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. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

13. An annual review of the agreement will be made. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Phlebotomy 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 phlebotomy laboratory experience needed for graduation at the AGENCY.

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

AGENCY

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529,  
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Director of Medical Laboratory Services

\_\_\_\_\_  
Phlebotomy Instructor

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

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

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

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

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

AFFILIATION AGREEMENT

BETWEEN

ILLINOIS EASTERN COMMUNITY COLLEGES,  
**District # 529**  
**Olney Central College Phlebotomy Program**  
AND

Good Samaritan Hospital  
520 S 7<sup>th</sup> St  
Vincennes Indiana 47591

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and \_\_\_\_\_ (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 faculty will:

- be responsible for the teaching the didactic portion of the Phlebotomy Program;
- work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
- coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
- review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

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 Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529, and will comply with the policies of the health AGENCY.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;
10. 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.
11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.
12. 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. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
13. An annual review of the agreement will be made. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Phlebotomy 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 phlebotomy laboratory experience needed for graduation at the AGENCY.



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

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529,  
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Director of Medical Laboratory Services

\_\_\_\_\_  
Phlebotomy Instructor

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

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

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

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

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

AFFILIATION AGREEMENT  
BETWEEN  
ILLINOIS EASTERN COMMUNITY COLLEGES,  
**District # 529**  
**Olney Central College Phlebotomy Program**

AND

**Paris Community Hospital**  
**721 East Court Street**  
**Paris, IL 61944-2460**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and \_\_\_\_\_ (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. DISTRICT #529 faculty will:
  - be responsible for the teaching the didactic portion of the Phlebotomy Program;
  - work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
  - coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
  - review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

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 Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529, and will comply with the policies of the health AGENCY.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

10. 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.

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

12. 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. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

13. An annual review of the agreement will be made. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Phlebotomy 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 phlebotomy laboratory experience needed for graduation at the AGENCY.

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

AGENCY

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529,  
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Director of Medical Laboratory Services

\_\_\_\_\_  
Phlebotomy Instructor

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

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

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

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

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

AFFILIATION AGREEMENT  
BETWEEN  
ILLINOIS EASTERN COMMUNITY COLLEGES,  
**District # 529**  
**Olney Central College Phlebotomy Program**  
AND

**Gibson General Hospital, Inc.**  
**1808 Sherman Drive**  
**Princeton, IN 47670-1043**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_  
2016, by and between ILLINOIS EASTERN  
COMMUNITY COLLEGES, DISTRICT #529,  
Olney Central College, for its Phlebotomy Program (hereinafter referred to as  
DISTRICT #529) and Gibson General Hospital, Inc. Laboratory  
(hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. DISTRICT #529 faculty will:
  - be responsible for the teaching the didactic portion of the Phlebotomy Program;
  - work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
  - coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
  - review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

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 Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529, and will comply with the policies of the health AGENCY.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

10. 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.

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

12. 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. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

13. An annual review of the agreement will be made. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Phlebotomy 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 phlebotomy laboratory experience needed for graduation at the AGENCY.

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

AGENCY

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529,  
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Director of Medical Laboratory Services

\_\_\_\_\_  
Phlebotomy Instructor

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

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

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

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

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

AFFILIATION AGREEMENT  
BETWEEN  
ILLINOIS EASTERN COMMUNITY COLLEGES,  
**District # 529**  
**Olney Central College Phlebotomy Program**  
AND  
**Lawrence County Hospital**  
**2200 W State Street**  
**Lawrenceville, IL 62439-1899**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and \_\_\_\_\_ (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. DISTRICT #529 faculty will:
  - be responsible for the teaching the didactic portion of the Phlebotomy Program;
  - work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
  - coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
  - review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.



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 Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529, and will comply with the policies of the health AGENCY.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

10. 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.

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

12. 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. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

13. An annual review of the agreement will be made. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Phlebotomy 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 phlebotomy laboratory experience needed for graduation at the AGENCY.

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

AGENCY

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529,  
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Director of Medical Laboratory Services

\_\_\_\_\_  
Phlebotomy Instructor

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

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

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

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

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

AFFILIATION AGREEMENT  
BETWEEN  
ILLINOIS EASTERN COMMUNITY COLLEGES,  
**District # 529**  
**Olney Central College Phlebotomy Program**  
AND  
**Weber Medical Clinic**  
**1200 East Street**  
**Olney, IL 62450-2432**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and \_\_\_\_\_ (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. DISTRICT #529 faculty will:
  - be responsible for the teaching the didactic portion of the Phlebotomy Program;
  - work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
  - coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
  - review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

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 Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529, and will comply with the policies of the health AGENCY.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

10. 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.

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

12. 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. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

13. An annual review of the agreement will be made. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Phlebotomy 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 phlebotomy laboratory experience needed for graduation at the AGENCY.

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

AGENCY

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529,  
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Director of Medical Laboratory Services

\_\_\_\_\_  
Phlebotomy Instructor

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

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

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

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

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

**Agenda Item #10**

**Bid Committee Report**

**Frontier Community College**

- 1. FCC Baseball Field Construction – Phase Two – Fencing & Gates**
- 2. FCC Shuttle Bus**
- 3. FCC Baseball Field Lighting, Materials Only**

## BID COMMITTEE REPORT

September 2016

### Frontier Community College

1. FCC Baseball Field Construction – Phase Two – Fencing & Gates
2. FCC Shuttle Bus
3. FCC Baseball Field Lighting, Materials Only

TO: Board of Trustees

FROM: Bid Committee

DATE: September 20, 2016

RE: FCC Baseball Field Construction – Phase Two – Fencing & Gates

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

The Bid Committee recommends acceptance of the low base bid received that meets all specifications from Fortress Management, LLC for a total of \$40,641.

<b>FCC Baseball Field Construction – Phase Two</b>	
<b>Company</b>	<b>Total Bid</b>
Fortress Management, LLC 1003 W. Randolph Street McLeansboro, IL 62859	\$40,641
Liberty Fence, LLC 325 W. MacArthur Drive Cottage Hills, IL 62018	\$49,880

Respectfully submitted,

Roger Browning  
Terry L. Bruce  
Renee Smith

Department: FCC Athletics

Source of Funds: FCC Athletics (Baseball) #38310D-8310D-8200-806

Rationale for Purchase: New baseball field fencing required by NJCAA/NCAA

The "Advertisement for Bids" was placed in the Wayne County Press for one (1) day.



**Specifications for FCC Baseball Field Construction – Phase Two**

- Work to be covered by the bid shall include all fencing and gates for the new baseball field.
- The owner requires all work contemplated in the construction document to be completed no later than October 31, 2016.

**ALL SUPPLIES, LABOR AND ANY OTHER CHARGES ARE TO BE INCLUDED IN THE BID TOTAL. THE BID, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR 45 DAYS FROM THE DATE RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

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

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE: PLEASE SUBMIT BID IN DUPLICATE**

TO: Board of Trustees

FROM: Bid Committee

DATE: September 20, 2016

RE: FCC Shuttle Bus

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

The Bid Committee recommends acceptance of the base bid received that meets all specifications from TESCO (Transportation Equipment Sales Corp.) for a total of \$39,900.

<b>FCC Shuttle Bus</b>	
<b>Company</b>	<b>Total Bid</b>
Midwest Bus Sales	\$65,750*
18 Skyview Drive	\$46,650*
Litchfield, IL 62056	\$28,250*
<b>TESCO</b>	
6401 Seaman Road	\$29,900*
Oregon, OH 43616	<b>\$39,900*</b>

*\*Please see the attached listing.*

Respectfully submitted,

Roger Browning  
Terry L. Bruce  
Renee Smith

Department: Athletics

Source of Funds: #014-5511F-8900-806

Rationale for Purchase: Diesel engine means greater longevity and power and larger capacity meets the needs of the entire baseball team. Utilizing one college vehicle for FCC's athletic team decreases liability while driving (as opposed to 2+ vehicles) and fosters team unity.

The "Advertisement for Bids" was placed in the Mt. Carmel Daily Republican Register for one (1) day.

**\*Attachment**

**Midwest Bus Sales**

\$65,750	2015 Champion Challenger (new) – Capacity 24
\$46,650	2012 Starcraft AllStar – 50,000 miles (approximate) – Capacity 25
\$28,250	2006 Starcraft AllStar – 28,000 miles – Capacity 20

**TESCO**

\$29,900	2012 Ford Goshen – 95,615 miles – Capacity 24
\$39,900	2007 Chevrolet Eldorado – 82,313 miles – Capacity 33

## **Specifications for FCC Shuttle Bus**

2005 or Newer Preferred, Minimum 24-Passenger Plus Driver with 100,000 Miles or Less (in Stock) Shuttle Bus Meeting the Following Specifications:

- Must be Rated for Class C CDL
- Specify Remaining Warranty
- Diesel (Avoid Ford 6.0L and 6.4L Power Stroke)
- Automatic Transmission with Overdrive
- Brakes: Hydraulic
- Tires: Good Condition
- Driver and Passenger A/C and Heat
- AM/FM Radio
- Power Steering
- Tilt Steering Wheel (Preferred)
- Cruise Control
- Fabric – Durable, Repel Wetness
- Floor – No Carpeting (Preferred)
- Seat Belts, Retractable
- Body and Interior in Excellent Condition
- Interior Must be Smoke Free/Odor Free
- All Freight, Delivery and Document Charges are to be Included in the Bid

Shuttle Bus to be delivered to Frontier Community College, 2 Frontier Drive, Fairfield, IL 62837.

Note: Following Board approval, bids will be awarded on September 20, 2016.

**Specifications for Shuttle Bus Continued**

Please list your bids below:

Bus Year \_\_\_\_\_ Color \_\_\_\_\_ Mileage \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Bid \_\_\_\_\_

Bus Year \_\_\_\_\_ Color \_\_\_\_\_ Mileage \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Bid \_\_\_\_\_

Bus Year \_\_\_\_\_ Color \_\_\_\_\_ Mileage \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Bid \_\_\_\_\_

Bus Year \_\_\_\_\_ Color \_\_\_\_\_ Mileage \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Bid \_\_\_\_\_

Bus Year \_\_\_\_\_ Color \_\_\_\_\_ Mileage \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Bid \_\_\_\_\_

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

Signature \_\_\_\_\_

Telephone # \_\_\_\_\_

Print Name \_\_\_\_\_

Fax # \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

*Note: Please submit bid in duplicate.*

TO: Board of Trustees  
FROM: Bid Committee  
DATE: September 20, 2016  
RE: FCC Baseball Field Lighting, Materials Only

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

The Bid Committee recommends rejecting the bid due to the cost exceeding available budget.

<b>FCC Baseball Field Lighting, Materials Only</b>	
<b>Company</b>	<b>Total Bid</b>
Musco Lighting 100 1 <sup>st</sup> Avenue West Oskaloosa, IA 52577	\$59,900

Respectfully submitted,

Roger Browning  
Terry L. Bruce  
Renee Smith

Department: FCC Athletics

Source of Funds: FCC Athletics (Baseball) #38310D-8310D-8900-806

Rationale for Purchase: To provide lighting for the baseball field

The "Advertisement for Bids" was placed in the Mt. Carmel Daily Republican Register for one (1) day.

**Specifications for Baseball Field Lighting, Materials Only**

<b><u>Quantity</u></b>	<b><u>Material</u></b>
78	1500 Watt Metal Halide Lights
8	Poles – Wood or Steel
16	Crossarms – Wood or Fiberglass
3000	Wire – #2 AL TPX
2	400 Amp Main Disconnects – Outdoor Rates
8	240V Double Pole Breakers (100 Amp)
8	100 Amp Sub Panels
30	240V Double Pole Breakers in Sub Panels (20 Amp)

**ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL. DELIVERED TO FRONTIER COMMUNITY COLLEGE, 2 FRONTIER DR, FAIRFIELD, ILLINOIS 62837. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR EIGHT WEEKS FROM THE DATE BIDS ARE OPENED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

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

APPROX. DELIVERY  
DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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

COMPANY  
\_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE: PLEASE SUBMIT BID IN DUPLICATE.**

**Agenda Item #11**

**District Finance**

- A. Financial Report**
- B. Approval of Financial Obligations**



**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
August 31, 2016**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$4,338,622.54
Operations & Maintenance	\$803,684.20
Operations & Maintenance (Restricted)	\$352,060.77
Bond & Interest	\$1,198,037.27
Auxiliary	(\$85,058.44)
Restricted Purposes	(\$65,781.87)
Working Cash	\$197,534.34
Trust & Agency	\$575,413.83
Audit	(\$2,812.27)
Liability, Protection & Settlement	\$317,684.83
<b>TOTAL ALL FUNDS</b>	<b>\$7,629,385.20</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**August 31, 2016**

	<b>ALL FUNDS</b> <hr style="border: 1px solid black;"/> <b>Fiscal</b> <b>Year</b> <b>2017</b> <hr style="border: 1px solid black;"/>
<b>ASSETS:</b>	
CASH	7,629,385
IMPREST FUND	21,400
CHECK CLEARING	12,500
INVESTMENTS	15,590,000
RECEIVABLES	3,625,142
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	509,653
OTHER ASSETS	484,643
TOTAL ASSETS AND OTHER DEBITS:	<hr style="border: 1px solid black;"/> 27,872,723
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	228,795
ACCOUNTS PAYABLE	81,390
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	-
TOTAL LIABILITIES:	<hr style="border: 1px solid black;"/> 310,185
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	2,672,727
PR YR BDGTD CHANGE TO FUND BALANCE	(182,592)
 <b>FUND BALANCES:</b>	
FUND BALANCE	13,568,344
RESERVE FOR ENCUMBRANCES	11,504,059
TOTAL EQUITY AND OTHER CREDITS	<hr style="border: 1px solid black;"/> 27,562,538
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 <hr style="border: 1px solid black;"/> <hr style="border: 1px solid black;"/> 27,872,723

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF August 31, 2016

ALL FUNDS

FY 2017  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	1,752,239
STATE GOVT SOURCES	0
STUDENT TUITION & FEES	6,243,162
SALES & SERVICE FEES	1,117,413
FACILITIES REVENUE	1,512
INVESTMENT REVENUE	13,020
OTHER REVENUES	8,427
TOTAL REVENUES:	9,135,773

EXPENDITURES:

INSTRUCTION	931,792
ACADEMIC SUPPORT	86,956
STUDENT SERVICES	194,223
PUBLIC SERV/CONT ED	43
OPER & MAINT PLANT	380,838
INSTITUTIONAL SUPPORT	1,130,193
SCH/STUDENT GRNT/WAIVERS	1,892,730
AUXILIARY SERVICES	1,242,934
TOTAL EXPENDITURES:	5,859,709

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	3,276,064
-------------------------------------	-----------

**Illinois Eastern Community Colleges  
Operating Fund Analysis  
CASH BASIS**

**July 1, 2016 -- August 31, 2016**

<b>REVENUES:</b>	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
Local Government Sources	682,317	292,303	974,620
State Government Sources - Current Year	-	-	-
State Government Sources - Prior Year	-	-	-
Net Tuition and Fees	495,146	476,290	971,436
Sales & Service Fees	9,129	-	9,129
Facilities Revenue	-	1,235	1,235
Investment Revenue	8,551	907	9,458
Other Revenues	200	24	224
<b>TOTAL REVENUES:</b>	<b><u>1,195,343</u></b>	<b><u>770,759</u></b>	<b><u>1,966,102</u></b>
<b>EXPENDITURES:</b>			
Salaries	1,400,527	118,696	1,519,223
Employee Benefits	260,751	21,900	282,651
Contractual Services	124,690	56,416	181,106
Materials	85,308	24,254	109,562
Travel & Staff Development	12,276	172	12,448
Fixed Charges	83,225	2,804	86,029
Utilities	11,576	145,871	157,447
Capital Outlay	-	-	-
Other	5,985	-	5,985
<b>TOTAL EXPENDITURES:</b>	<b><u>1,984,338</u></b>	<b><u>370,113</u></b>	<b><u>2,354,451</u></b>
<b>TRANSFERS :</b>			
Interfund Transfers	-	-	-
<b>TOTAL TRANSFERS:</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>NET INCREASE / (DECREASE)</b>	<b><u><u>(788,995)</u></u></b>	<b><u><u>400,646</u></u></b>	<b><u><u>(388,349)</u></u></b>

**OPERATING FUNDS  
COMPARISON REPORT FY15-17**

College	Category	FISCAL YEAR 2015			FISCAL YEAR 2016			FISCAL YEAR 2017			% of Year
		Anticipated Budget	Spent Thru August	% of Bdgt	Anticipated Budget	Spent Thru August	% of Bdgt	Anticipated Budget	Spent Thru August	% of Bdgt	
Frontier	Bills		\$ 303,656		\$ 250,110		\$ 294,537				
	Payroll		241,292		238,812		228,461				
	Totals	\$ 4,283,530	544,948	13%	\$ 4,230,407	488,922	12%	\$ 3,989,274	522,998	13%	17%
Lincoln Trail	Bills		527,415			467,517			502,243		
	Payroll		259,966			228,190			201,881		
	Totals	\$ 4,540,934	787,381	17%	\$ 4,505,520	695,707	15%	\$ 4,249,405	704,124	17%	17%
Olney Central	Bills		671,792			579,614			500,280		
	Payroll		520,590			424,578			391,202		
	Totals	\$ 7,866,901	1,192,382	15%	\$ 7,696,886	1,004,192	13%	\$ 7,258,163	891,482	12%	17%
Wabash Valley	Bills		588,020			763,385			622,562		
	Payroll		330,313			327,403			291,818		
	Totals	\$ 6,111,313	918,333	15%	\$ 6,176,922	1,090,788	18%	\$ 5,824,837	914,380	16%	17%
Workforce Educ.	Bills		550,779			60,910			519,701		
	Payroll		188,011			165,921			148,290		
	Totals	\$ 5,577,344	738,790	13%	\$ 5,467,706	226,831	4%	\$ 5,156,047	667,991	13%	17%
District Office	Bills		38,634			39,630			27,044		
	Payroll		151,791			152,395			150,921		
	Totals	\$ 1,318,178	190,425	14%	\$ 1,351,446	192,025	14%	\$ 1,274,414	177,965	14%	17%
District Wide	Bills		283,057			330,351			251,591		
	Payroll		113,149			136,364			106,650		
	Totals	\$ 2,791,650	396,206	14%	\$ 2,771,726	466,715	17%	\$ 2,613,738	358,241	14%	17%
<b>GRAND TOTALS</b>		<b>\$32,489,850</b>	<b>\$ 4,768,465</b>	<b>15%</b>	<b>\$32,200,613</b>	<b>\$ 4,165,180</b>	<b>13%</b>	<b>\$30,365,878</b>	<b>\$4,237,181</b>	<b>14%</b>	<b>17%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**July 31, 2016**

	<u>FY 2017</u>		<u>FY 2016</u>		<u>Increase</u>
	<u>Amount</u>	<u>% of Total</u>	<u>Amount</u>	<u>% of Total</u>	<u>(Decrease)</u>
Salaries	1,519,223	35.77%	1,673,663	40.18%	(154,440)
Employee Benefits	282,651	6.66%	286,175	6.87%	(3,524)
Contractual Services	181,106	4.26%	133,215	3.20%	47,891
Materials	109,562	2.58%	207,896	4.99%	(98,334)
Travel & Staff Development	12,448	0.29%	15,376	0.37%	(2,928)
Fixed Charges	86,029	2.03%	98,463	2.36%	(12,434)
Utilities	157,447	3.71%	121,151	2.91%	36,296
Capital Outlay	-	0.00%	22,700	0.54%	(22,700)
Other	1,898,715	44.71%	1,606,541	38.57%	292,174
	<u>4,247,181</u>	<u>100.00%</u>	<u>4,165,180</u>	<u>100.00%</u>	<u>82,001</u>

**Agenda Item #12**

**Chief Executive Officer's Report**

**Agenda Item #13**

**Executive Session**



**Agenda Item #14**

**Approval of Executive Session Minutes**

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

**Agenda Item #15**

**Approval of Personnel Report**

**Agenda Item #16**

**Collective Bargaining**

**A. Partial Agreement**

**Agenda Item #17**

**Litigation**

**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Adjournment**

**Locally Funded, CDB, & PHS Projects  
Projects Schedule**

	Funding Source	Estimated Budget								
Student Center - WVC	CDB	\$4,029,400	████████							
Temp Building Replacement - LTC	CDB	\$1,495,500	████████							
Center for Technology - LTC	CDB	\$7,569,800	████████							
<b>GRAND TOTAL</b>		<b>\$13,094,700</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>Fully Accepted</b>

8/31/2016