

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**March 18, 2014**



**Location:**

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

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

*Our mission 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**

**March 18, 2014**

**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. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
6. Policy First Reading (and Possible Approval) ..... Bruce
  - A. None
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Recognition of Student Board Member Mikhail Guseynov ..... Bruce
  - B. Prepayment of Ameren Note ..... Bruce
  - C. Phase 10 Carryover – Project Application ..... Browning
  - D. Resolution for PHS Carryover Project Application ..... Browning
  - E. 403(b) Plan Annual Review ..... Browning
  - F. Proctoring Test Fee ..... Cantwell
  - G. 2013 Program Approvals and Changes ..... Cantwell
  - H. Campus Emergency Plans 2014 ..... Cantwell
  - I. Radiography Program Handbook Revisions ..... Bruce
  - J. ADN Catalog and RAD Catalog Revisions ..... Bruce
  - K. Health Careers Partnership Agreements ..... Bruce
  - L. Affiliation Agreement with Clay County Hospital – CNA ..... Bruce
  - M. Affiliation Agreement with Fairfield Memorial Hospital – CNA ..... Bruce
9. Bid Committee Report ..... Bruce
  - A. None

- 10. District Finance
  - A. Financial Report .....Browning
  - B. Approval of Financial Obligations .....Browning
- 11. Chief Executive Officer’s Report ..... Bruce
- 12. Executive Session ..... Bruce
- 13. Approval of Executive Session Minutes
  - A. Written Executive Session Minutes..... Bruce
  - B. Audio Executive Session Minutes ..... Bruce
- 14. Approval of Personnel Report ..... Bruce
- 15. Collective Bargaining ..... Bruce
- 16. Litigation ..... Bruce
- 17. Other Items
- 18. 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, 305 North West Street, Olney, Illinois, Tuesday, February 18, 2014.

(Without objection, the Chairman appointed Renee Smith to serve as Acting Board Secretary at this meeting, in the absence of Board Secretary Harry Hillis, Jr.)

**AGENDA #1 – “Call to Order & Roll Call”** – Chairman G. Andrew Fischer called the meeting to order at 7:00 p.m. and directed the Acting 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, Michael K. Correll, G. Andrew Fischer, William C. Hudson, Marilyn J. Wolfe. Also present was Mike Guseynov, student trustee. Trustees absent: Gary Carter, Brenda K. Culver. 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.  
Matt Fowler, President of Wabash Valley College.  
Kathy Harris, President of Lincoln Trail College.  
Rodney Ranes, President of Olney Central College.  
Timothy Taylor, President of Frontier Community College.  
Tara Buerster, Director of Human Resources.  
Chris Cantwell, Dean, Academic & Student Support Services/Chief Academic Officer.  
LeAnn Hartleroad, Associate Dean, Institutional Development.  
Renee Smith, Executive Assistant to CEO.  
Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:

CARLI – Consortium of Academic & Research Libraries in Illinois  
CDB – Capital Development Board  
DO – District Office  
DOC – Department of Corrections  
FCC – Frontier Community College  
HESI – Health Education Systems Incorporated  
HLC – Higher Learning Commission  
HRSA – Health Resources & Services Administration

ICAHN – Illinois Critical Access Hospital Network  
ICCB – Illinois Community College Board  
ICCTA – Illinois Community College Trustees Association  
IDPH – Illinois Department of Public Health  
IECC – Illinois Eastern Community Colleges  
IECEA – Illinois Eastern Colleges Education Association  
IEMA – Illinois Emergency Management Agency  
LTC – Lincoln Trail College  
LWIB – Local Workforce Investment Board  
OCC – Olney Central College  
PHS – Protection, Health & Safety  
SAN – Student Advantage Network  
SBDC – Small Business Development Center  
SSC – Student Services Committee  
SURS – State Universities Retirement System  
WED – Workforce Education  
WVC – Wabash Valley College

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held Tuesday, January 21, 2014 were presented for disposition.

**Board Action to Approve Minutes:** Trustee Marilyn Wolfe made a motion to approve minutes of the foregoing meeting as prepared. Trustee Michael Correll seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

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

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

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

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

**AGENDA #5 – “Reports”** –

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

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

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

**AGENDA #6 – “Policy First Readings (and Possible Approval)”** – None.

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

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

**#8-A. Identity Theft Prevention Program Status Report:** Chris Cantwell reviewed the Identity Theft Prevention Program Status Report for 2013. IECC is required by the Red Flags Rule federal mandate to develop and implement an identity theft prevention program. The program was implemented in March 2009. The Identity Theft Prevention Team reviewed and updated to prevention program in January 2014 with no major changes being made.

The CEO recommended acceptance of the 2013 Identity Theft Program Status Report as presented.

**Board Action:** Student Trustee Mike Guseynov made a motion to accept the 2013 Identity Theft Prevention Program Status Report as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Gary Carter, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. Statements of Final Construction Compliance:** IECC is required by the Illinois Community College Board (ICCB) to take Board action on Protection, Health and Safety, Capital Renewal and state and locally funded projects completed each year. Statements of Final Construction Compliance were presented for Illinois Eastern Community Colleges’ projects as required by the ICCB. There were \$2,299,806 in construction costs for Protection, Health and Safety projects completed this past year as outlined below. The CEO recommended approval of the Statements of Final Construction Compliance as presented, for submission to ICCB.

<u>Project Number</u>	<u>Project Name</u>	<u>Cost</u>
2178-0812	HVAC Replacements	\$431,289
2179-0812	Camera Surveillance – Phase 2	\$50,285
2180-0812	ADA Compliance	\$199,983
2181-0812	Lighting Replacement Gym & Theatre	\$154,819
2183-0812	Roof Replacements	\$1,183,534
2184-0812	Window Replacements	\$34,994
2185-0812	Lighting Replacement FCC	\$107,251
2231-0113	Solarium & Flooring Replacement	\$137,651

**Board Action:** Trustee Michael Correll made a motion to approve the Statements of Final Construction Compliance as presented, for submission to ICCB as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson,

Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Gary Carter, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Academic Calendar 2015-2017:** The two-year academic year calendar was presented. As required under the existing contract, the administration has submitted the calendar to Illinois Eastern Colleges Education Association President Rob Mason, who has suggested no changes. The CEO recommended approval of the following Academic Calendar for 2015-2017.

**2015 Fall Semester**

August.....	13-14	Faculty Workshop
August.....	17-19	Registration, Testing
August.....	20	First Day of Classes
September .....	7	Colleges Closed. Labor Day
September .....	17	Constitution Observance Day. Classes in session
October.....	6	No Classes. District Faculty/Staff Professional Development Day
October.....	12	Colleges Closed. Columbus Day
October.....	15	Midterm
November.....	11	Colleges Closed. Veteran’s Day
November.....	26-27	Colleges Closed. Thanksgiving
December .....	11	Last Day of Classes
December .....	14-17	Final Exams
December .....	18	Last Day of Semester.

**(Colleges closed December 21, 2015 – January 1, 2016. Winter Break)**

**2016 Spring Semester**

January .....	4	Colleges Open
January .....	6	Faculty Workshop
January .....	7-8	Registration, Testing
January .....	11	First Day of Classes
January .....	18	Colleges Closed. Martin Luther King, Jr. Day
February .....	15	Colleges Closed. President’s Day
March .....	4	Midterm
March .....	7	No Classes. Casimir Pulaski Holiday
March .....	8-11	No Classes. Spring Break
March .....	25	Colleges Closed. Spring Holiday
May .....	6	Last Day of Classes
May .....	9-12	Final Exams
May .....	13	Last Day of Semester/Graduation

**2016 Intersession**

May .....	16	First Day of Classes
May .....	24	Midterm
May .....	30	Colleges Closed. Memorial Day
June .....	3	Last Day of Intersession

**2016 Summer Session**

June .....7 First Day of Classes  
July .....1 Midterm  
July .....4 Colleges Closed. Independence Day  
July .....29 Last Day of Classes  
August ..... 1-2 Finals

**2016 Fall Semester**

August ..... 11-12 Faculty Workshop  
August ..... 15-17 Registration, Testing  
August .....18 First Day of Classes  
September .....5 Colleges Closed. Labor Day  
September .....16 Constitution Observation Day. Classes in Session  
October.....4 No Classes. District Faculty/Staff Professional Development Day  
October.....10 Colleges Closed. Columbus Day  
October.....13 Midterm  
November.....11 Colleges Closed. Veteran’s Day  
November..... 24-25 Colleges Closed. Thanksgiving.  
December .....9 Last Day of Classes  
December ..... 12-15 Finals  
December .....16 Last Day of Semester

**(Colleges Closed December 20, 2016 –January 2, 2017. Winter Break)**

**2017 Spring Semester**

January .....3 Colleges Open.  
January .....4 Faculty Workshop  
January ..... 5-6 Registration, Testing  
January .....9 First Day of Classes  
January .....16 Colleges Closed. Martin Luther King, Jr. Day  
February .....20 Colleges Closed. President’s Day  
March .....3 Midterm  
March .....6 No Classes. Casimir Pulaski Holiday Observed  
March ..... 7-10 No Classes. Spring Break  
April .....14 Colleges Closed. Spring Holiday  
May .....5 Last Day of Classes  
May ..... 8-11 Final Exams  
May .....12 Last Day of Semester/Graduation

**2017 Intersession**

May .....15 First Day of Classes  
May .....23 Midterm  
May .....29 Colleges Closed. Memorial Day  
June .....2 Last Day of Intersession

**2017 Summer Session**

June .....6 First Day of Classes

July.....30	Midterm
July.....4	Colleges Closed. Independence Day
July.....28	Last Day of Classes
July.....31	Finals
August.....1	Finals

**Board Action:** Trustee William Hudson made a motion to adopt the foregoing Academic Calendar 2015-2017 as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Gary Carter, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Mascot Image for FCC:** As Frontier Community College begins its athletic program, there was a decision made to adopt a mascot. Following Board approval of the Bobcat as the mascot, an art competition was conducted for the development of the Bobcat image that will be utilized on uniforms and other athletic apparel and promotional items. Seventy artists submitted entries. These artists submitted more than 354 individual designs for the Bobcat image. The official unveiling of the selected Bobcat image will occur at the Frontier College Art Show which will be held on April 4. The CEO recommended approval of the Bobcat Image selected for FCC’s athletic teams.

**Board Action:** Trustee John Brooks made a motion to approve the Bobcat Image selected for FCC’s athletic teams as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Gary Carter, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. Environmental Scan:** Rodney Ranes, President of Olney Central College, has prepared the FY2014 Environmental Scan, which is used by the District to forecast future internal and external needs for both college programs and services. The data assists the District in developing the Strategic Plan, the Career and Technical Education Plan, and the On-Line Education Plan.

Data of particular interest:

- \*County specific employment data is no longer available through the U.S. Bureau of Economic Analysis due to reduced funding and sequestration. Forecasting software was used to project future employment trends.

- \*Number of high school students that qualify for free or reduced lunches has increased the last five years.

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

- \*Local high schools have had a decrease in graduates in the last five years with total graduates staying below 1,100.

- \*Part-time and full-time enrollment decreased within the district.

\*Total financial aid awarded decreased significantly and the number of financial aid eligible students decreased.

\*Degree attainment within the district continues to lag significantly behind the state and national averages for baccalaureate completion.

\*Transfer degree and Career and Technical Certificate completion increased within the district.

\*The District continues to review items for inclusion in the Environmental Scan. The CEO recommended acceptance of the Environmental Scan as presented.

**Board Action:** Trustee John Brooks made a motion to approve the Environmental Scan as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Gary Carter, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. Revisions to Radiography Program Handbook:** Tammy Fralicker, Associate Dean of Nursing and Allied Health, and Radiography faculty, in consultation with President Rodney Raney, has developed the addition of a Health Education System, Inc. (HESI) policy for the Radiography program at OCC.

Radiography faculty conducted a pilot study last Spring with the Radiography HESI exit exam and the test was predictive of student success on the final registry exam. Radiography faculty teach a Registry Review course in the last semester of the program and the HESI exam will be incorporated into this course to identify areas of remediation for students. Students who do not reach a minimum cut off score will be required to complete remediation prior to taking the registry exam, but will not fail the course based on the results. This policy will be implemented for the Fall 2014 and Spring 2015 academic year. The student will be responsible for paying the \$45 test fee.

The CEO recommended addition of the following Radiography HESI Policy to the Radiography Program Handbook.

#### **Radiography HESI policy**

Each Radiography student will be required to achieve a minimum passing score of 700 on the Health Education System, Inc. (HESI) computerized exit exam for radiography students or an equivalent standardized radiography exit exam which is approved by the Associate Dean of Nursing and Allied Health. Cost of the exam will be incurred by the student. The required score and the approved radiography exit exam will be specified in the applicable course syllabus for RAD 2204 offered in the last semester of the Radiography program. If the minimum score is not achieved, the student will be required to successfully complete remediation as assigned by faculty.

**Board Action:** Trustee Michael Correll made a motion to approve addition of the foregoing Radiography HESI Policy to the Radiography Program Handbook as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees

absent: Gary Carter, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-G. AGCO Advantage Partnership:** The Diesel Technology program at Wabash Valley College wants to develop a partnership with a national manufacturer that will be in the best interest of the students and the District. Diesel programs for heavy equipment normally develop relationships with manufacturers such as Caterpillar and John Deere. But Caterpillar and John Deere dictate a specific curriculum for the program and thereby require a stand-alone program of study.

A specific program required by a manufacturer often leads to the duplication of instructors and facilities and the equipment needed to offer both the corporate sponsored program and the IECC course requirements as approved by ICCB. The WVC Diesel Technology program has developed a long standing relationship with AGCO (Challenger, Fendt, Massey Ferguson and Valtra). Each summer Wabash Valley has conducted AGCO's regional training classes.

AGCO has developed a training program with colleges in Kansas, Nebraska and Missouri that prepares students to work on their equipment at area dealerships. Therefore, the AGCO program allows the District to maintain the existing curriculum, but train students on equipment that will be provided by AGCO, including AGCO training components and modules, pumps, valves, engines, transmissions, hydraulics, differentials, and combine components. The program also guarantees selected students an internship at an AGCO dealership.

The AGCO partnership agreement will give students in the Diesel Equipment Technology program the opportunity to train on the latest equipment and compete for internships, while allowing the District to maintain its autonomy in developing the curriculum within the program.

The CEO recommended approval of the AGCO Partnership Agreement.

**Board Action:** Trustee William Hudson made a motion to approve the AGCO Partnership Agreement as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Gary Carter, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

**Board Action:** Trustee Michael Correll made a motion to approve the SIU-C agreements for offering the Motorcycle Rider Safety course at FCC, LTC, OCC and WVC as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Gary Carter, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-I. Affiliation Agreement with Fairfield Memorial Hospital – Phlebotomy:** IECC wishes to enter into an affiliation agreement with Fairfield Memorial Hospital, located in Fairfield, Illinois. This agreement is for the OCC Phlebotomy Program and is the standard agreement utilized by the district. The CEO recommended approval.

**Board Action:** Trustee William Hudson made a motion to approve the affiliation agreement for the OCC Phlebotomy Program with Fairfield Memorial Hospital, Fairfield, Illinois, as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Gary Carter, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-J. Affiliation Agreement with Salem Township Hospital – Phlebotomy:** IECC wishes to enter into an affiliation agreement with Salem Township Hospital, located in Salem, Illinois. This agreement is for the OCC Phlebotomy Program and is the standard agreement utilized by the district. The CEO recommended approval.

**Board Action:** Trustee William Hudson made a motion to approve the affiliation agreement for the OCC Phlebotomy Program with Salem Township Hospital, Salem, Illinois, as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Gary Carter, Brenda Culver. The motion having received 5 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 January 31, 2014.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for February 2014, totaling \$860,046.24, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for February 2014, in the amounts

listed, and payments from the revolving fund for January 2014. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Gary Carter, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “Chief Executive Officer's Report”** – CEO Terry Bruce reported on the following informational items:

1. IECC Training Switch Donation – Frontier and Mitel
2. Academy for Student Persistence and Completion
3. Quality Based Selection (QBS) of Architect
4. FCC Presidential Search Update
5. Aspen Awards – WVC and OCC
6. AIR Forum Presentation Proposal
7. Trailers for Truck Driving Expansion
8. 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, Tuesday, January 21, 2014.

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

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

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

1. Mark Elliott, Coordinator of Instructional Services, FCC, effective February 20, 2014

##### **B. Classified**

1. Tina Clow, Custodian, OCC, effective February 24, 2014, pending successful completion of background check
2. Raymond Gillette, temporary full-time Custodian, WVC, effective February 19, 2014
3. Stacy Hastings, Office Assistant, Student Support Services/Trio, DO, effective February 20, 2014, contingent upon continued grant funding and pending successful completion of background check

## 400.2. Reemployment of Bargaining Unit Faculty for 2014-2015 Academic Year

### A. Continuation of Tenure

1. Tom Baird
2. Scott Balding
3. Mary Jane Beckettell
4. Shasta Bennett
5. Chris Boyd
6. Tyler Boyles
7. C. Allen Brown
8. Carrie Brown
9. James Burnett
10. Jay Carter
11. Michael Conn
12. Byford Cook
13. Laurel Cutright
14. John Day
15. David Denton
16. Cheryl Dill
17. Suzanne Downes
18. Holly Farley
19. Mark Fitch
20. Carole Fusco
21. Andrea Gere
22. Brenda Grove
23. Pauletta Gullett
24. Nixie Hnetkovsky
25. Steve Hnetkovsky
26. Jason Hortin
27. Ruby Houldson
28. Judith Hudson
29. Kathleen Hudson
30. Anne Hustad
31. Carmen Jones
32. John Kendall
33. Lisa Maple
34. Theresa Marcotte
35. Rob Mason
36. Christian Mathews
37. Travis Matthews
38. Rodney Maxey
39. Amie Mayhall
40. Mary Morris
41. Judy Neikirk
42. Teresa Odom
43. Kelly Payne
44. Kyle Peach
45. Brenda Phegley
46. Richard Poskin
47. Steve Rafferty
48. Doug Robb
49. Anurahda Roy
50. Barbara Shimer
51. Nick Short
52. Shirley Smithenry
53. Kimberley Stevens
54. Christopher Teague
55. Philip Thorsen
56. James Tucker
57. William Tucker
58. Kristi Urfer
59. Brian Wick
60. David Wilderman
61. Angelia Williams
62. Jill Winter
63. Winifred Ann Wolven
64. Nick Wright

**B. Initial Tenure**

1. Laura Bruck
2. Wanda Douglas
3. Andrew King

**C. Non-Tenure**

1. Susan Adams
2. Jess Allen
3. Reno Bemont
4. Tammie Bohnhoff
5. Cynthia Boyce
6. Carla Cadwalader
7. Jeshua Franklin
8. Todd Gill
9. Megan Heindselman
10. Heather Kirkwood
11. Carol Kocher
12. Curtis Marshall
13. Andrew McMurray
14. Andrew Pittman
15. Lisa Rauch
16. Thomas Sarg
17. Amy Scamman
18. Eric Scheller

**400.3. Reemployment of Non-Bargaining Unit Faculty 2014-2015**

**A. Continuation of Tenure**

1. James Beers
2. Donald Bennett
3. William Rogers
4. Gary Wangler
5. Mitchell Wolfe

**B. Initial Tenure**

1. Phillip Brooks
2. Joshua Lipe
3. Vernon Miller
4. Stephen Questelle

**C. Non-Tenure**

1. Jayson Hoffman
2. Rick Lamb
3. Leonard Mitchell
4. Kevin Weber

**400.4. Reduction-in-Force & Adoption of Resolution**

1. Penny Campbell-Henry
2. Anne Hahn
3. Vicky Lemons

**400.5. Faculty Seniority List for 2013-14 (Bargaining Unit):** The Faculty Seniority List for FY 2013-14 was presented for approval.

**400.6. Non-Bargaining Unit Faculty Seniority List for 2013-14**

Coal Mining Technology (non-bargaining unit)

- |              |   |
|--------------|---|
| 23 yrs.      | Mitchell Wolfe (includes one year seniority for 2013-14 academic year)      |
| 13.5 yrs.    | Gary Wangler (includes one year seniority for 2013-14 academic year)        |
| 7.5 yrs.     | Jim Beers (includes one year seniority for 2013-14 academic year)           |
| 6 yrs.       | Michael Thomas (Dean of Workforce Ed, effective 9-22-10)                    |
| 6 yrs.       | Donald Bennett (includes one year seniority for 2013-14 academic year)      |
| 4.5 yrs.     | William Rodgers (includes one year seniority for 2013-14 academic year)     |
| 3.5 yrs.     | Stephen Questelle (includes one year seniority for 2013-14 academic year)   |
| 3 yrs. 3 mo. | Phillip Brooks (includes one year seniority for 2013-14 academic year)      |
| 3 yrs. 1 mo. | Vernon Miller (includes one year seniority for 2013-14 academic year)       |
| 3 yrs.       | Joshua Lipe (includes one year seniority for 2013-14 academic year)         |
| 2.5 yrs.     | Kevin Weber (includes one year seniority for 2013-14 academic year)         |
| 2 yrs. 1 mo. | Rick Lamb (includes one year seniority for 2013-14 academic year)           |
| 2 yrs.       | Leonard Mitchell (includes one year seniority for 2013-14 academic year)    |
| 1.5 yrs.     | Jayson Hoffman (includes one-half year seniority for 2013-14 academic year) |

**400.7. Special Assignment**

**A. Athletics**

1. Nicholas Shaner, Men's and Women's Golf Coach, LTC, \$2000 for spring 2014 semester

**400.8. Resignation Ratification**

**A. Professional Non/Faculty**

1. Jennifer Barthelemy, Coordinator Financial Aid, Lincoln Trail College, effective March 7, 2014

**B. Classified**

1. Jamie Turpin, Administrative Assistant, Frontier Community College, effective February 20, 2014
2. Timothy Wease, Custodian, Olney Central College, effective January 30, 2014

**400.9. Retirement Ratification**

**A. Faculty**

1. Sharen Wolke, Nursing Instructor, Olney Central College, effective May 31, 2014

**Board Action to Approve Personnel Report:** Trustee Marilyn Wolfe made a motion to approve the foregoing Personnel Report as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Gary Carter, Brenda Culver. The motion having received 5 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 William Hudson made a motion to adjourn. Trustee Marilyn Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:18 p.m.

Approved:      Chairman: \_\_\_\_\_

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

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

**A. Visitors and Guests**

**B. IECEA Representatives**

**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports**

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

**Agenda Item #6**

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

**None**

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Recognition of Student Board Member Mikhail Guseynov**

**Agenda Item #8B**

**Prepayment of Ameren Note**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 18, 2014  
SUBJECT: Prepayment of Ameren Note

At the November 2013 Board Meeting, the Board approved the Ameren Newton Settlement Agreement. Under the agreement IECC was to repay Ameren \$295,640, at a rate of \$36,955 annually for a period of eight (8) years beginning December 1, 2013.

IECC made the first installment of \$36,955 timely, and owes a remaining balance of \$258,685.

The agreement also provides a prepayment option that allows the taxing districts to prepay their outstanding balance and receive a discount based upon the present values of the remaining payments, discounted to the prepayment date, using a discount rate equal to the Treasury Rate plus 100 basis points, not to exceed 4%.

The present value of IECC's payments is currently estimated to be \$ 235,061 based on the criteria above. There will be a worksheet provided for review at the Board meeting that will show the projected savings should the Board decide to take advantage of the prepayment option. We have requested from Ameren an exact pay-off amount as of March 31, 2014, and have not received the exact amount of the pre-payment, but are confident that \$235,061 is an accurate estimate.

When the exact pay-off amount is received from Ameren, I would like to request permission to proceed with the prepayment option. Then, at the next Board meeting, I will report to the Board the actual prepayment amount.

TLB/rs

**Agenda Item #8C**

**Phase 10 Carryover – Project Application**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 18, 2014  
SUBJECT: Phase 10 Carryover – Project Application

Because original Phase 10 projects were completed efficiently and with minimal change-orders or unexpected costs, the District has carryover Protection, Health and Safety (PHS) funds available to utilize and fund our obligation to the Capital Development Board.

In January of 2014 the Board approved up to \$55,000 to cover the projected shortage of Capital Development Board funds to complete the project of upgrading the chemistry lab at WVC.

The attached Capital Project Application Form requests approval from the ICCB for our portion of this particular project to be funded with PHS money.

Upon the Board's approval of this PHS project application, it will be submitted to the Illinois Community College Board for review under the Protection, Health and Safety criteria established.

I ask the Board to approve the Capital Project Application Form for the WVC chemistry lab renovations.

TLB/rs

Attachments

(Revised 11/3/99)

**CAPITAL PROJECT APPLICATION FORM**  
(One Application Form per Project)

District/College and District # Illinois Eastern Community Colleges District 529  
Contact Person Mr. Roger Browning Phone # 618-393-2982  
Project Title Renovate Chemistry Laboratory – WVC Science Building  
Project Budget \$ 55,200 (  ) check  here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2  
Date January 30, 2014

**Application Type (check the appropriate application type and follow instructions):**

- Locally Funded New Construction--complete/submit Sections I, II, and II.  
 Locally Funded Remodeling--complete/submit Sections I and III.  
 Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.  
 Protection, Health and Safety--complete/submit Section I and Attachment PHS.  
 Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.  
 ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

**Section I (submit for ALL project approval requests)**

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes  
B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)  
C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)  
D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)  
E. Funding source (*use the appropriate format on Attachment #2*)

**Section II**

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes \_\_\_ No \_\_\_  
If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion  
B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)  
C. Has the site been determined professionally to be suitable for construction purposes?  
Yes \_\_\_ No \_\_\_  
If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

**Section III**

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

**Renovate Chemistry Laboratory – WVC Science Building**

**Project Budget \$ 55,200**

**Programmatic Justification**

Provide an explanation of the programmatic impact of the proposed project.

The chemistry laboratory in the Science Building at Wabash Valley College has the original laboratory work stations. There is no wheelchair accessible station. The aisles between the laboratory tables are very narrow and inhibit safe passage during experiments with hazardous chemicals and procedures. The laboratory stations themselves are too small and create potentially hazardous conditions during experiments. The fume hood in the room is also original to the laboratory and is not wheelchair accessible. It is barely functional and does not provide adequate ventilation for fumes and particulates. International Property Maintenance Code 603.1, American with Disabilities Act and Illinois Accessibility Code.

**Scope of Work**

Provide an explanation of the specific work to be performed as part of this project.

At the chemistry laboratory in the Science Building at Wabash Valley College, the existing laboratory tables will be removed and replaced with new tables to provide a wheelchair accessible work station and adequate aisle space. The existing vinyl floor tile and mastic in the room, and the existing gypsum board compound contain asbestos and will be removed and replaced. The existing underfloor plumbing for water, waste and gas, and electrical will be revised to accommodate the new laboratory table layout. The existing fume hood will be removed and replaced with a new hood that is functional and wheelchair accessible.

This work is part of a larger project to be completed by the CDB. It is ICCB project # R 0035-0112 Various Improvements at Lincoln Trail College (LTC), Olney Central College (OCC), and Wabash Valley College (WVC). The CDB work at LTC and OCC has already been completed, with the WVC chemistry lab renovation the only remaining work. This remaining work is scheduled to be commenced this summer and available funds are as follows:

Remodel Chemistry Lab	207,200
Remaining Capital Renewal Funds Available	<u>-161,200</u>
Subtotal (IECC portion of the project)	46,000
Contingency - 10%	4,600
A/E Compensation and Reimbursables	<u>4,600</u>
PHS Project Request	\$ 55,200

**Attachment #1  
Project Budget**

**Check One:**

- New Construction**
- Remodeling**

**Project Name**

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land		
Site Development		
Construction (including Fixed Equipment)		
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

**Protection, Health, and Safety Project Name** Renovate Chemistry Laboratory – WVC Science Building

	<u>Budget Amounts</u>	
Project Costs	46,000	Note: Cost reflects difference between total cost & other funds available. See Budget and Certification page for funding details.
Contingency	4,600	
A/E Professional Fees & Reimb	4,600	
Total	\$ 55,200	

**Attachment #2  
Funding Source**

**District/College Name** Illinois Eastern Community Colleges No. 529  
**Project Name** Renovate Chemistry Laboratory – WVC Science Building

**Check the source(s) of funds:**

Available fund balance \_\_\_\_\_ x Fund name (s): O & M (Restricted) – Excess  
(Including excess funds from funds from previously approved  
previously approved protection, protection, health & safety projects  
health, and safety projects)

Bond Proceeds \_\_\_\_\_ Type of bond issuance (s):  
(including protection, health,  
and safety bonds)

Protection, Health, and \_\_\_\_\_ Tax rate/fiscal year:  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

Contract for Deed \_\_\_\_\_ Term of Contract for Deed in months:  
(ILCS 805/3-36)

Lending Arrangement with a \_\_\_\_\_ Term of Lending Arrangements in months:  
Financial Institution  
(ILCS 805/3-37)

Lease Agreement \_\_\_\_\_ Term of Lease in months:  
(ILCS 805/3-38)

Capital Renewal Funding \_\_\_\_\_ x Proposed Fiscal Year Source(s): Project R 0035-  
0112 FY 2014, see Budget and Certification page  
for details.

ADA \_\_\_\_\_ Proposed Fiscal Year Source(s):  
Access for All Funding

**Protection, Health, and Safety Signature/Certification Page**

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)

Structural Integrity Certification (see attachment, if applicable)

Budget Certification (see attachment, always required)   x  

Feasibility Study Identifying Need of the Project

Other Documentation which May Support the Justification  
of this Project

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the   Illinois Eastern Community Colleges   Board of Trustees

Date

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**PROTECTION, HEALTH, AND SAFETY PROJECT**

**Budget and Certification**

Name and address of architect/engineer providing the estimate:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

  
\_\_\_\_\_  
Architect/Engineer's Signature

\_\_\_\_\_  
January 30, 2014  
Date

\_\_\_\_\_  
001-010485  
Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Remodel Chemistry Lab	207,200
Other Funds Available (Capital Renewal Funds – ICCB Project # R 0035-0112)	<u>-161,200</u>
Subtotal	46,000
Contingency - 10%	4,600
A/E Compensation and Reimbursables	<u>4,600</u>
Project Total	\$ 55,200

**Agenda Item #8D**

**Resolution for PHS Carryover Project Application**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 18, 2014  
SUBJECT: Resolution for PHS Carryover Project Application

In addition to the Illinois Community College Board (ICCB) Project Application, a Board Resolution must be adopted.

I recommend that the Board adopt the attached resolution and that it be submitted along with the PHS Project Application Form to the ICCB.

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529  
Renovate Chemistry Laboratory – Wabash Valley College Science Building  
March 18, 2014

Resolution to Approve PHS Construction Project

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

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

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

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

WHEREAS, the projects recommended for repair and alterations are:

Renovate Chemistry Laboratory – Wabash Valley College  
Science Building

Total estimated cost including fees and contingency: \$55,200

WHEREAS, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are not routine maintenance projects.

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

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

Resolution adopted by roll call vote this 18th day of March, 2014.

Approved:

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

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

**Agenda Item #8E**

**403(b) Plan Annual Review**

MEMORANDUM

TO: Board of Trustees  
FROM: Roger Browning  
DATE: March 18, 2014  
SUBJECT: 403(b) Plan Annual Review

The Board of Trustees has a fiduciary responsibility to monitor the operation of the District's 403(b) plan. When the Board adopted the plan January 1, 2009, The Standard was chosen as custodian of the IRS approved 403(b) plan for the employees of the District.

The 403(b) plan has completed its fifth calendar year. The Standard has provided a Plan Review covering the period of January 2011 through December 31, 2013 for the Board's consideration. A copy of this report will be provided at the Board meeting.

At the end of calendar year 2013, the plan had assets of \$1,759,044, an increase of \$582,377 over the previous year. The District plan encourages diversification and automatic rebalancing. The average return on investment within the plan for calendar year 2013 was approximately 14%. The plan currently has 97 active participants.

I ask for the Board's acceptance of The Standard's review of the IECC 403(b) Plan.

RB/akb

**Agenda Item #8F**

**Proctoring Test Fee**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 18, 2014  
RE: Proctoring Test Fee

As on-line courses have become more available, the District is increasingly being asked to proctor examinations from outside entities. For example, we are often asked to proctor exams for Phoenix University.

The District already has an agreement with our GED provider, Pearson Vue on the cost of proctoring those particular tests. However, the District has not established a fee for proctoring other examinations.

I recommend the Board’s approval of a Proctoring Test Fee of \$15 effective immediately for any test proctored.

**Miscellaneous Fees\* (page 37 of IECC catalog) – Effective Immediately**

Proctoring Test Fee..... \$15.00

TLB/rs

**Agenda Item #8G**

**2013 Program Approvals and Changes**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 18, 2014  
RE: 2013 Program Approvals and Changes

The administration continuously reviews Career and Technical Education programs for additions and alterations to those programs. Attached are the annual changes in programs that were added or withdrawn during 2013. These new and revised programs and changes were submitted and approved by the Illinois Community College Board (ICCB) in 2013. Also included are those programs that have been submitted for approval, but still pending, at the ICCB.

I ask for the Board's acceptance of the 2013 Approvals and Changes to Career and Technology Education programs and certificates.

TLB/rs

Attachment

CTE Program Approvals and Changes  
January 1, 2013 through December 29, 2013

New Programs

FCC	AUM C523	Auto Light Repair Tech
LTC	CTY C482	CompTIA Hardware A+
	CTY C483	CompTIA Network+
	CTY C484	Computer Telephony
OCC	HRA D245	Human Resource Assistant
	IST D217	Information Systems Technology
	IST C216	Information Systems Technology
	OFADM D247	Office Administration
	OFADM C246	Office Administration
	PET C303	Petroleum Drilling Technology (approved January 2014)
FCC, WVC	EOP D269	Executive Office Professional
	EOP C268	Office Assistant
	EOP C267	Receptionist

Withdrawn Programs

FCC, OCC, WVC	CORYS D391	Corrections/Youth Supervisor
FCC, OCC, WVC	CORPO D392	Corrections Parole Officer (CORYS/CORPO remain active at LTC)
FCC, WVC	PSYRH C336	Psychiatric Rehabilitation
LTC	MSS D223	Microcomputer Support Specialist

Inactivated Programs

OCC	MEDLB D344	Medical Lab Technology
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**Status as of February 28, 2014**

Programs Pending ICCB Approval

LTC	MEDA D292	Certified Medical Assistant
FLOW	SPORT D424	Sport Management

Programs in Progress

FCC	EMP D331	Emergency Management Planning
FCC & OCC	AUM C533	Light Vehicle Diesel Service
LTC		Safety Management/Instrumentation (certificate) Scaffolding (certificate)
WVC		Mine Equipment Reliability Maintenance (certificate)
WVC		Applied Leadership (certificate)

**Agenda Item #8H**

**Campus Emergency Plans 2014**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 18, 2014  
RE: Campus Emergency Plans 2014

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

In March 2014, the colleges reviewed and updated their Campus Emergency Plans. Each of the campus emergency plans includes a National Incident Management System (NIMS) section in the Appendix. Minor updates relating to personnel changes, extension numbers, and a new "Escaped Prisoner Procedure" for LTC were completed.

As required by the Campus Security Enhancement Act, colleges must test emergency response and evaluation procedures annually. The colleges have completed or scheduled the following drills in 2014 to meet this requirement.

Frontier Community College	Great Central U.S. Shake Out Drill	10/16/14
Lincoln Trail College	Great Central U.S. Shake Out Drill	10/16/14
Olney Central College	Lockdown Drill & Regroup Alert System	1/2/14
Wabash Valley College	Fire Drill	1/28/14

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

TLB/rs

**Agenda Item #8I**

**Radiography Program Handbook Revisions**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 18, 2014  
RE: Revisions to the Radiography Program Handbook

The Radiography faculty, Associate Dean Tammy Fralicker, and President Rodney Raney have developed needed changes to the OCC Radiography Program Handbook.

Changes include:

The revision of the cost sheet to include the HESI exit exam fee and the flu shot fee increase; and

The removal of the program plagiarism policy which is covered under the IECC Academic Integrity Policy on page 13; and

The addition of the Non-Sexual Harassment Policy to meet JRCERT standards; and

Clarification of Applied Clinical Scheduling; and

Updated Dress Code Policy to meet agency requirements; and

Updated Clinical Supervision section to reflect current information and JRCERT standards; and

The addition of the Standardized Computerized Exam - HESI policy to address remediation and completion.

I ask the Board's acceptance of the revisions to the Radiography Program Handbook which has been e-mailed to each Board member.

TLB/rs

## **SUMMARY OF OCC RADIOGRAPHY PROGRAM HANDBOOK CHANGES**

**02/27/14**

**Page 17-19 Revised Cost Sheet (Flu shot fee increased to \$30 from \$25 and added HESI Exit exam fee to Level II Spring Semester)**

**Page 24 Removed Academic Integrity and Plagiarism policy – was redundant to information on page 13-14**

### ~~**ACADEMIC INTEGRITY AND PLAGIARISM**~~

~~Students are expected to complete their own work; complete homework, tests and other assignments unassisted unless the instructor provides other directions. No credit will be given for material that is not the student's own work. Any student who displays dishonest behavior will be brought before program officials for review and may be dismissed from the program. A student who feels that he/she has been wrongly accused may follow the complaint procedures outlined in the college catalog.~~

**Page 24 – Revised Social networking policy to include all social media instead of just Facebook.**

### **SOCIAL NETWORKING**

Social networking is not permitted during classes, lab, and clinical education (see Technology Policy).

Information about a patient in any context is a possible HIPAA violation. Discussing any clinical information on a social network site is a potential HIPAA violation.

Some employers screen the social networking practices of potential employees. As the job market has become more competitive, some human resource departments have adopted the practice of reviewing a candidate's **Facebook social media** profile(s) when considering that individual for employment. Inappropriate comments and/or photos may adversely affect an individual's ability to secure employment. Be advised that social media is not as private and secure as perceived.

If a social networking issue should arise during enrollment in the program, the consequence could be recommendation for dismissal from the Radiography program.

**Page 26 – Changed “Equal Opportunity Policy” to “Non-Discrimination”**

**Page 27 – Changed “College Sponsored Events” to “Radiography Conferences/Events”**

**Page 29 – Inserted Non-Sexual Harassment Policy (approved by BOT 05/21/13)**

**Page 37, #15 – Added “Phone contact must be made; email or text messages are not acceptable.”**

**Page 40 – Added “Applied Clinical Scheduling**

## APPLIED CLINICAL SCHEDULING

Clinical assignments are arranged by the Program Director and Clinical Coordinator for the student each semester. Clinical assignments are made based on each student's progression and learning needs in order to assist students to meet course and program requirements. Assignments are made to maximize clinical site opportunities and experiences in a variety of clinical settings. Students may be assigned to any of the clinical affiliates in order to accomplish this goal. Driving is an expectation. The student is responsible for his/her own transportation to assigned clinical sites.

**Page 41 – Added approximate distance to each clinical site from OCC**

**Page 43-44 – Revised dress code based on agency expectations**

### **DRESS CODE POLICY**

Students are expected to comply with affiliate institution regulations if stricter than the program guidelines. Failure of students to comply with the Dress Code will result in the student being sent home from clinical education; clinical time missed for such an occurrence is considered an absence day. Repeated violations of the Dress Code will result in further disciplinary action.

#### **Uniforms**

Students are required to wear uniforms as designated by the Radiography Program while attending Applied Clinical Education. The student must purchase two uniforms for level I clinical education and three uniforms for level II clinical education. Approved clinical apparel consists of navy blue scrub pants and tops and a white lab jacket. Uniforms must be purchased by the student during the first semester (these may be purchased from the Olney Central College Bookstore). Patches for the lab jacket and uniform tops are available for purchase from the Olney Central College Bookstore. **Patches should be attached to the left sleeve of the uniform top and lab jacket.** Any other colored attire is not acceptable. Uniforms must always be clean and pressed. **Students are not to wear clinical uniforms outside of the clinical site except during travel to or from the clinical agency. Uniforms are not to be worn to campus classes or while running personal errands outside of clinical education.**

#### **Shoes**

Students are required to wear white leather shoes. Sandals, canvas shoes, or shoes that would permit exposure of the feet to blood/body fluids are not acceptable. Shoes and shoelaces are to be kept polished and cleaned, respectively. Shoes must be approved by program officials.

#### **Jewelry**

One stud earring in each **ear earlobe** may be worn. Any other body piercing must not be visible at any time. A watch and **a plain band rings ring** may be worn. Rings that have raised settings are not allowed because of the risk to patients and risk of loss and damage; this is also an infection control issue.

#### **Cosmetics**

Make-up should be applied sparingly. **Nail polish, if worn, should be neutral in color and must not be chipped. Nail polish and** artificial nails or sculpted nails are not permitted. All products (including deodorant, lotions and hair products) used should be unscented, **if possible. Perfume, cologne, body sprays, or after shave should be used sparingly.**

#### **Tattoos**

~~Any tattoo must not be visible.~~ **No visible tattoos.**

## Hair

Hair must be kept clean, neat, contained, and away from face and off the collar; long hair should be tied back or put up. Males choosing to have a moustache and/or beard must keep them trimmed and groomed.

## Identification

Each student is required to purchase a photo ID badge at his/her own expense. The photo ID must be visible at all times when in the clinical affiliates. **Students are not permitted to attend clinical education without a program photo ID.** If lost, the student must inform the Program Director immediately and pay the cost to purchase a new photo ID. Selected clinical affiliates require students to wear identification badges provided by the agency. In these instances, students are required to wear both identification badges. Students reporting to clinical education without appropriate identification will be sent home **and will be counted as absent.**

**Agency policy and faculty discretion will always prevail over this written dress code.**

**Page 47 – Revised Clinical Supervision of the Student Radiographer section**

## CLINICAL SUPERVISION OF THE STUDENT RADIOGRAPHER

### Direct Supervision

~~The student is to have 100% direct supervision by a registered radiologic technologist or clinical instructor when making a radiographic exposure for each radiographic procedure. Prior to competency, students are required to be under the direct supervision of a registered Radiologic Technologist. A registered Radiologic Technologist must review the request for the radiographic examination to determine the capability of the student to perform the examination with reasonable success. The technologist must also determine if the condition of the patient contraindicates performance of the examination by the student. The registered Radiologic Technologist must always be present in the room while the student performs the entire examination or procedure. The registered Radiologic Technologist must check and approve the radiographs prior to the dismissal of the patient. **Any examinations that a student must repeat are performed only in the presence of a registered Radiologic Technologist under his/her direct supervision.**~~

### Indirect Supervision

~~After the student has passed a Competency Evaluation on an examination or procedure and has had the examination checked off the list of completed competency evaluations, then the student is permitted to perform that specific examination or procedure under indirect supervision. Indirect supervision means supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.~~

### Direct Supervision

The Joint Review Committee on Education in Radiologic Technology requires that the student be **directly supervised** when performing exams until they have achieved competency on that exam. **Direct supervision** requires a registered radiographer to:

1. Review the request for the radiographic examination to determine the capability of the student to perform the examination with reasonable success.
2. Determine if the condition of the patient contraindicates performance of the examination by the student.
3. Be present in the room while the student performs the entire examination or procedure.
4. Check and approve the radiographs prior to the dismissal of the patient.
5. Be present in the room for any examinations that a student must repeat.

### **Indirect Supervision**

After the student has passed a Competency Evaluation on an examination or procedure and has had the examination checked-off the list of completed competency evaluations, then the student is permitted to perform that specific examination or procedure under indirect supervision. Indirect supervision requires the registered technologist to:

1. Be immediately available to assist the student regardless of the level of student achievement.
2. Review and approve all radiographs.
3. Be in the room with the student if repeat exposure is necessary.

### **Repeat Exposures**

Repeat exposures may only be made if the radiographer is present at the control panel with the student and has personally verified the appropriate modifications in technique and/or positioning have been made prior to the exposure.

### **Page 50 – Added #2 to Clinical Competency Evaluation section**

2. Students are allowed to attempt competency in a clinical setting once they have completed the lab devoted to the specific procedure. If a student is absent from a lab, he/she is not permitted to attempt competency at the clinical site until the written and positioning examinations on that chapter have been completed.

### **Page 50 – Added “pediatric” to #10**

10. In the last semester of enrollment, a maximum of 5 competency exams may be achieved through simulation. Simulations are only permitted on the final day of Applied Clinical V. Simulated competency testing is not permitted for surgery, pediatric, or contrast procedure cases.

### **Page 56 – Replaced “Incidents and Incompetency in Education” with “Incidents/Improper Conduct”**

#### ~~**INCIDENTS AND INCOMPETENCY IN EDUCATION**~~

- ~~1. Improper Conduct/Disciplinary Report – This form serves to document any disciplinary action that is taken with a student. This form is completed and signed by the Program Director and the Clinical Coordinator.~~
  - ~~2. The form is reviewed and signed by the student.~~
- ~~The completed original is placed in student’s file. A signed copy of the form is given to the student upon request.~~

#### **INCIDENTS/IMPROPER CONDUCT**

1. Incident/Improper Conduct Report – This form serves to document any disciplinary action that is taken with a student. This form is completed and signed by the instructor and the Program Director.
2. The form is reviewed and signed by the student.

The completed original is placed in student’s file. A signed copy of the form is given to the student upon request.

### **Page 57 – Revised form**

### **Page 61 – Added “Standardized Computerized Exam: HESI” section (approved by BOT 02/18/14)**

### **STANDARDIZED COMPUTERIZED EXAM: HESI**

Each Radiography student will be required to achieve a minimum passing score of 700 on the Health Education System, Inc. (HESI) computerized exit exam for radiography students or an equivalent standardized radiography exit exam which is approved by the Associate Dean of Nursing and Allied Health. Cost of the exam will be incurred by the student. The required score and the approved radiography exit exam will be specified in the applicable course syllabus for RAD 2204 offered in the last semester of the Radiography program. If the minimum score is not achieved, the student will be required to successfully complete remediation as assigned by faculty.

**Agenda Item #8J**

**ADN Catalog and RAD Catalog Revisions**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 18, 2014  
RE: Revisions to the IECC Catalog for Radiography and Nursing

Tammy Fralicker, Associate Dean of Nursing and Allied Health, and faculty in the Radiography and Nursing programs in consultation with President Rodney Raney, have recommended the following catalog changes.

Faculty and staff recommend the removal of a requirement for Radiography applicants. Section F. on page 69 of the print catalog and p. 70 of the online catalog requires an applicant to “Successfully complete CIS 1101 or higher level computer class or approved documentation of computer proficiency through work experience or approved high school computer coursework.” The rationale for removing this requirement is that students will be required to take CIS 1104 Intro to Online Learning prior to entry into RAD 1211 Radiography Orientation. It is not necessary for a student to take another computer class prior to application to the program.

Nursing faculty and staff have recommended a change to the ADN section of the College Catalog on page 62 in the print catalog and page 63 in the online catalog. The petitioning process does need to be completed at least 60 days prior to the start of the semester for readmission to give the student and Nursing Program Advisor time to ensure all admission requirements have been met. However, this change would require all other admission requirements (i.e. – minimum TEAS test score) be completed by the end of the fall semester. This will allow the student ample time to meet TEAS test requirements and potentially test a second time if needed. Otherwise, students who want to enter into the Spring semester would only have until the beginning of November to meet TEAS requirements. Several TEAS test dates are scheduled throughout November and the beginning of December. This clarification helps outline requirements for students who are applying for readmission after more than two years. The new catalog section would be as follows:

Petitioners must meet the current college and nursing program admission and ranking requirements. Petition approval does not guarantee re-admittance to the nursing program. ~~Petitioners must have all requirements completed, including the petitioning process, at least sixty (60) days prior to the semester of readmission.~~ The petitioning process must be completed at least sixty (60) days prior to the semester of readmission. For entry into the spring semester, all other admission requirements must be met on or before the college’s official Fall course withdrawal date. For entry into the Fall semester, all admission requirements must be met by the application deadline (February 15).

I ask the Board’s acceptance of the catalog revisions for Radiography and Nursing.  
TLB/rs

**Agenda Item #8K**

**Health Careers Partnership Agreements**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 18, 2014  
RE: Health Careers Programs/Partnership Agreements

Beginning in 2009, the Board approved agreements for the establishment of a Health Careers Program between IECC and the following school districts and hospitals:

Fairfield Memorial Hospital and Edwards County High School CUSD #1  
Fairfield Memorial Hospital and Fairfield Community High School CUSD #225  
Clay County Hospital and North Clay Community High School CUSD #25  
Clay County Hospital and Flora High School CUSD #35  
Clay County Hospital and Clay City High School CUSD #10

This program has been highly successful and involves high school juniors and seniors pursuing a career in the health field. High school classes meet for two hours in a hospital setting and are based upon a curriculum including the study of health careers, basic anatomy and physiology, CNA certification, and hands on clinical experiences. The program integrates academic study, workplace skills, and career competencies so that students observe health care professionals in a work place setting.

Under the agreements, the hospitals provide the facility and space for classes, an instructor, staff involvement, coordination, and scheduling.

IECC provides the curriculum, instructors and staffing, program coordination, student registration, orientation, instructional supplies, college credit, and both student and program assessment.

Each high school provides guidance counselors, the recruitment of students into the program, coordination of class schedules, and scheduling in cooperation with both the hospital and the college.

I ask the Board's approval of these partnership agreements as set forth above.

TLB/rs

Attachments

# ILLINOIS EASTERN COMMUNITY COLLEGES

## Health Careers Program

## Partnership Agreement

BETWEEN

**Illinois Eastern Community Colleges (IECC)**

**Fairfield Memorial Hospital**

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Hospital

**Edwards County High School, CUSD #1**

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High School/District

### **Program Description:**

The Health Careers' Program is a health science technology program designed primarily for high school juniors and seniors who are interested in pursuing a career in the health care field. The classes meet for 2 hours a day, 5 days/week in a hospital setting and the curriculum includes the study of health careers, basic anatomy and physiology, training and CNA certification, as well as hands-on clinical experiences with real patients. Overall, the program provides students with pertinent, real world, career information and career exposure to the many varied health care fields, thus allowing students to make informed decisions about a career in health care.

Through collaboration between high schools, community colleges, and hospitals, students have the opportunity to be involved in many aspects of a medical profession within a hospital setting. The Program integrates academic, workplace skills, and career development competencies and allows students to observe health care professionals in their workplace settings.

### **Schedule:**

The Health Careers Dual Credit program will be conducted during the academic school year (August through May). The classes will be scheduled during the daytime at a mutually agreed upon time. For example: 7:30 a.m. to 9:30 a.m. Monday through Friday.

**Partner Roles and Responsibilities:**

**Illinois Eastern Community Colleges**

- Curriculum
- Instructor/Staffing
- Coordination
- Information Dissemination
- Student Registration
- Student Scheduling with cooperation of high school and hospital
- Orientation
- Instructional supplies and materials
- Collaboration meetings
- Assignment of college credit
- Student and program assessment

**Hospital**

- Facility/Space for classes to meet
- Instructor
- Staff involvement
- Coordination
- Scheduling

**High Schools**

- Guidance Counselors
- Recruitment of Students
- Coordination
- Scheduling

This agreement shall be effective for three (3) years from date of acceptance unless terminated by united agreement between both parties.

**Signatures:**

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**High School Superintendent** **Date**

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**CEO, Hospital** **Date**

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**Dean of Instruction, Frontier Community College** **Date**

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**CEO, Illinois Eastern Community Colleges** **Date**

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**Board Chairman, Illinois Eastern Community Colleges** **Date**

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Health Careers Program**  
**Partnership Agreement**

BETWEEN

**Illinois Eastern Community Colleges (IECC)**

**Fairfield Memorial Hospital**

Hospital

**Fairfield Community High School, CUSD #225**

High School/District

**Program Description:**

The Health Careers' Program is a health science technology program designed primarily for high school juniors and seniors who are interested in pursuing a career in the health care field. The classes meet for 2 hours a day, 5 days/week in a hospital setting and the curriculum includes the study of health careers, basic anatomy and physiology, training and CNA certification, as well as hands-on clinical experiences with real patients. Overall, the program provides students with pertinent, real world, career information and career exposure to the many varied health care fields, thus allowing students to make informed decisions about a career in health care.

Through collaboration between high schools, community colleges, and hospitals, students have the opportunity to be involved in many aspects of a medical profession within a hospital setting. The Program integrates academic, workplace skills, and career development competencies and allows students to observe health care professionals in their workplace settings.

**Schedule:**

The Health Careers Dual Credit program will be conducted during the academic school year (August through May). The classes will be scheduled during the daytime at a mutually agreed upon time. For example: 7:30 a.m. to 9:30 a.m. Monday through Friday.

**Partner Roles and Responsibilities:**

**Illinois Eastern Community Colleges**

- Curriculum
- Instructor/Staffing
- Coordination
- Information Dissemination

**Partner Roles and Responsibilities continued**

- Student Registration
- Student Scheduling with cooperation of high school and hospital
- Orientation
- Instructional supplies and materials
- Collaboration meetings
- Assignment of college credit
- Student and program assessment

**Hospital**

- Facility/Space for classes to meet
- Instructor
- Staff involvement
- Coordination
- Scheduling

**High Schools**

- Guidance Counselors
- Recruitment of Students
- Coordination
- Scheduling

This agreement shall be effective for three (3) years from date of acceptance unless terminated by united agreement between both parties.

**Signatures:**

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**High School Superintendent** **Date**

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**CEO, Hospital** **Date**

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**Dean of Instruction, Frontier Community College** **Date**

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**CEO, Illinois Eastern Community Colleges** **Date**

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**Board Chairman, Illinois Eastern Community Colleges** **Date**

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Health Careers Program**  
**Partnership Agreement**

BETWEEN

**Illinois Eastern Community Colleges (IECC)**

**Clay County Hospital**

Hospital

**North Clay Community High School, CUSD #25**

High School/District

**Program Description:**

The Health Careers' Program is a health science technology program designed primarily for high school juniors and seniors who are interested in pursuing a career in the health care field. The classes meet for 2 hours a day, 5 days/week in a hospital setting and the curriculum includes the study of health careers, basic anatomy and physiology, training and CNA certification, as well as hands-on clinical experiences with real patients. Overall, the program provides students with pertinent, real world, career information and career exposure to the many varied health care fields, thus allowing students to make informed decisions about a career in health care.

Through collaboration between high schools, community colleges, and hospitals, students have the opportunity to be involved in many aspects of a medical profession within a hospital setting. The Program integrates academic, workplace skills, and career development competencies and allows students to observe health care professionals in their workplace settings.

**Schedule:**

The Health Careers Dual Credit program will be conducted during the academic school year (August through May). The classes will be scheduled during the daytime at a mutually agreed upon time. For example: 7:30 a.m. to 9:30 a.m. Monday through Friday.

**Partner Roles and Responsibilities:**

**Illinois Eastern Community Colleges**

- Curriculum
- Instructor/Staffing
- Coordination
- Information Dissemination

**Partner Roles and Responsibilities continued**

- Student Registration
- Student Scheduling with cooperation of high school and hospital
- Orientation
- Instructional supplies and materials
- Collaboration meetings
- Assignment of college credit
- Student and program assessment

**Hospital**

- Facility/Space for classes to meet
- Instructor
- Staff involvement
- Coordination
- Scheduling

**High Schools**

- Guidance Counselors
- Recruitment of Students
- Coordination
- Scheduling

This agreement shall be effective for three (3) years from date of acceptance unless terminated by united agreement between both parties.

**Signatures:**

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**High School Superintendent** **Date**

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**CEO, Hospital** **Date**

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**Dean of Instruction, Frontier Community College** **Date**

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**CEO, Illinois Eastern Community Colleges** **Date**

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**Board Chairman, Illinois Eastern Community Colleges** **Date**

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Health Careers Program**  
**Partnership Agreement**

BETWEEN

**Illinois Eastern Community Colleges (IECC)**

**Clay County Hospital**

Hospital

**Flora High School, CUSD #35**

High School/District

**Program Description:**

The Health Careers' Program is a health science technology program designed primarily for high school juniors and seniors who are interested in pursuing a career in the health care field. The classes meet for 2 hours a day, 5 days/week in a hospital setting and the curriculum includes the study of health careers, basic anatomy and physiology, training and CNA certification, as well as hands-on clinical experiences with real patients. Overall, the program provides students with pertinent, real world, career information and career exposure to the many varied health care fields, thus allowing students to make informed decisions about a career in health care.

Through collaboration between high schools, community colleges, and hospitals, students have the opportunity to be involved in many aspects of a medical profession within a hospital setting. The Program integrates academic, workplace skills, and career development competencies and allows students to observe health care professionals in their workplace settings.

**Schedule:**

The Health Careers Dual Credit program will be conducted during the academic school year (August through May). The classes will be scheduled during the daytime at a mutually agreed upon time. For example: 7:30 a.m. to 9:30 a.m. Monday through Friday.

**Partner Roles and Responsibilities:**

**Illinois Eastern Community Colleges**

- Curriculum
- Instructor/Staffing
- Coordination
- Information Dissemination

**Partner Roles and Responsibilities continued**

- Student Registration
- Student Scheduling with cooperation of high school and hospital
- Orientation
- Instructional supplies and materials
- Collaboration meetings
- Assignment of college credit
- Student and program assessment

**Hospital**

- Facility/Space for classes to meet
- Instructor
- Staff involvement
- Coordination
- Scheduling

**High Schools**

- Guidance Counselors
- Recruitment of Students
- Coordination
- Scheduling

This agreement shall be effective for three (3) years from date of acceptance unless terminated by united agreement between both parties.

**Signatures:**

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**High School Superintendent** **Date**

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**CEO, Hospital** **Date**

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**Dean of Instruction, Frontier Community College** **Date**

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**CEO, Illinois Eastern Community Colleges** **Date**

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**Board Chairman, Illinois Eastern Community Colleges** **Date**

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Health Careers Program**  
**Partnership Agreement**

BETWEEN

**Illinois Eastern Community Colleges (IECC)**

Clay County Hospital

Hospital

Clay City High School, CUSD #10

High School/District

**Program Description:**

The Health Careers' Program is a health science technology program designed primarily for high school juniors and seniors who are interested in pursuing a career in the health care field. The classes meet for 2 hours a day, 5 days/week in a hospital setting and the curriculum includes the study of health careers, basic anatomy and physiology, training and CNA certification, as well as hands-on clinical experiences with real patients. Overall, the program provides students with pertinent, real world, career information and career exposure to the many varied health care fields, thus allowing students to make informed decisions about a career in health care.

Through collaboration between high schools, community colleges, and hospitals, students have the opportunity to be involved in many aspects of a medical profession within a hospital setting. The Program integrates academic, workplace skills, and career development competencies and allows students to observe health care professionals in their workplace settings.

**Schedule:**

The Health Careers Dual Credit program will be conducted during the academic school year (August through May). The classes will be scheduled during the daytime at a mutually agreed upon time. For example: 7:30 a.m. to 9:30 a.m. Monday through Friday.

**Partner Roles and Responsibilities:**

**Illinois Eastern Community Colleges**

- Curriculum
- Instructor/Staffing
- Coordination
- Information Dissemination

**Partner Roles and Responsibilities continued**

- Student Registration
- Student Scheduling with cooperation of high school and hospital
- Orientation
- Instructional supplies and materials
- Collaboration meetings
- Assignment of college credit
- Student and program assessment

**Hospital**

- Facility/Space for classes to meet
- Instructor
- Staff involvement
- Coordination
- Scheduling

**High Schools**

- Guidance Counselors
- Recruitment of Students
- Coordination
- Scheduling

This agreement shall be effective for three (3) years from date of acceptance unless terminated by united agreement between both parties.

**Signatures:**

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**High School Superintendent** **Date**

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**CEO, Hospital** **Date**

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**Dean of Instruction, Frontier Community College** **Date**

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**CEO, Illinois Eastern Community Colleges** **Date**

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**Board Chairman, Illinois Eastern Community Colleges** **Date**

**Agenda Item #8L**

**Affiliation Agreement with Clay County Hospital - CNA**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 18, 2014  
RE: Affiliation Agreement with Clay County Hospital

IECC wishes to enter into an affiliation agreement with Clay County Hospital located in Flora, Illinois.

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

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

TLB/rs

Attachment

## **AFFILIATION AGREEMENT**

Between  
**ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529**  
**FRONTIER COMMUNITY COLLEGE**  
and  
**Clay County Hospital**  
for  
**Basic Nurse Assistant Training Program**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE (hereinafter referred to as DISTRICT), for its BASIC NURSE ASSISTANT TRAINING Programs (hereinafter referred to as PROGRAM) and Clay County Hospital, Flora, Illinois (hereinafter referred to as AGENCY). WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of AGENCY's facilities for clinical laboratory practice by students of the PROGRAM, and

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

NOW, THEREFORE, for and in 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 PROGRAM for observation and participation by the students and faculty of the DISTRICT's PROGRAM, subject to the conditions and limitations contained herein;
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of Instruction and/or PROGRAM faculty on behalf of the DISTRICT and the AGENCY designated Administrator on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses;
3. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the PROGRAM faculty, on behalf of the DISTRICT will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY's Administrator will retain full authority and make final decisions for procedures assigned to PROGRAM students;
4. The care of the patients will at all times remain the full responsibility of the AGENCY;
5. DISTRICT will be responsible for the administration of the program, including admissions, academic guidance, and registration of students; supervision of program students; supervising program faculty; curriculum quality; and ensuring that the program stays in compliance with State and National accrediting agency guidelines;
6. Persons enrolled and provided instruction at AGENCY shall be DISTRICT students and shall be entitled to all benefits and privileges and subject to all obligations contained in DISTRICT catalog, which is included by reference and made a part of this contract;
7. The DISTRICT shall coordinate with the AGENCY to identify the exact number of students to be enrolled in the PROGRAM. Admission is subject to all obligations

contained in the DISTRICT's and AGENCY's admission policies and procedures, which is included by reference and made part of this contract;

8. DISTRICT faculty will:
  - a. be responsible for the guiding students and teaching the didactic portion of the PROGRAM;
  - b. work with the staff of the AGENCY in coordination of the clinical laboratory objectives to be completed at the AGENCY;
  - c. coordinate the student clinical assignment with the AGENCY designated Administrator; and
  - d. review and evaluate, in cooperation with the Agency, the student's progress in the clinical setting;
9. The AGENCY's Administrator will coordinate with the DISTRICT and the AGENCY's preceptor to ensure that specific assignment of learning experiences to specific students is consistent with PROGRAM outcomes/objectives. Assigned experiences will be selected for the educational benefit of the student. The District will provide the AGENCY a written set of clinical outcomes/objectives;
10. Students will not be assigned experiences in a manner that would permit them to replace a regular employee;
11. Supervision of the health of all students making use of any of the AGENCY's facilities, as contemplated herein; will be the responsibility of the DISTRICT, and will comply with the policies of the AGENCY;
12. PROGRAM 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;
13. 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;
14. Prior to the use of any AGENCY facilities, under the contemplated program, the DISTRICT 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;
15. The DISTRICT or AGENCY will provide verification of a criminal background check as provided by Illinois law for health care workers for each Student prior to that Student's assignment at the AGENCY. In the event such Authorization and Release are not given by the Student, the Student shall be disqualified from participation at the AGENCY. The results of the check must be satisfactory to the AGENCY;
16. The AGENCY shall have responsibility for the services provided at the AGENCY. If the AGENCY makes a good faith determination that the student's status or performance places the AGENCY in jeopardy, the DISTRICT will withdraw the student from the PROGRAM at the AGENCY. In the event AGENCY makes this determination, it will discuss matters with the DISTRICT prior to its exercising this right, except in extreme cases;
17. The faculty and students of the DISTRICT participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT PROGRAM faculty may be included in demonstrations of new equipment and techniques;
18. The DISTRICT will provide a PROGRAM orientation for the AGENCY staff;
19. PROGRAM students and faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records;

20. The DISTRICT will provide a PROGRAM orientation, upon request, for the AGENCY staff;
21. This agreement forbids discrimination against any student on the basis of age, color, race, national origin, creed, gender, sexual orientation, religion, veterans status, or disability unrelated to the reasonable physical requirements of the job; If a complaint or allegation of discrimination is made by a participating student against the AGENCY, its employees, agents or representatives, the AGENCY shall conduct an investigation that is consistent with AGENCY policy and report findings to the DISTRICT;
22. 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. PROGRAM Faculty and students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY;
23. To the extent permitted by law, DISTRICT shall indemnify, defend, and hold harmless the AGENCY, its agents and employees, from any claims, demands, or actions out of the negligent acts or omissions of the DISTRICT, its agents or employees, during the students' participation in the PROGRAM at the AGENCY;
24. The AGENCY hereby assumes all risk of damage to and loss or theft of property at the AGENCY's facilities. Further, the AGENCY agrees to indemnify and hold harmless the DISTRICT, its officers, trustees, agents, and employees from cause whatsoever resulting in injury or death to persons related to, or involved in, or participating in PROGRAM activities and hereby waives all claims in respect thereof against DISTRICT. The AGENCY further agrees to indemnify and hold harmless the DISTRICT, its officers, trustees, agents, and employees, from and against any and all claims, suits, liabilities, costs, damages, and expenses (including reasonable attorney's fees) arising out of or in connection with:
  - a. Any loss, injury, death, or damage to persons or property on or about the AGENCY's Facilities and/or Grounds by reason of any act, omission or negligence on AGENCY's part;
  - b. Any breach or default in the performance of any obligation on AGENCY's part to be performed under the terms of this Agreement;
25. At all times while this Agreement is in effect, DISTRICT, at its sole cost and expense, agrees to procure and maintain, either through commercial policies or self-insurance:
  - a. Professional liability coverage for losses arising out of the acts or omissions of DISTRICT or its employees and agents or students in the minimum amounts of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate;
  - b. Commercial general liability coverage for losses arising out of the acts or omissions of DISTRICT or its employees or students in the minimum amounts of One Million Dollars (\$1,000,000) per occurrence and two Million Dollars (\$2,000,000) annual aggregate. In the event that DISTRICT provides professional liability coverage on a claims-made basis, then coverage (which may include self-insurance coverage) for professional liability resulting from acts or omissions of DISTRICT or DISTRICT's employees or students occurring while this Agreement was in effect;

26. During the term of this Agreement and thereafter, AGENCY and DISTRICT and their employees and students shall hold information in the strictest confidence except as otherwise required by this Agreement or by Federal law. Such information includes, but is not limited to: patient records and peer review and utilization review documents; the terms of this Agreement; and the finances, earnings, volume of business, systems, practices, plans, contracts, and similar information of each party;
27. An annual review may be requested by either party by June 1 of each calendar year. A formal review shall be made every three years. Either party hereto may terminate this agreement provided all currently enrolled students have adequate time to complete PROGRAM requirements. Upon request for termination by either party, no new students shall be assigned to the AGENCY.
  - a. Notice of termination to AGENCY shall be directed to:  
Clay County Hospital  
911 Stacey Burke Drive  
Flora, IL 62839
  - b. Notice of termination to DISTRICT shall be directed to:  
Frontier Community College  
Attn: Dean of Instruction  
#2 Frontier Drive  
Fairfield, IL 62837
28. This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof and constitutes the entire agreement between the parties;

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

CLAY COUNTY HOSPITAL

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529, FRONTIER  
COMMUNITY COLLEGE

\_\_\_\_\_  
CEO

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

\_\_\_\_\_  
CEO, Illinois Eastern Community Colleges

\_\_\_\_\_  
Dean, Frontier Community College

**Agenda Item #8M**

**Affiliation Agreement with Fairfield Memorial Hospital – CNA**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 18, 2014  
RE: Affiliation Agreement with Fairfield Memorial Hospital

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

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

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

TLB/rs

Attachment

# **AFFILIATION AGREEMENT**

Between  
**ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529**  
**FRONTIER COMMUNITY COLLEGE**  
and  
**Fairfield Memorial Hospital**  
for  
**Basic Nurse Assistant Training Program**

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_ by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE (hereinafter referred to as DISTRICT), for its BASIC NURSE ASSISTANT TRAINING Programs (hereinafter referred to as PROGRAM) and Fairfield Memorial Hospital, Fairfield, Illinois (hereinafter referred to as AGENCY). WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of AGENCY's facilities for clinical laboratory practice by students of the PROGRAM, and

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

NOW, THEREFORE, for and in 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 PROGRAM for observation and participation by the students and faculty of the DISTRICT's PROGRAM, subject to the conditions and limitations contained herein;
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of Instruction and/or PROGRAM faculty on behalf of the DISTRICT and the AGENCY designated Administrator on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses;
3. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the PROGRAM faculty, on behalf of the DISTRICT will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY's Administrator will retain full authority and make final decisions for procedures assigned to PROGRAM students;
4. The care of the patients will at all times remain the full responsibility of the AGENCY;
5. DISTRICT will be responsible for the administration of the program, including admissions, academic guidance, and registration of students; supervision of program students; supervising program faculty; curriculum quality; and ensuring that the program stays in compliance with State and National accrediting agency guidelines;
6. Persons enrolled and provided instruction at AGENCY shall be DISTRICT students and shall be entitled to all benefits and privileges and subject to all obligations contained in DISTRICT catalog, which is included by reference and made a part of this contract;

7. The DISTRICT shall coordinate with the AGENCY to identify the exact number of students to be enrolled in the PROGRAM. Admission is subject to all obligations contained in the DISTRICT's and AGENCY's admission policies and procedures, which is included by reference and made part of this contract;
8. DISTRICT faculty will:
  - a. be responsible for the guiding students and teaching the didactic portion of the PROGRAM;
  - b. work with the staff of the AGENCY in coordination of the clinical laboratory objectives to be completed at the AGENCY;
  - c. coordinate the student clinical assignment with the AGENCY designated Administrator; and
  - d. review and evaluate, in cooperation with the Agency, the student's progress in the clinical setting;
9. The AGENCY's Administrator will coordinate with the DISTRICT and the AGENCY's preceptor to ensure that specific assignment of learning experiences to specific students is consistent with PROGRAM outcomes/objectives. Assigned experiences will be selected for the educational benefit of the student. The District will provide the AGENCY a written set of clinical outcomes/objectives;
10. Students will not be assigned experiences in a manner that would permit them to replace a regular employee;
11. Supervision of the health of all students making use of any of the AGENCY's facilities, as contemplated herein; will be the responsibility of the DISTRICT, and will comply with the policies of the AGENCY;
12. PROGRAM 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;
13. 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;
14. Prior to the use of any AGENCY facilities, under the contemplated program, the DISTRICT 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;
15. The DISTRICT or AGENCY will provide verification of a criminal background check as provided by Illinois law for health care workers for each Student prior to that Student's assignment at the AGENCY. In the event such Authorization and Release are not given by the Student, the Student shall be disqualified from participation at the AGENCY. The results of the check must be satisfactory to the AGENCY;
16. The AGENCY shall have responsibility for the services provided at the AGENCY. If the AGENCY makes a good faith determination that the student's status or performance places the AGENCY in jeopardy, the DISTRICT will withdraw the student from the PROGRAM at the AGENCY. In the event AGENCY makes this determination, it will discuss matters with the DISTRICT prior to its exercising this right, except in extreme cases;
17. The faculty and students of the DISTRICT participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT PROGRAM faculty may be included in demonstrations of new equipment and techniques;
18. The DISTRICT will provide a PROGRAM orientation for the AGENCY staff;

19. PROGRAM students and faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records;
20. The DISTRICT will provide a PROGRAM orientation, upon request, for the AGENCY staff;
21. This agreement forbids discrimination against any student on the basis of age, color, race, national origin, creed, gender, sexual orientation, religion, veterans status, or disability unrelated to the reasonable physical requirements of the job; If a complaint or allegation of discrimination is made by a participating student against the AGENCY, its employees, agents or representatives, the AGENCY shall conduct an investigation that is consistent with AGENCY policy and report findings to the DISTRICT;
22. 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. PROGRAM Faculty and students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY;
23. To the extent permitted by law, DISTRICT shall indemnify, defend, and hold harmless the AGENCY, its agents and employees, from any claims, demands, or actions out of the negligent acts or omissions of the DISTRICT, its agents or employees, during the students' participation in the PROGRAM at the AGENCY;
24. The AGENCY hereby assumes all risk of damage to and loss or theft of property at the AGENCY's facilities. Further, the AGENCY agrees to indemnify and hold harmless the DISTRICT, its officers, trustees, agents, and employees from cause whatsoever resulting in injury or death to persons related to, or involved in, or participating in PROGRAM activities and hereby waives all claims in respect thereof against DISTRICT. The AGENCY further agrees to indemnify and hold harmless the DISTRICT, its officers, trustees, agents, and employees, from and against any and all claims, suits, liabilities, costs, damages, and expenses (including reasonable attorney's fees) arising out of or in connection with:
  - a. Any loss, injury, death, or damage to persons or property on or about the AGENCY's Facilities and/or Grounds by reason of any act, omission or negligence on AGENCY's part;
  - b. Any breach or default in the performance of any obligation on AGENCY's part to be performed under the terms of this Agreement;
25. At all times while this Agreement is in effect, DISTRICT, at its sole cost and expense, agrees to procure and maintain, either through commercial policies or self-insurance:
  - a. Professional liability coverage for losses arising out of the acts or omissions of DISTRICT or its employees and agents or students in the minimum amounts of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate;
  - b. Commercial general liability coverage for losses arising out of the acts or omissions of DISTRICT or its employees or students in the minimum amounts of One Million Dollars (\$1,000,000) per occurrence and two Million Dollars (\$2,000,000) annual aggregate. In the event that DISTRICT provides professional liability coverage on a claims-made basis, then coverage (which may include self-insurance coverage) for

professional liability resulting from acts or omissions of DISTRICT or DISTRICT's employees or students occurring while this Agreement was in effect;

26. During the term of this Agreement and thereafter, AGENCY and DISTRICT and their employees and students shall hold information in the strictest confidence except as otherwise required by this Agreement or by Federal law. Such information includes, but is not limited to: patient records and peer review and utilization review documents; the terms of this Agreement; and the finances, earnings, volume of business, systems, practices, plans, contracts, and similar information of each party;
27. An annual review may be requested by either party by June 1 of each calendar year. A formal review shall be made every three years. Either party hereto may terminate this agreement provided all currently enrolled students have adequate time to complete PROGRAM requirements. Upon request for termination by either party, no new students shall be assigned to the AGENCY.
  - a. Notice of termination to AGENCY shall be directed to:  
Fairfield Memorial Hospital  
305 NW 11<sup>th</sup>  
Fairfield, IL 62837
  - b. Notice of termination to DISTRICT shall be directed to:  
Frontier Community College  
Attn: Dean of Instruction  
#2 Frontier Drive  
Fairfield, IL 62837
28. This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof and constitutes the entire agreement between the parties;

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

FAIRFIELD MEMORIAL HOSPITAL

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529, FRONTIER  
COMMUNITY COLLEGE

\_\_\_\_\_  
CEO

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

\_\_\_\_\_  
CEO, Illinois Eastern Community Colleges

\_\_\_\_\_  
Dean, Frontier Community College

**Agenda Item #9**

**Bid Committee Report**

**None**

**Agenda Item #10**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529

TREASURER'S REPORT  
February 28, 2014

<b>FUND</b>	<b>BALANCE</b>
Educational	\$5,837,043.13
Operations & Maintenance	\$1,890,883.53
Operations & Maintenance (Restricted)	\$384,582.47
Bond & Interest	\$455,524.22
Auxiliary	\$492,681.87
Restricted Purposes	(\$296,518.26)
Working Cash	\$198,677.85
Trust & Agency	\$374,000.57
Audit	(\$9,921.15)
Liability, Protection & Settlement	\$576,037.22
<b>TOTAL ALL FUNDS</b>	<b>\$9,902,991.45</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**February 28, 2014**

	<b>ALL FUNDS</b>
	<b>Fiscal Year 2014</b>
<b>ASSETS:</b>	
CASH	10,277,291
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	22,590,000
RECEIVABLES	2,873,119
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	692,699
OTHER ASSETS	464,726
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>36,932,235</b>
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	434,966
ACCOUNTS PAYABLE	77,343
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	300,000
OTHER LIABILITIES	1,184,762
<b>TOTAL LIABILITIES:</b>	<b>1,997,071</b>
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	3,199,772
PR YR BDGTD CHANGE TO FUND BALANCE	458,149
 <b>FUND BALANCES:</b>	
FUND BALANCE	26,858,286
RESERVE FOR ENCUMBRANCES	4,418,957
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>34,935,164</b>
 <b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>36,932,235</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 As Of February 28, 2014

ALL FUNDS

FY 2014  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	6,229,206
STATE GOVT SOURCES	5,919,710
STUDENT TUITION & FEES	12,875,202
SALES & SERVICE FEES	2,552,285
FACILITIES REVENUE	4,575
INVESTMENT REVENUE	120,973
OTHER REVENUES	146,153
TOTAL REVENUES:	27,848,104

EXPENDITURES:

INSTRUCTION	8,320,850
ACADEMIC SUPPORT	336,463
STUDENT SERVICES	1,103,231
PUBLIC SERV/CONT ED	43,331
OPER & MAINT PLANT	1,779,794
INSTITUTIONAL SUPPORT	7,525,952
SCH/STUDENT GRNT/WAIVERS	6,150,103
AUXILIARY SERVICES	3,555,868
TOTAL EXPENDITURES:	28,815,592

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	-967,488
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**Illinois Eastern Community Colleges**  
**Operating Fund Analysis**  
**CASH BASIS**  
**July 1, 2013 -- June 30, 2014**

<b>REVENUES:</b>	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
Local Government Sources	2,455,031	1,051,620	3,506,651
State Government Sources - Current Year	3,940,104	1,964,763	5,904,867
State Government Sources - Prior Year	4,562,972	-	4,562,972
Net Tuition and Fees	4,275,489	-	4,275,489
Sales & Service Fees	15,196	-	15,196
Facilities Revenue	540	3,210	3,750
Investment Revenue	67,330	16,599	83,929
Other Revenues	78,794	14,452	93,246
<b>TOTAL REVENUES:</b>	<b>15,395,456</b>	<b>3,050,644</b>	<b>18,446,100</b>
<b>EXPENDITURES:</b>			
Salaries	10,265,381	556,945	10,822,326
Employee Benefits	1,446,182	121,466	1,567,648
Contractual Services	386,222	163,902	550,124
Materials	1,039,924	141,658	1,181,582
Travel & Staff Development	163,084	3,033	166,117
Fixed Charges	117,894	37,855	155,749
Utilities	63,575	657,549	721,124
Capital Outlay	31,621	43,417	75,038
Other	95,659	1,122	96,781
<b>TOTAL EXPENDITURES:</b>	<b>13,609,542</b>	<b>1,726,947</b>	<b>15,336,489</b>
<b>TRANSFERS :</b>			
Interfund Transfers	(1,199,387)	-	(1,199,387)
<b>TOTAL TRANSFERS:</b>	<b>(1,199,387)</b>	<b>-</b>	<b>(1,199,387)</b>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<b>586,527</b>	<b>1,323,697</b>	<b>1,910,224</b>

**OPERATING FUNDS  
COMPARISON REPORT FY12-14**

College	Category	FISCAL YEAR 2012			FISCAL YEAR 2013			FISCAL YEAR 2014			
		Anticipated Budget	Spent Thru February	% of Bdgt	Anticipated Budget	Spent Thru February	% of Bdgt	Anticipated Budget	Spent Thru February	% of Bdgt	% of Year
Frontier	Bills		\$ 1,270,363			\$ 1,352,941			\$ 856,881		
	Payroll		1,330,196			1,338,686			1,257,514		
	Totals	\$ 4,378,358	2,600,559	59%	\$ 4,312,683	2,691,627	62%	\$ 3,658,802	2,114,395	58%	67%
Lincoln Trail	Bills		1,345,987			1,347,660			1,278,465		
	Payroll		1,583,531			1,554,958			1,646,980		
	Totals	\$ 4,566,700	2,929,518	64%	\$ 4,498,201	2,902,618	65%	\$ 4,494,153	2,925,445	65%	67%
Olney Central	Bills		1,525,488			1,671,095			1,865,628		
	Payroll		3,169,385			3,159,987			3,591,433		
	Totals	\$ 7,434,923	4,694,873	63%	\$ 7,396,633	4,831,082	65%	\$ 7,789,976	5,457,061	70%	67%
Wabash Valley	Bills		1,766,091			1,932,035			1,931,984		
	Payroll		2,004,274			1,949,722			2,120,022		
	Totals	\$ 6,115,012	3,770,365	62%	\$ 6,083,520	3,881,757	64%	\$ 6,078,045	4,052,006	67%	67%
Workforce Educ.	Bills		2,141,665			2,130,372			3,218,877		
	Payroll		928,929			881,257			1,050,703		
	Totals	\$ 5,377,687	3,070,594	57%	\$ 5,297,022	3,011,629	57%	\$ 6,042,255	4,269,580	71%	67%
District Office	Bills		155,644			185,976			217,622		
	Payroll		567,769			587,809			648,557		
	Totals	\$ 1,285,431	723,413	56%	\$ 1,266,150	773,785	61%	\$ 1,289,241	866,179	67%	67%
District Wide	Bills		1,058,640			1,276,426			1,270,724		
	Payroll		518,916			547,473			507,117		
	Totals	\$ 3,519,446	1,577,556	45%	\$ 3,329,156	1,823,899	55%	\$ 2,763,846	1,777,841	64%	67%
<b>GRAND TOTALS</b>		<b>\$32,677,557</b>	<b>\$ 19,366,878</b>	<b>59%</b>	<b>\$32,183,365</b>	<b>\$ 19,916,397</b>	<b>62%</b>	<b>\$ 32,116,317</b>	<b>\$21,462,507</b>	<b>67%</b>	<b>67%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**February 28, 2014**

	<u>FY 2014</u>		<u>FY 2013</u>		<u>Increase (Decrease)</u>
	Amount	% of Total	Amount	% of Total	
Salaries	10,822,326	50.42%	10,019,892	50.31%	802,434
Employee Benefits	1,567,648	7.30%	1,430,341	7.18%	137,307
Contractual Services	550,124	2.56%	549,998	2.76%	126
Materials	1,181,582	5.51%	1,031,655	5.18%	149,927
Travel & Staff Development	166,117	0.77%	178,896	0.90%	(12,779)
Fixed Charges	155,749	0.73%	160,629	0.81%	(4,880)
Utilities	721,124	3.36%	725,247	3.64%	(4,123)
Capital Outlay	75,038	0.35%	488,089	2.45%	(413,051)
Other	6,222,799	28.99%	5,331,650	26.77%	891,149
	<u>21,462,507</u>	<u>100.00%</u>	<u>19,916,397</u>	<u>100.00%</u>	<u>1,546,110</u>

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

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive Session Minutes**

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

**Agenda Item #14**

**Approval of Personnel Report**

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Terry L. Bruce

**DATE:** March 13, 2014

**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1, 400.2, 400.3, 400.4 and 400.5 will be mailed under separate cover.

## **INDEX**

- 400.2. Employment of Personnel**
- 400.3. Change in Status**
- 400.4. Reemployment of Bargaining Unit Faculty for AY 2014-2015**
- 400.5. Adjustment of Bargaining Unit Faculty Seniority for AY 2013-2014**
- 400.6. Retirement Ratification**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### C. Faculty

1. Ed Patton, Full-time Temporary Lineman Instructor, effective March 19, 2014

### D. Professional/Non-Faculty

1. Kalie Naas, Coordinator of Career Advisement, WVC, effective March 31, 2014
2. Aaron White, Coordinator of Financial Aid, LTC, effective March 20, 2014

### E. Classified

1. Debbie Bryant, Administrative Assistant, FCC, effective March 20, 2014

## 400.2. Change in Status

### A. Classified

1. Raymond Gillette, full time temporary Custodian to Custodian, WVC, effective May 12, 2014

## 400.3. Reemployment of Bargaining Unit Faculty for AY 2014-2015

### B. Initial Tenure

1. Reno Bemont

## 400.4. Adjustment of Bargaining Unit Faculty Seniority for AY 2013-2014

### Welding

- 3 yrs. Reno Bemont (includes one year seniority for 2013-2014 academic year)

## 400.5. Retirement Ratification

### C. Classified

1. Larry Arnold, Custodian, WVC, effective May 11, 2014

**Agenda Item #15**

**Collective Bargaining**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Other Items**

**Agenda Item #18**

**Adjournment**

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

	Funding Source	Estimated Budget								
FY 2012 Capital Renewal @ LTC & WVC	CDB	\$397,900								
OCC - Collision Repair Tech Center	CDB	\$1,500,000								
Asbestos Abatement	PHS	\$150,700								
Flooring Replacement	PHS	\$107,200								
<b>GRAND TOTAL</b>		<b>\$2,155,800</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>

2/28/2014