

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

July 15, 2014



Location:

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

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

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

**Illinois Eastern Community Colleges
Board Agenda**

July 15, 2014

7:00 p.m.

**Wabash Valley College
Cafeteria**

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
6. Policy First Reading (and Possible Approval) Bruce
 - A. Substance Abuse Testing
 - B. Employment of Family Members
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. 2014 Biennial Review Report Cantwell
 - B. 2014-2015 IECC Catalog Hartleroad
 - C. WVC Chemistry Lab, District Cost Bruce
 - D. West Richland High School Property ICCB Applications Bruce
 - E. Illinois Emergency Management Grant Agreement Bruce
 - F. TIF Extension for City of Fairfield Bruce
 - G. Affiliation Agreement - Office of Dr. Rachel Winters – Electronic Medical Records Bruce
 - H. Affiliation Agreement – The Dermatology Clinic – Medical Office Careers Bruce
 - I. Affiliation Agreement – Paris Community Hospital – Medical Assistant Program Bruce
9. Bid Committee Report Bruce
 - A. None

- 10. District Finance
 - A. Financial ReportBrowning
 - B. Approval of Financial ObligationsBrowning
- 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 N West Street, Olney Illinois, Tuesday, June 17, 2014.

The Board of Trustees recognized Harry Hillis for his 47 years of service as secretary to the Illinois Eastern Community Colleges Board of Trustees. He was presented a gold watch and awarded the degree of Masters in Boardology.

(Without objection, the Board approved the appointment of Kathy Slichenmyer to serve as Acting Board Secretary for this meeting)

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

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

John D. Brooks, Gary Carter, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson Jr., Marilyn J. Wolfe. Also present was Carrie Stephens, student trustee. Trustees absent: none. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Matt Fowler, President of Wabash Valley College.
Kathy Harris, President of Lincoln Trail College.
Rodney Ranes, President of Olney Central College.
Jeff Cutchin, Dean of Instruction of Olney Central College.
Linda Monge, Dean of Instruction of Frontier Community College.
Roger Browning, Chief Finance Officer/Treasurer.
Chris Cantwell, Dean, Academic & Student Support.
Tara Buerster, Director of Human Resources.
LeAnn Hartleroad, Associate Dean, Institutional Development.
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, May 20, 2014 were presented for disposition.

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

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

#3-A. Visitors & Guests: None.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports”

#5-A. Report from Trustees: Trustee John Brooks brought up for discussion the “25 Best Illinois Community Colleges” report by CNN Money stating the four IECC colleges were in the bottom 14.

#5-B. Report from Presidents: Rodney Ranes, President, Olney Central College presented information on the HLC Student Persistence and Completion Academy. Matt Fowler, President, Wabash Valley College presented information that the WVC Foundation is working with the family of Brian Parnell to established scholarship.

#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. Prevailing Rate of Wages: Roger Browning presented information on the prevailing rate of wage. The State of Illinois enacted “An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city, or any public body or any political subdivision or by anyone under contract for public works,” on June 26, 1941. This Act is known unofficially as the “Prevailing Wage Act”. The Act requires all public entities to pay pursuant to the prevailing wages as provided by the Illinois Department of Labor. The District complies with this Act. The Illinois Department of Labor has forwarded the attached prevailing wage rates for the campus counties of Crawford, Richland, Wabash and Wayne.

The CEO recommended the Board’s approval of the prevailing rate of wages as determined by the Illinois Department of Labor for the counties of Crawford, Richland, Wabash and Wayne.

Board Action: Trustee Brenda Culver made a motion to approve the Prevailing Rate of Wages as recommended. Student Trustee Carrie Stephens seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Program Review: Chris Cantwell presented IECC Program Review Report contains a detailed review of specific career and technical education programs and an academic transfer discipline based on quality, cost, and need. This report also includes a review of cross-disciplinary instruction and student and academic support services.

During this year’s review of programs and services, the District and the colleges reviewed 14 career and technical education degrees and certificates as well as physical and life sciences, distance delivery education, remedial education, assessment of student learning, career planning and job placement, and learning skills centers and tutoring.

Board Action: Trustee Gary Carter made a motion to approve the updated Program Review 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. RAMP FY2015: Chris Cantwell reviewed the RMAP (Resource Allocation and Management Plan) for FY 2016 includes two capital project requests which were approved by the Cabinet on June 4, 2014.

The two capital project requests for FY 2016 in ranking order are:

Olney Central College

Project Name: Applied Technology Center

District Priority No.: 1 of 2

Total Building Budget: \$2,196,000

Frontier Community College

Project Name: Student Education and Support Center

District Priority No.: 2 of 2

Total Building Budget: \$3,171,000

LTC's and WVC's RAMP projects will not be submitted as they are projects already listed on Table 1, Fiscal 2015 Capital Budget Recommendation and the funding levels are set at the amounts appropriated in FY2010. ICCB will continue to list those projects in FY2016 and adjust annually for inflation. These two projects are:

IECC Lincoln Trail – Center for Technology

IECC Wabash Valley – Technology/Student Support Expansion to Main Hall and Renovation

The CEO recommended approval of the RAMP FY2016 document for submission to the Illinois Community College Board.

Board Action: Trustee Marilyn Wolfe made a motion to approve the updated RAMP FY2016 project requests 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Joint Agreement with Kaskaskia College: Chris Cantwell presented the Joint Agreement between Illinois Eastern Community Colleges and Kaskaskia College. Changes to this agreement from last year are:

IECC:

Added: Gunsmithing AAS/Certificate

Removed: Pharmacy Technology Certificate

Kaskaskia College:

Added: Computer Drafting Technology AAS/Certificate

Culinary Arts AAS

Culinary Arts – Advanced Cooking Certificate

Culinary Arts – Basic Cooking Certificate

Culinary Arts – Prep Cooks Certificate

Culinary Management Certificate

Medical Laboratory Technology Tech* AAS

Residential Commercial Electrical AAS

Restaurant & Culinary Operations AAS

*Pending ICCB Approval

Removed: Internet Marketing & Advertising Certificate
Nail Technology Certificate

The CEO requested Board approval of the joint agreement with Kaskaskia College.

Board Action: Student Trustee Carrie Stephens made a motion to accept the Joint Agreement with Kaskaskia College as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Joint Agreement with John A. Logan College: Chris Cantwell presented the Joint Agreement between Illinois Eastern and John A. Logan College.

Changes to this agreement from last year are:

IECC

No changes or updates from 2013

John A. Logan

Added: HVAC Sustainable Energy AAS

The CEO asked the Board's approval of the joint agreement with John A. Logan College.

Board Action: Trustee Brenda Culver made a motion to retain the services of architectural firms as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Joint Agreement with Rend Lake College: Chris Cantwell presented the Joint Agreement between Illinois Eastern and Rend Lake College.

Changes to this agree from last year are:

IECC

Added: Accounting AAS

Rend Lake

No changes or updates from 2013

The CEO requested Board approval of the joint agreement with Rend Lake College.

Board Action: Trustee Brenda Culver made a motion to approve the joint agreement with Rend Lake College as recommended. Student Trustee Carrie Stephens seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea.

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

#8-G. Joint Agreement with Southwestern Illinois College: Chris Cantwell presented the Joint Agreement between Illinois Eastern and Southwestern Illinois College. There were no changes or updates to this joint agreement from 2013.

The CEO requested Board approval of the joint agreement with Southwestern Illinois College.

Board Action: Trustee Brenda Culver made a motion to approve the Joint Agreement with Southwestern Illinois College as recommended. Student Trustee Carrie Stephens seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H. Memorandum of Understanding with Indiana Wesleyan: Chris Cantwell presented the following Memorandum of Understanding between IECC and Indiana Wesleyan University's College of Adult and Professional Studies (CAPS) and School of Nursing (SON) agree to work collaboratively in order to provide educational opportunities for currently enrolled and potential students of their institutions. This Memorandum of Understanding defines a structure through which articulation on all levels can be supported thereby allowing for maximum transfer of credits for IECC students earning an associate degree, and providing for a seamless admission into one of Indiana Wesleyan University CAPS' or SON's baccalaureate degree completion program,

IWU's College of Adult and Professional Studies and School of Nursing offer baccalaureate degree programs in Business, Nursing, and Liberal Arts. Specific baccalaureate degree programs available online and onsite through CAPS and SON include:

2+2 Degree Programs

Bachelor of Science in Accounting
Bachelor of Science in Addictions Counseling
Bachelor of Science in Biblical Studies
Bachelor of Science in Business Administration
Bachelor of Science in Business Information Systems
Bachelor of Science in Criminal Justice
Bachelor of Science in General Studies
Bachelor of Science in Healthcare Administration
Bachelor of Science in Human Services
Bachelor of Science in Management
Bachelor of Science in Marketing
Bachelor of Science in Nursing
Bachelor of Science in Work

3 + 1 Degree Programs

Bachelor of Science in General Studies (14 concentrations)

The CEO asked the Board's approval of the Memorandum of Understanding between IECC and Indiana Wesleyan University.

Board Action: Trustee Gary Carter made a motion to approve the Memorandum of Understanding between IECC and Indiana Wesleyan University as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-I: Teen Parent Contract 2014-2015: LeAnn Hartleroad presented the Teen Parent Contractual Agreement between Illinois Eastern Community Colleges and the Board of Control of Clay, Jasper, Richland and North Wayne Counties facilitates services for pregnant and parenting teens in the Clay, Jasper, Richland and North Wayne school systems for the 2014-2015 school year. Through this agreement, IECC and the Board of Control are forming a cooperative relationship to provide students with information, referrals and assistance.

The CEO recommended the Board's approval of this agreement.

Board Action: Trustee Gary Carter made a motion to approve the Teen Parent Contract 2014-2015 as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-J: Resolution to Accept Property from West Richland Comm. Unit District #2: The Circuit Court has approved the consolidation of East Richland Community Unit District #1 and the West Richland Community Unit District #2. The consolidation will become effective July 1, 2014. The West Richland District has indicated a willingness to convey the district's current high school, which is located in Noble, Illinois, to Illinois Eastern Community Colleges under the Local Government Transfer Act. Pursuant to the Act, IECC could adopt a Resolution to Accept Property and use it for the benefit of students and others.

The building being offered to IECC was built in two different time periods. The original building was built in 1937 and the newer portion of the building was built in 1976. The 1937 building (first floor) has a total floor area of 19,770 square feet. A 1968 addition to the 1937 building added an office addition, a cafeteria expansion, and a locker room, which added 4,708 square feet for a total of 22,320 square feet.

The 1976 addition added 28,800 square feet of floor space. The 1976 building is predominantly an exterior face brick on load bearing masonry interior surfaces.

In a Building Survey prepared by Design Architects of Marion, Illinois in May of 2014, the firm found that grade exits, corridors and exit signs were adequate and well arranged. The special occupancies included the gymnasium which did not have the required heat/smoke detectors, but which did have electrically operated telescoping bleachers for seating of approximately 170 people and seating on the elevated stage of approximately 122 people. The 1937 building utilizes a 1990's cast iron sectional steam boiler in good condition and providing adequate heat for the building. The 1976 addition has heating and cooling by a 15 Carrier roof-top mounted electric heat pump units, most likely placed in service in 1977. Plumbing throughout the building appears to be in good shape with adequate numbers of fixtures for the occupancy. The electrical distribution in the 1937 building appears to be original and the condition of the conductors is unknown, but must be considered to be original, and therefore suspect. The electrical distribution in the 1976 addition utilizes a GE switchboard which appears to be in good, operable

condition. The lighting throughout the facility is outdated and while the lighting levels are adequate, the lighting is very inefficient and consideration should be made to upgrade to high efficiency lighting. The fire alarm is compliant for the building timeframe and automatic heat detectors are adequate and are arranged throughout the facility. For security, the existing system has 15 cameras (10 color and 5 b & w) currently operating. The system has two display screens and one recording device capable of recording 4 days of footage. Camera recording is based upon motion detection. The buildings toilet facilities are not ADA compliant and renovations will be required to make toilet facilities accessible. Hardware on doors do not comply with current ADA standards and have round knobs and lever type handles will need to be installed. The building has 14 public entrances and by code, seven of these must be ADA compliant. Currently, only three entrances meet ADA accessibility requirements. Concrete sidewalks and gravel drives are in acceptable condition, but there are no ADA code compliant parking spaces and at least two parking spaces will need to be paved to be compliant.

The college district asked for a Phase 1 Environmental Assessment on the property being conveyed. The purpose of this Environmental Assessment was to identify recognized environmental conditions associated with historical use, physical conditions of the site and surrounding areas, and present operational practices. The site is located at 320 East North Avenue, Noble, Richland County and consists of eleven acres owned by West Richland CUSD. There are no known environmental clean-up liens against the site and the current user has no knowledge of any activity and use limitations placed on the property. The user has no knowledge that contamination is present or likely to be present at the site. Two sites were identified on the property, one having a 500 gallon gasoline underground storage tank. This tank was removed and there was no leakage associated with this underground storage tank. A second site indicates a leaking underground storage tank which has been removed. A No Further Remediation letter was issued for this leaking underground storage site in 1993 and such letter indicates that all remediation activities required by the Illinois Environmental Protection Agency have been completed. No recognized environmental concerns were identified as a result of this Phase 1 Environmental Assessment; however potential environmental concerns include possible presence of asbestos containing materials in the floor tile and ceiling tile. No sampling was completed but it is anticipated that suspect materials have been sampled, tested, and identified in association with the school's asbestos management plan as required by rules and regulations.

Annual utility costs have been provided and show that for Academic Year 2012-13 the utility bills for water/sewer, gas, and electric, have averaged \$4,621.00 monthly. For Academic Year 2013-14 the average monthly cost was \$4,771.00. The annualized average cost of utilities should be approximately \$57,252.00. It is anticipated that these costs will be reduced substantially when the number of occupants in the building is reduced.

The building offers many opportunities to the District:

Dual credit programs-

The District has developed many associations with area high schools in providing dual credit courses. This new building will allow the District to focus on offering vocational programs –home construction, wood working, welding, agriculture, horticulture -- with area high schools who are making reductions in their vocational offerings because of financial pressures. The District could use this facility to develop a center based on vocational programs. The District could propose agreements with multiple high schools - Flora, Clay City, Richland, Cisne, North Clay. The space might be used to create partnerships with high schools for plumbing, electrical, design and visual communications programs.

Academic programs-

In addition to dual credit offerings, there could be use of the existing woodworking equipment to offer additional classes in woodworking, construction technology, industrial maintenance, welding, and HVAC lab. Workforce Education options could expand OSHA training offerings and mine safety training

facility. The colleges could consider short term certificates that could be completed in one or two semesters without other prerequisites from the colleges. The full equipped kitchen offers an opportunity to offer a culinary arts program. Plays and musicals could be rehearsed at the gymnasium.

Community Education courses -

The building offers opportunity to offer many community education courses including quilting, sewing, cake decorating, cooking or hospitality classes, volleyball and basketball night courses for community members. The City of Noble used to have a senior citizens nutrition center located at the Noble Lions Club. The District could explore having the dining facility opened at the new building.

Athletics usage-

The facility could be used as a winter practice area for baseball and softball and for basketball practice when college gyms are not available. Summer programs for youth and high school students could be conducted at the facility.

Storage-

The District is required, by law, to store many records and the facility could be used for records retention, which would allow existing structures at the colleges to be opened up into classroom space.

Miscellaneous-

As a community center, various high schools and colleges could develop a haunted house. There could be community meeting rooms, and the IECC TRIO Program could offer TRIO related events.

The CEO asked the Board to approve the resolution which follows. This Resolution accepts the described property from West Richland Community Unit #2. (The Resolution is being prepared by Attorneys for the West Richland Community Unit #2 and Illinois Eastern Community Colleges.)

Board Action: Trustee Marilyn Wolfe made a motion to approve the Resolution to accept the described property from West Richland Community Unit #2 as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Student advisory vote: Nay. Trustees voting nay: Michael Correll, William Hudson. Trustees absent: None. The motion having received 5 yea votes and 2 nay votes, the Chair declared the motion carried.

**RESOLUTION AUTHORIZING AND DIRECTING
THE TRANSFER OF REAL PROPERTY FROM
WEST RICHLAND COMMUNITY UNIT SCHOOL DISTRICT NO. 2
BY INTERGOVERNMENTAL AGREEMENT**

WHEREAS, the Illinois Local Government Property Transfer Act, 50 ILCS 605/0.01 *et seq.*, (“Act”) provides that certain “municipalities” (as defined therein) may participate in the transfer of real property upon the satisfaction of certain statutory prerequisites and upon terms acceptable to the involved entities; and

WHEREAS, both West Richland Community Unit School District No. 2 (“District”) and Illinois Eastern Community College District 529 (“College”), both of the state of Illinois, are “municipalities” as defined by the Act; and

WHEREAS, District owns certain real property (described in greater detail herein) that College, as a “transferee municipality” under the Act, wishes to obtain from District, as a “transferor municipality” under the Act; and

WHEREAS, both District and College have engaged in discussions and actions to fulfill the prerequisites to transfer established by the Act, and wish, at this time, to approve an Intergovernmental Agreement to memorialize terms that will govern the proposed transfer of the property in question from District to College.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community College District 529 as follows:

SECTION 1. The preamble recitals of this Resolution are hereby adopted as if fully set forth herein.

SECTION 2. District owns certain property commonly known as the West Richland High School, more specifically described as follows:

All that portion of the Northwest Quarter (NW ¼) of the Northwest Quarter (NW ¼) of Section Sixteen (16), Township Three (3) North, Range Nine (9) East of the Third Principal Meridian lying East of the East line of East Second Street and North of the North line of that portion of Lot B in the Village of Noble conveyed to Community High School District No. 77, Richland County, Illinois, by the Deed recorded in Deed Record 87 at page 591 in the Recorder’s Office of Richland County, Illinois;

Also, that portion of the Northeast Quarter (NE ¼) of the Northwest Quarter (NW ¼) of said section, Township and Range lying North of the lands heretofore deeded to Community high School District No. 77, Richland County, Illinois, by the above mentioned Deed; excepting therefrom, however, the following portion thereof:

Commencing at the Northwest corner of the land conveyed to Community High School District No. 77, Richland County, Illinois, by the Deed recorded in Deed Record 87 at page 591 in the Recorder’s Office of Richland County, running thence East along the North line of said tract so conveyed 215 feet to a point, running thence North on a line parallel to the North and South Section line to the Section line between Sections 16 and 9 of said Township and Range, running thence West along said Section line to the East line of Second Street in the Village of Noble and running thence in a Southerly direction along the East line of said Second Street to the point of beginning.

Hereinafter “Property.” Legal description on District’s title to govern, and subject to reservations and other restrictions of record.

SECTION 3. It is necessary or convenient for College to obtain, use, and occupy the Property, for use at its Olney Central College campus, and the transfer of the Property from District to College would be in

the best interests of District, College and the students and communities they serve.

SECTION 4. College wishes to obtain the Property from District pursuant to the Act and in accordance with terms and conditions set forth in the Intergovernmental Agreement attached hereto as Exhibit A and incorporated herein by this reference as if set out in full.

SECTION 5. The Board hereby adopts, authorizes, and approves the Intergovernmental Agreement attached hereto as Exhibit A and the transfer of the Property it contemplates.

SECTION 6. Upon the adoption of this Resolution, the President and Secretary of the Board of Education, and/or the Director of Illinois Eastern Community College District No 529 are hereby authorized and directed to prepare, execute and deliver, in the name of the College, the aforementioned Intergovernmental Agreement, and to execute any documents necessary to facilitate the closing of that transaction, including, but not limited to closing statements, transfer tax declarations, affidavits of title, and/or other instruments and documents that may be necessary to close said transfer, provided that such documents have been approved by counsel.

SECTION 7. That this Resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this ___th day of June, 2014, by the following roll-call vote:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Trustees
ATTEST:

Secretary, Board of Trustees

CERTIFICATION

I, _____, Secretary of the Board of Trustees of Illinois Eastern Community College District 529 hereby certify that the foregoing Resolution was adopted at a regular meeting of the Board of Education on June __, 2014, by the following roll-call vote:

AYES: _____

NAYS: _____

ABSENT: _____

and that the motion was duly declared carried by the President of the Board.

Dated this ____ day of _____, 2014.

Secretary, Board of Trustees

EXHIBIT A

INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT, entered into pursuant to the Local Government Property Transfer Act, 50 ILCS 605/1, *et seq.*, by and between the Board of Education of West Richland Community Unit School District 2 (“District”), and Illinois Eastern Community College District 529 (“College”).

WITNESSETH:

WHEREAS, District is the owner of real estate generally described as West Richland High School, and more particularly described as follows:

All that portion of the Northwest Quarter (NW ¼) of the Northwest Quarter (NW ¼) of Section Sixteen (16), Township Three (3) North, Range Nine (9) East of the Third Principal Meridian lying East of the East line of East Second Street and North of the North line of that portion of Lot B in the Village of Noble conveyed to Community High School District No. 77, Richland County, Illinois, by the Deed recorded in Deed Record 87 at page 591 in the Recorder’s Office of Richland County, Illinois;

Also, that portion of the Northeast Quarter (NE ¼) of the Northwest Quarter (NW ¼) of said section, Township and Range lying North of the lands heretofore deeded to Community high School District No. 77, Richland County, Illinois, by the above mentioned Deed; excepting therefrom, however, the following portion thereof:

Commencing at the Northwest corner of the land conveyed to Community High School District No. 77, Richland County, Illinois, by the Deed recorded in Deed Record 87 at page 591 in the Recorder’s Office of Richland County, running thence East along the North line of said tract so conveyed 215 feet to a point, running thence North on a line parallel to the North and South Section line to the Section line between Sections 16 and 9 of said Township and Range, running thence West along said Section line to the East line of Second Street in the Village of Noble and running thence in a Southerly direction along the East line of said Second Street to the point of beginning.
egal description on District’s title to govern, subject to reservations and other restrictions of record.

(Hereinafter “Property”); and

WHEREAS, the District has adopted a Resolution authorizing and directing the conveyance of said Property to the College; and

WHEREAS, based upon said Resolution, the District has the power to transfer all of its right, title and interest in and to said real estate to College upon such terms as may be agreed upon by and between the parties; and

WHEREAS, the parties have agreed upon mutually agreeable terms and conditions relating to the transfer of said real estate, and the parties wish to reflect their agreement in writing;

NOW, THEREFORE, in consideration of the premises, which are hereby incorporated hereinafter by reference, and the agreements, covenants and conditions hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Mutual Covenants.** District agrees to transfer to College free of charge, and College agrees to accept from District, the Property, upon the terms and conditions set forth in this Agreement .

2. **Deed of Conveyance.** District shall furnish a duly executed Quit Claim Deed to the Property to College, subject only to the exceptions to title of record, sufficient in form to transfer good and merchantable title to the Property to College in fee simple. The legal description of said Property upon the Deed shall be taken from the District's title.

3. **Condition of Premises.** College acknowledges that it has inspected the Property, that College is acquainted with the condition thereof, and that College accepts the same in its present "As Is" condition. District warrants that subject to ordinary wear and tear and acts of God, the Property will be in substantially the same condition on the date of closing as it is on the date of this Agreement. **DISTRICT DISCLAIMS ALL OTHER WARRANTIES OF CONDITION, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF FITNESS FOR PURPOSE OR HABITABILITY.**

4. **Inspections.** Prior to closing, College may inspect the Property, or cause the Property to be inspected, as College deems fit. Any inspections shall be at the sole expense of College. In the event an inspection conducted by College reveals a condition College finds (in its absolute and exclusive discretion) unacceptable, College may so notify District and College may terminate this Agreement without proceeding to closing.

5. **Closing and Possession.** This transaction shall be closed and made, and possession and the deed delivered, on or before June 30, 2014.

6. **Notices.** All communications and notices required by this Agreement to be served upon either party shall be made in writing and shall be delivered or sent by United States Mail, certified postage prepaid, or by overnight courier, to the following addresses:

To District:

To College:

Any notice required by this Agreement to be served upon either party shall be deemed served, and shall be effective, when actually received by the party upon which service is to be made, or when mailed by certified mail, return receipt requested, or when deposited with an overnight courier in a packet addressed to such party.

7. **Succession of Obligations.** All terms of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, legatees, devisees, personal representatives, successors and assigns.

8. **Execution of Documents.** (a) This Agreement may be executed in counterparts, and any party hereto may sign any counterpart. This Agreement shall be effective when each party hereto shall have signed a counterpart, and a set of counterparts bearing the signature of each party hereto shall constitute the agreement as fully as if all of the parties shall have signed a single document.

(b) The parties agree that facsimile copies of signatures on this Agreement and on closing documents (other than the deeds of conveyance and real estate transfer declarations) shall have the same effect as original signatures.

9. **Personal Property.** The parties agree that the transfer of property shall include all items of “personal property” included within West Richland High School, including, but not limited to tables, chairs, desks, kitchen equipment, greenhouses and supplies, wood working equipment, welding equipment, home economics lab stoves and equipment, refrigerators and sewing machines, and any other fixtures (including trade fixtures).

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates appearing below their signatures.

West Richland Community Unit School District 2

By: _____

Title: _____

Attest: _____

Dated: _____

Olney Central College

By: _____

Title: _____

Attest: _____

Dated: _____

#8-K: Nursing Student Handbook Revisions: Changes to the Nursing Program Handbook were presented.

Changes include:

The deletion of references to the Practical Nursing Certificate Program throughout the handbook; and

The update of terminology to be consistent with the current licensure application; and

The Medication Dosage Calculation timelines have been updated to better meet clinical competencies when students enter clinical agencies.

The Summary of Nursing Handbook Changes and the Nursing Program Handbook have been sent to the Board electronically.

The CEO asked the Board's approval of these Nursing Student Handbook changes.

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

#8-L: Construction of Simulated Mine Facility Resolution: The Illinois Eastern Community Colleges applied for and received a grant from the Department of Commerce and Economic Opportunity (DCEO) to expand and improve IECC's mine training program. The grant provides \$259,000 for construction of a simulated mine facility to provide additional mine safety training.

The simulated mine will be located on the campus of Southeastern Illinois Community College (SIC), Harrisburg, Illinois. IECC has a long standing partnership to provide training to miners in the SIC District. This new facility will greatly expand mine training opportunities for both colleges.

The grant will cover the expense of the construction of the facility, (The building cost will not exceed \$250,000). Any remaining costs, not covered by the grant, will be shared between Southeastern Illinois College and Illinois Eastern Community Colleges. There are sufficient funds provided by the IDCEO Training Grant ("Coal Competitiveness Program" Grant No. 14-483024) plus locally provided funds to cover costs beyond the grant amount to be shared between SIC and IECC account to complete the project with SIC's contribution coming from the General Obligation Bond fund, but not to exceed \$15,000 and IECC's contribution, but not to exceed \$15,000.

Following construction of the facility, SIC has agreed to lease the facility for the use by IECC for mine safety training. It is contemplated that the lease shall not exceed ten years in length and the cost of the lease for the period involved shall not exceed \$100.

The CEO asked the Board's approval of the following resolution to provide for the construction of a simulated mine safety facility on the campus of Southeastern Illinois College and that such facility be leased from Southeastern for a period not to exceed ten years.

Board Action: Trustee Brenda Culver made a motion to approve the Resolution for Construction of Simulated Mine Facility 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-M: Appointment of Audit Committee: Board members Marilyn Wolfe and John Brooks currently serve as members of the Board Audit Committee. The Committee is charged with oversight of the District's annual audit. The committee meets with the District's auditors and makes a complete review of the Audit Report. Committee members then report to the Board and then the Board takes action on the District's required annual audit.

The Board should consider the reappointment of Board members Wolfe and Brooks or make new appointments to the audit committee for the review of this year's audit.

Board Action: Trustee Michael Correll made a motion to appoint trustees John Brooks and Gary Carter to the Audit Committee for FY2014. Student Trustee Carrie Stephens seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-N: FY2015 Budget Resolution: Roger Browning presented the FY2015 Budget Resolution. The Board is required to establish a budget for each fiscal year. The attached Budget Resolution is submitted to the Board for its approval.

The Resolution sets forth the fiscal year, dates for publication of the notice of a public hearing on the budget, establishes a date by which a tentative budget will be available for public inspection, establishes a public hearing on the budget for September 16 at Lincoln Trail College, and states that the budget will be adopted by the Board on September 16, 2014 following the hearing.

The CEO asked the Board's approval of the Budget Resolution.

Board Action: Trustee Gary Carter made a motion to approve the FY2015 Budget Resolution as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-O: Inter-Fund Loans Resolution: Roger Browning presented the Inter-Fund Loan Resolution. During each fiscal year, transfers are required to be made between existing designated funds to meet obligations of the District.

Each fiscal year the Board of Trustees is asked to approve a resolution authorizing these inter-fund loans and transfers. These inter-fund loans, from any fund to any other fund maintained by the Board, are for the purpose of meeting the ordinary and necessary expenditures of the district.

The CEO asked that the Board adopt the attached resolution which authorizes the Treasurer of the District to make inter-fund loans as required during fiscal year 2015, and that such inter-fund loans be repaid and retransferred to the proper fund no later than June 30, 2015.

Board Action: Trustee Brenda Culver made a motion to adopt the Resolution authorizing the Treasurer to make inter-fund loans as required for FY2015 as recommended. Student Trustee Carrie Stephens seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-P: Building and Maintenance Fund Resolution: Roger Browning presented the Building and Maintenance Fund Resolution. State statute requires that the Board of Trustees approve by a resolution granting authority to budget and expend funds collected from tax revenues for the purpose of operations and maintenance of the district campuses and properties.

The attached resolution authorizes the Chief Executive Officer of the District to budget and expend funds from a tax levied for operations, building and maintenance purposes, for the payment of salaries of maintenance and grounds workers, custodial employees, or any other operations and maintenance staff, engineers or such other contractors as required, and all costs of fuel, lights, gas, water, and custodial supplies and equipment or the cost of a professional survey of the condition of school buildings or of any one or more of the preceding items.

The CEO asked the Board's approval of the Building and Maintenance Fund Resolution

Board Action: Trustee Michael Correll made a motion to approve the Building and Maintenance Resolution as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees

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

#8-Q: Payment of Accrued Bills: Roger Browning presented the Payment of Accrued Bills. The District's fiscal year ends on June 30, and under general accounting rules, the District pays bills accrued in June, but received in July, as expenses for FY2014. By July 18 all FY2014 accrued bills received during this run-out period will be paid. Therefore, these accrued bills will be paid before the Board approves them.

At each regular Board meeting, the Board receives an electronic copy of bills for review and payment. At the August Board meeting, that electronic report will include current bills for approval plus the bills that were paid in the accrual period. Each of these accrual period payments will be designated with an "A" (for accrual) beside the vendor. This procedure has been followed in prior years.

The CEO requested the Board's approval to pay the FY2014 accrued bills prior to Board approval, with the understanding that these paid bills will be noted electronically for Board review at the August Board meeting.

Board Action: Trustee Marilyn Wolfe made a motion to approve to pay the FY2014 accrued bills prior to Board approval as requested. Trustee _____ Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-R: Working Cash Fund: Roger Browning presented the Working Cash Fund. The Board of Trustees is required to approve a resolution authorizing the permanent transfer of interest earned on the Working Cash Fund to the General Fund for the purpose of paying general obligations of the District.

The Treasurer of the District has or will transfer approximately \$12,000 from the Working Cash Fund to the General Fund prior to June 30, 2014.

Only interest is transferred and the principal of the Working Cash Fund remains intact. If for any reason the principal was spent and the District was unable to repay it, the Working Cash Fund would be depleted. A Working Cash Fund could only be reestablished by approval of a voter referendum.

The CEO recommended that the Board adopt the attached resolution authorizing the Treasurer to permanently transfer approximately \$12,000 Working Cash Fund interest to the General Fund on or before June 30, 2014.

Board Action: Trustee Marilyn Wolfe made a motion to adopt the resolution to authorize the Treasurer to permanently transfer approximately \$12,000 Working Cash Fund interest to the General Fund as requested. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-S: Ameren Easement Agreement: The District has broken ground and has bid the project for the construction of the new Collision Repair Technology Building located at Olney Central College.

Ameren Illinois has requested a fifteen feet wide easement to bring new service to the building.

The CEO asked the Board's approval of this easement to Ameren Illinois for the provision of electric service to the new building.

Board Action: Trustee William Hudson made a motion to approve the easement to Ameren Illinois for the provision of electric service to the new Collision Repair Technology Building located at Olney Central College as requested. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-T: Leases 2014-2015: The following leases are submitted for Board consideration and action as requested on each individual lease. Leases requiring Board Action are numbers 1, 5, 6, and 11.

- (1) OCC Cosmetology Lease – lease for the Cosmetology program property located at 104 E. Main, Olney, IL to extend the lease through June 30, 2015, at the current monthly rent of \$1,250.00.
- (2) OCC Phlebotomy and Massage Therapy Lease – lease for the Phlebotomy and Massage Therapy programs located at 108 East Main Street, Olney, IL extended to June 30, 2015, at the current monthly rental of \$1,500.00.
- (3) IECC and Prairie State Generating Company – lease for the Coal Mining Training Program facility located in Venedy, IL, beginning November 2009 and continuing month to month until terminated by 30 days' notice of either party. No monthly rental charge is paid.
- (4) IECC/WVC Foundation Lease – lease for building located at 310-314 West Third Street, Mt. Carmel, IL for Advanced Manufacturing Training. Lease began on July 25, 2009 and was amended by Board action on January 17, 2012 to extend the lease to March 1, 2022. The monthly rental is \$1,401.75 and remains constant throughout the term of the lease.
- (5) IECC Business and Industry Training Lease – lease for building located at 218 East Main Street, Olney, IL for Business and Industry Training, Small Business Development Center, and LWIA 23 staff. The lease is hereby extended to June 30, 2015 at the current monthly rental rate of \$2,000.
- (6) IECC/WED Girard Facility Lease – lease of facility for Workforce Education Staff and classroom space at 170 West Center Street, Girard, IL. Lease commenced on January 1, 2007 at \$700 per month. On January 1, 2009 lease increased to current \$850 per month. The lease is hereby extended to June 30, 2015 at a monthly rental rate of \$850.
- (7) IECC/LTC and City of Robinson - Intergovernmental Agreement between IECC/LTC and the City of Robinson, as amended by Board action on February 21, 2012, for the Lease, Operation and Use of a Fitness Center located at 501 South Cross Street until July 1, 2016.
- (8) IECC/WVC Foundation Lease – Wabash Valley College Administration occupies approximately 1,600 square feet of the Foundation Building at 2201 College Drive. In exchange for this use, the College District provides mowing, snow clearing and routine maintenance of the building. The lease expires June 30, 2015.
- (9) IECC/WVC WVJC Radio Tower – Lease of Property – The District leased 1.68 acres in Wabash County for thirty years for the placement of the WVJC antenna from October 1, 1976 to September 30, 2006. The current owner has agreed to extend the lease from July 1, 2013 for thirty years to June 30, 2043 at a cost of \$30.00 for the thirty year period.
- (10) IECC/OCC Oil Derrick Lease of Property – The District leases a 47 square foot piece of property, including access thereto, located at the North West corner of the intersection of Illinois Route 130 and St. John Street. The City of Olney has erected an oil derrick on this property for which the

City pays the District rent of \$1.00 per year. The lease was extended on August 18, 2009 for twenty years to August 17, 2029.

- (11) IECC/C.E.F.S. Economic Opportunity Corporation WIA – IECC currently leases property at 218 East Main Street, Olney, Illinois. This Sub-Lease with C.E.F.S. for 120 square feet of office space and common space which includes break room, restrooms, and conference room for facilitation of the Workforce Investment Act. Sub-Lease period July 1, 2014 through June 30, 2015, at a monthly rent of \$125.00.

Board Action: Trustee Brenda Culver made a motion to continue the lease agreement numbers 1, 2, 5, 6 and 11 as presented. Student Trustee Carrie Stephens seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-U: Affiliation Agreements: IECC wishes to enter into affiliation agreements with the following facilities:

(#1) Affiliation Agreement with Clark County Health Department – Martinsville – Electronic Medical Records Program: IECC wishes to enter into an affiliation agreement with Clark County Health Department, located in Martinsville, Illinois. This agreement is for the Electronic Medical Record Program and is the standard agreement utilized by the district. The CEO recommended approval.

(#2) Affiliation Agreement with Paris Community Hospital – Paris – Medical Assistant Program: IECC wishes to enter into an affiliation agreement with Paris Community Hospital, located in Paris, Illinois. This agreement is for the Medical Assistant Program and is the standard agreement utilized by the district. The CEO recommended approval.

(#3) Affiliation Agreement with Clark County Health Department – Martinsville – Medical Assistant Program: IECC wishes to enter into an affiliation agreement with Clark County Health Department, located in Martinsville, Illinois. This agreement is for the Medical Assistant Program and is the standard agreement utilized by the district. The CEO recommended approval.

(#4) Affiliation Agreement with Crawford Memorial Hospital – Robinson – Pharmacy Technician Program: IECC wishes to enter into an affiliation agreement with Crawford Memorial Hospital, located in Robinson, Illinois. This agreement is for the Pharmacy Technician Program and is the standard agreement utilized by the district. The CEO recommended approval.

(#5) Affiliation Agreement with The Pharmacy Shoppe – Casey – Pharmacy Technician Program: IECC wishes to enter into an affiliation agreement with The Pharmacy Shoppe, located in Casey, Illinois. This agreement is for the Pharmacy Technician Program and is the standard agreement utilized by the district. The CEO recommended approval.

Board Action: Trustee John Brooks made a motion to approve the five affiliation agreements presented for the Electronic Medical Records Program, Medical Assistant Program and Pharmacy Technician Program. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

AGENDA #10 – “District Finance” – The monthly 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 May 31, 2014.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for June 2014, totaling \$567,158.70, 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 June 2014, in the amounts listed, and payments from the revolving fund for June 2014. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

1. Negotiations with faculty bargaining unit will continue on July 14 and 18.
2. Summer enrollment District Wide slightly down.

AGENDA #12 – “Executive Session” – The Board of Trustees did not hold an executive session at this meeting, June 20, 2014.

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

#13-A & 13-B. Written and Audio Recording of Executive Session Minutes: The CEO recommended that the written and audio recording of special executive session minutes of the May 8, 2014 at 4:00 p.m. be approved and remain closed and not be opened to the public at this time. The Board Secretary shall make provisions for safe keeping of the audio recording, that it be made available only upon the proper order of a court and a finding by a judge that such audio recording should be released. This audio recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question.

Board Action: Trustee Brenda Culver made a motion to approve, as prepared, written minutes and audio recording of a special executive session held May 8, 2014 at 4:00 p.m., but that executive session minutes of that date will remain closed and not be opened to public inspection at this time and the Board Secretary shall make provisions for the safe keeping of the audio recording, that it be made available only upon the proper order of a court and a finding by a judge that such audio recording should be released. This audio recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question. Trustee Marilyn Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion adopted.

#13-A1 & 13-B. Written and Audio Recording of Executive Session Minutes: The CEO recommended that the written special and audio recording of executive session minutes of the May 8, 2014 at 6:00 p.m. be approved and remain closed and not be opened to public inspection at this time. The Board Secretary shall make provisions for safe keeping of the audio recording, that it be made available only upon the proper order of a court and a finding by a judge that such audio recording should be released. This audio recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question.

Board Action: Student Trustee Carrie Stephens made a motion to approve, as prepared, written minutes and audio recording of a special executive session held May 8, 2014 at 6:00 p.m., but that executive session minutes of that date will remain closed and not be opened to public inspection at this time and the Board Secretary shall make provisions for the safe keeping of the audio recording, that it be made available only upon the proper order of a court and a finding by a judge that such audio recording should be released. This audio recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question. Trustee William Hudson seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

#13-A2 & 13-B. Written and Audio Recording of Executive Session Minutes: The CEO recommended that the written and audio recording of the special executive session minutes of the May 12, 2014 at 6:00 p.m. be approved and remain closed at this time. The Board Secretary shall make provisions for safe keeping of the audio recording, that it be made available only upon the proper order of a court and a finding by a judge that such audio recording should be released. This audio recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question.

Board Action: Trustee Brenda Culver made a motion to approve, as prepared, written minutes and audio recording of a special executive session held May 12, 2014 at 6:00 p.m., but that executive session minutes of that date will remain closed and not be opened to public inspection at this time and the Board Secretary shall make provisions for the safe keeping of the audio recording, that it be made available only upon the proper order of a court and a finding by a judge that such audio recording should be released. This audio recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question. Trustee William Hudson seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

#13-A3 & 13-B. Written and Audio Recording of Executive Session Minutes: The CEO recommended that the written and audio recording of the executive session minutes of May 20, 2014 be approved and remain closed at this time. The Board Secretary shall make provisions for safe keeping of the audio recording, that it be made available only upon the proper order of a court and a finding by a judge that such audio recording should be released. This audio recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question.

Board Action: Trustee Brenda Culver made a motion to approve, as prepared, written minutes and audio recording of an executive session held May 20, 2014 at 6:00 p.m., but that executive session minutes of that date will remain closed and not be opened to public inspection at this time and the Board Secretary shall make provisions for the safe keeping of the audio recording, that it be made available only upon the proper order of a court and a finding by a judge that such audio recording should be released. This audio recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question. Trustee William Hudson seconded the motion. The Chair

asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

#13-C. Semi-Annual Review of Executive Session Minutes: The Board of Trustees having conducted a semi-annual review of executive session minutes as mandated by Section 2.06 of the Open Meetings Act, The CEO presented the following report and recommendations:

A. The following written executive session minutes were reviewed in June 2014 and the decision was made at that time to keep them closed:

1. Tuesday, June 20, 1995.
2. Tuesday, August 15, 1995.
3. Tuesday, September 19, 1995.
4. Friday, August 2, 1996.
5. Tuesday, January 20, 1998.
6. Tuesday, June 15, 1999.
7. Tuesday, July 20, 1999.
8. Tuesday, February 20, 2001.
9. Tuesday, March 20, 2001.
10. Tuesday, June 19, 2001.
11. Tuesday, July 17, 2001.
12. Tuesday, August 21, 2001.
13. Tuesday, September 18, 2001.
14. Tuesday, June 18, 2002.
15. Tuesday, July 16, 2002.
16. Tuesday, August 20, 2002.
17. Tuesday, September 17, 2002.
18. Tuesday, December 10, 2002.
19. Tuesday, February 18, 2003.
20. Tuesday, June 17, 2003.
21. Tuesday, August 19, 2003.
22. Tuesday, September 16, 2003.
23. Tuesday, August 17, 2004.
24. Tuesday, December 14, 2004.
25. Tuesday, June 21, 2005.
26. Tuesday, July 19, 2005.
27. Tuesday, August 16, 2005.
28. Tuesday, April 18, 2006.
29. Tuesday, November 21, 2006.
30. Tuesday, October 15, 2013.

B. The following written executive session minutes have been approved, but remain closed, and are being subjected to the semi-annual review for the first time in June 2014:

1. Tuesday, March 18, 2014.

2. Tuesday, April 15, 2014.

C. The following written executive session minutes have been approved and opened to the public record:

1. Tuesday, October 15, 2013.
2. Tuesday, March 18, 2014.
3. Tuesday, April 15, 2014.

D. Audio recordings of previously approved executive sessions will remain closed to the public record and these audio executive session recordings will remain in the custody of the Board Secretary until 18 months following the executive session at which the audio recordings were made:

1. Tuesday, October, 15, 2013.
2. Tuesday, March 18, 2014.
3. Tuesday, April 15, 2014.

E. As part of the Board of Trustees semi-annual review of executive sessions, the Board notes that the audio tape recordings of the following meetings have been held by the secretary for more than the 18 months required, and the Secretary is directed to destroy these recordings after this meeting:

1. None.

F. As part of the Board of Trustees semi-annual review of executive session minutes, the Board notes that executive sessions were not held on the following dates:

1. Tuesday, December 10, 2013.
2. Tuesday, January 21, 2014.
3. Tuesday, February 18, 2014.

G. It is recommended that the following previously approved closed meeting minutes be open to the public record:

1. None.

Board Action: Trustee John Brooks made a motion to adopt the foregoing report and recommendations as outlined, for minutes of executive sessions held on the dates listed. Trustee William Hudson seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

400.1. Employment of Personnel

A. Professional Non-Faculty

1. Tyler Browning, Director, Academic Advisement & Recruitment, LTC, effective June 19, 2014

B. Classified

2. Leann Gumbel, Office Assistant, Financial Aid, OCC, effective June 19, 2014

400.2. Change in Status

A. Professional Non-Faculty

1. Jessica Parrent, Transition/Data Technician FCC (OCC), to Coordinator of Human Services, FCC, effective July 28, 2014

400.3. Special Assignments (Attachment)

400.4. Honorable Dismissals

A. Administrative

1. Gerry Schlechte, Director of WIA Operations, LWIA, Last day of employment will be June 30, 2014, Insurance will end effective July 1, 2014

B. Professional Non-Faculty

1. Jackie Deters, Customer Systems & Data Manager, LWIA, Last day of employment will be June 30, 2014, Insurance will end effective July 1, 2014
2. Anthony Logue, Operations Manager, LWIA, Last day of employment will be June 30, 2014, Insurance will end effective July 1, 2014
3. Kevin Pierce, Business Services Representative, LWIA, Last day of employment will be June 30, 2014, Insurance will end effective July 1, 2014

C. Classified

1. Katrina Ingle, Administrative Assistant, LWIA, Last day of employment will be June 30, 2014, Insurance will end effective July 1, 2014

400.5. Unpaid Leave Request

A. Professional Non-Faculty

1. Mark Elliott, Coordinator of Instructional Services, FCC, effective June 17, 2014 thru July 13, 2014

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

400.7. Resignation Ratification

A. Professional Non-Faculty

1. Adam Bowles, Coordinator of Financial Aid, FCC, effective July 12, 2014

B. Classified

1. Stanley Martin, Library Technician, FCC, effective June 7, 2014

Special Assignments

Frontier Community College

Academic		Approved 2013-14	Recommended 2014-15
1. Rodney Maxey	Lead Inst Auto Tech	\$450	\$450
2. Ed Patton	Lead Inst Electrical Distributions	\$450	\$450
3. Heather Kirkwood	Lead Inst Health Informatics	\$450	\$450
Extra-Curricular			
1. Eric Resor	Phi Theta Kappa Co-Advisor	\$400	\$200
2. Ashlee Spannagel	Phi Theta Kappa Co-Advisor		\$200
Other			
1. Galen Dunn	O & M Team Leader	\$5,825	\$5,825

Special Assignments

Lincoln Trail College

Academic		Approved 2013-14	Recommended 2014-15
1. Chris Boyd	Lead Inst Process Technology	\$450	\$450
2. Travis Matthews	Lead Inst Microcomputer Support Specialist	\$450	\$450
3. Pauletta Gullett	Lead Inst Health Programs (Medical Assistant, Electronic Medical Records, & Pharmacy Technician)	\$450	\$500
4. Chris Teague	Lead Inst Telecommunications	\$550	\$550
5. Reno Bemont	Lead Inst Welding	\$450	\$450
Athletic			

1. Kevin Bowers	Athletic Director	\$3,500	\$3,000
2. Nicholas Shaner	Men & Women's Golf Coach	\$2,000*	\$4,000
3. Mike Ray	Assistant Athletic Director		\$500
Extra-Curricular			
1. Carrie Mallard	Student Senate Co-Advisor	\$500	\$500
2. Philip Thorsen	Student Senate Co-Advisor	\$500	\$500
3. Lisa Maple	Phi Theta Kappa Co-Advisor	\$200	\$200
4. Kimberley Stevens	Phi Theta Kappa Co-Advisor	\$200	\$200
5. Jeshua Franklin	Performing Arts Co-Coordinator	\$750	\$750
6. Barb Shimer	Performing Arts Co-Coordinator	\$750	\$750
Other			
1. Chris Ellington	O & M Team Leader	\$5,825	\$5,825
*Stipend started Spring 2014 semester			

**Special Assignments
Olney Central College**

Academic		Approved 2013-14	Recommended 2014-15
1. Mark Fitch	Lead Inst Collision Repair Tech	\$450	\$450
2. Tyler Boyles	Lead Inst CRT Auto Service Tech	\$450	\$450
3. Curtis Marshall	Lead Inst Welding	\$450	\$450
4. Amie Mayhall	Lead Inst Medical Office Assistant	\$500	\$500
5. Logan Marshall	Lead Inst Industrial Maintenance		\$450
6. Kristi Urfer	Lead Inst Accounting	\$500	\$500
Academic – Allied Health			
1. Theresa Marcotte	Dept Head, Nursing/FCC	\$3,000 + 12 hrs. release time	\$3,000 + 12 hrs. release time
2. Angelia Williams	Dept Head, Nursing/LTC	\$3,000 + 12 hrs. release time	\$3,000 + 12 hrs. release time
3. Anne Hustad	Dept Head, Nursing/OCC	\$3,000 + 12 hrs. release time	\$3,000 + 12 hrs. release time
4. Kathleen Hudson	Dept Head, Nursing/WVC	\$3,000 + 12 hrs. release time	\$3,000 + 12 hrs. release time
5. Carol Kocher	Director of Radiography	\$1,000	\$1,000

6. Lisa Rauch	Clinical Coordinator, Radiography	\$500	\$500
Athletic			
1. Nicholas Short	Women's Softball Coach	\$6,000	\$6,000
Extra-Curricular			
1. Carmen Jones	Phi Theta Kappa Advisor	\$300	\$300
2. Kelly Payne	Asst. Phi Theta Kappa Advisor	\$200	\$200
3. Suzanne Downes	Performing Arts Coordinator	\$1,000	\$1,000
4. Laurel Cutright	WYSE Coordinator	\$350	\$350
5. Tammie Bohnhoff	Asst WYSE Coordinator	\$200	\$200
6. Rob Mason	Asst WYSE Coordinator	\$200	\$200
Other			
1. Carl Sager	O & M Team Leader	\$5,825	\$5,825

**Special Assignments
Wabash Valley College**

Academic		Approved 2013-14	Recommended 2014-15
1. Judy Neikirk	Lead Inst Social Services	\$450	\$450
2. Byford Cook	Lead Inst Advanced Manufacturing	\$550	\$500
3. Kyle Peach	Lead Inst Radio/TV	\$450	\$450
	Director of Broadcasting	\$8,000	\$8,000
4. Scott Balding	Lead Inst Diesel Equipment Tech	\$500	\$500
5. Carla Cadwalader	Lead Inst Early Childhood Dev	\$450	\$450
	Small World	\$200/month	\$200/month
6. Steve Hnetkovsky	Lead Inst Agriculture Production	\$450	\$450
7. Doug Robb	Lead Inst Agriculture Business	\$450	\$450
8. David Wilderman	Lead Inst Marketing	\$450	\$450
9. Brian Wick	Lead Inst Gunsmithing	\$450	\$450
10. Tom Sarge	Lead Inst Truck Driving		\$450
Athletic			
1. Zach Loll	Athletic Director	\$3,500	\$3,500
Extra-Curricular			
1. Brenda Phegley	Phi Theta Kappa Advisor	\$400	\$400
2. Adam Porter	Theater Lighting Technician	\$3,000	\$3,000
3. Mary Johnson	BAC Art Gallery Director	\$2,400	\$2,400

Other			
1. Adam Roesch	O & M Team Leader	\$5,825	\$5,825

**Special Assignments
District Office**

Extra-Curricular		Approved 2013-14	Recommended 2014-15
1. Nixie Hnetkovsky	Faculty Director of Student Learning Assessment	\$15,000 + 12 hrs. release time	\$15,000 + 12 hrs. release time
2. Phil Thorsen	Faculty Coordinator of Student Learning Assessment – LTC	\$2,000	\$3,000
3. Kelly Payne	Faculty Coordinator of Student Learning Assessment – OCC	\$2,000	\$3,000
	Assurance Argument Literary Reviewer	\$2,500	\$1,000
	General Education Analyst – Writing		\$300
4. Scott Balding	Faculty Coordinator of Student Learning Assessment – WVC	\$2,000	\$3,000
5. Kristi Urfer	Director of Online Learning	\$10,000 + 6 hrs. release time	\$10,000 + 6 hrs. release time
6. Mary Morris	General Education Analyst – Speech		\$300
7. Jason Hortin	General Education Analyst – Critical Thinking Skills		\$300
Athletic			
1. Zach Loll	Athletics Compliance Coordinator	\$6,000	\$6,000

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

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

AGENDA #17 – “Other Items” – None.

AGENDA #18 – “Adjournment” – Trustee Marilyn Wolfe made a motion to adjourn. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those

opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 10:00 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
Trustees
Presidents
Cabinet**

Agenda Item #6

Policy First Reading (and Possible Approval)

Agenda Item #6A

Substance Abuse Testing Policy

Agenda Item #6A

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2014
RE: Adoption of Policy for Substance Abuse Testing for Athletes

The administration, Coaches, and Athletic Directors are all concerned about the health, safety and welfare of the District's student-athletes who represent our institutions. The District believes that drug screening of our student-athlete population is appropriate and necessary to insure the health and safety of our student-athletes. The administration has been working with Zach Loll, District Coordinator of Athletic Compliance and Athletic Director/Coach at Wabash Valley College, to draft a policy regarding substance abuse testing. The Cabinet has reviewed and approved the policy for implementation, pending Board of Trustees approval.

I recommend the Board approve the Policy for Substance Abuse Testing of Athletes.

TLB/rs

Attachment

Policy for Substance Abuse Testing for Athletes (500.27)

Date Adopted: July 16, 2014 (pending Cabinet and Board approval)

Purpose

Illinois Eastern Community College is concerned with the health, safety and welfare of student-athletes who participate in its athletic programs and represent the institutions in athletics. The district believes that drug screening is appropriate and necessary to insure the health and safety of our student-athletes. Further, the athletics department recognizes its responsibility to provide educational programming which educates student-athletes on the physiological, physical, and psychological dangers inherent in the misuse of drugs and alcohol; informs student-athletes of local, state, and federal laws concerning the use and possession of alcohol and drugs. This comprehensive program which includes educational, screening, and rehabilitative components will facilitate informed, intelligent decision-making among student athletes.

Goals

1. Educate individuals on the dangers of substance abuse and use.
2. Deterrence of substance abuse and use.
3. Develop consistent sanctions should a student-athlete test positive.
4. Promote the positive role student-athletes have in our communities.
5. Encourage student-athletes to make informed, intelligent decisions on the use of substances.

Types of Testing

1. Random – 2 times per year, once in each Fall and Spring Semester – student-athletes will be notified of the test on the morning of the test.
 - Each Fall and Spring Semester, 5% of the student-athlete population from each college, with a minimum of 1 athlete per college, will be tested.
 - The results will be given to the Coordinator of Compliance, who in turn will notify each Athletic Director.
 - Testing will be done at Wabash General Hospital (WGH), Wabash Valley Occupational Health – Robinson, IL and Richland Memorial Hospital (RMH) – a coach will accompany the student athletes to be tested to Wabash General Hospital (WGH), Wabash Valley Occupational Health – Robinson, IL and Richland Memorial Hospital (RMH) to be tested. Wabash General Hospital (WGH), Wabash Valley Occupational Health – Robinson, IL and Richland Memorial Hospital (RMH) will follow their established testing protocol for sample retrieval and chain of custody will be followed according to their policy and procedures.
2. Reasonable Cause - Student-athlete that has tested positive in a previous test; Student-athlete will incur the cost of the test.
3. Failure to appear – results in a positive test.
4. Re-entry testing – student-athlete will need to provide a negative sample to be released from administrative sanctions. This will be a random sample that will be provided upon request.

Positive Test Results

First Positive Test

1. Student-athlete will meet with Athletic Director, Coach, President of College (or designee). The student-athlete may request to have a person of their choosing present at the meeting.
2. The student-athlete will be required to inform his/her parents of his positive test in the presence of the Athletic Director & Coach.
3. The student-athlete will be referred to the campus Threat Assessment and Behavior Intervention Team (TABIT).
 - a. The student-athlete will be required to sign a release of information so the athletic department can monitor their progress with the members of TABIT.
 - b. The TABIT will determine the number of sessions the student-athlete needs to attend.
4. Complete 20 hours of community service. The community service must be completed before any reinstatement to the team is complete. The hours should be documented by the Athletic Director and the Coach.
5. The student-athlete will be subject to unlimited follow-up testing. This testing will be done at the student-athlete's expense. Failure to submit to the follow-up test will result in an indefinite suspension from the team and forfeiture of the athletic scholarship. The student may continue their educational pursuit at the institution but at **their own expense**.

Second Positive Test

1. Student-athlete will meet with Athletic Director, Coach, President of College (or designee). The student-athlete may request to have a person of their choosing present at the meeting.
2. The student-athlete will be required to inform his/her parents of his positive test in the presence of the Athletic Director & Coach.
3. Upon a second positive test the student-athlete will be suspended from the team for 50% of the scheduled games including post-season play. These games will be served consecutively and will be the games immediately following notification of a positive test. If there are not enough games the suspension will carry over to the next season for returning athletes.
4. If the suspension happens during the season, the suspension will be noted to those who ask as a "violation of team rules".
5. The student-athlete will be referred to TABIT for evaluation. This evaluation will be at the student athlete's expense.
 - a. The student-athlete will be required to sign a release of information so the athletic department can monitor their progress in counseling.
 - b. The TABIT will determine the number of sessions the student-athlete needs to attend. If the TABIT determines counseling is needed, the counseling will be **at the expense of the student-athlete**.
6. Return to the team will be when TABIT/counseling center determines student-athlete is fit to return & a negative sample is submitted by the student-athlete.
7. Complete 40 hours of community service. The community service must be completed before any reinstatement to the team is complete. The hours should be documented by the Athletic Director and the Coach.
8. The student-athlete will be subject to unlimited follow-up testing. This testing will be done at the student-athlete's expense. Failure to submit to the follow-up test will result in an indefinite suspension from the team and forfeiture of the athletic scholarship. The student may continue their educational pursuit at the institution but at **their own expense**.

Third Positive Test

1. A third positive test the student-athlete will be suspended from the team indefinitely.

2. The student-athlete will surrender their athletic aid.
3. The student-athlete will be able to complete their education, but at THEIR OWN EXPENSE.

Self-Referral Program

1. A student-athlete may refer himself/herself for evaluation or counseling by contacting their Head Coach, an athletic training staff member, or the Athletic Director.
 - a. A student-athlete may not initiate self-referral after he/she has been informed of their participation in an impending test.
 - b. Student-athlete cannot enter the self-referral program at any time after a positive test. This includes the entire time of athletic eligibility at an IECC institution.
 - c. A treatment plan will be determined and put in place for the student-athlete upon self-referral by the TABIT. The student-athlete will be tested randomly while in the self-referral program. The subsequent random tests will be the sole responsibility of the student-athlete.
 - d. A student-athlete testing positive on the initial test after entering this program will not be subject to applicable sanctions. However, a positive test in subsequent tests or failure to adhere to the treatment program will result in sanctions applicable for a 2nd positive test.

Appeal Process

A student-athlete who tests positive for a banned substance may, within 72 hours of being notified of the positive laboratory finding, contest the finding of the positive results. Any student-athlete requesting an appeal of the positive results is entitled to a hearing by the appeals committee. The request for appeal must be received in writing by the Athletic Director within 48 hours of notification of a positive test finding. The appeals committee will consist of the following:

- Athletic Director
- Dean of Student Services/Assistant Dean of Student Services
- Faculty member
- President or designee
- Head Coach

The student-athlete may have a representative of his/her choosing present at the appeals hearing. However, the student-athlete must present his/her own case. The meeting should take place within 72 hours after the written request is received. Sanctions resulting from the positive test will not apply until the appeals process is finalized. The decision is final based on a majority vote of the above mentioned members of the committee. The sanctions for a positive test will be completed and the results of the decision are not subject to further appeal.

Medical Exception

IECC recognizes that some substances are used for legitimate medical purposes. IECC will allow for exemptions for those student-athletes with a documented medical history demonstrating a need for regular use of a substance. The student-athlete is required to inform the Athletic Director and trainer of **all medications** he/she is taking prior to being tested. Additionally, a **note from the student-athlete's prescribing physician** will be kept in the student-athlete's file. In the event a student-athlete tests positive, the Athletic Director and trainer in consultation with the testing center will review that student-athlete's medical record to determine if a medical exception should be granted.

Agenda Item #6B

Employment of Family Members

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2014
RE: Employment of Family Members Policy

At the June Board meeting, a member of the Board of Trustees requested a policy be drafted regarding employment of family members of senior administrators. A policy has been drafted regarding that issue and was submitted to the Cabinet for review. Upon the Cabinet's review, the enclosed policy is submitted for the Board's consideration.

TLB/rs

Attachment

HUMAN RESOURCES - 400

Employment of Family Members Policy (400.27)

Date Adopted: July 15, 2014 (pending Board approval)

In keeping with Illinois Eastern Community Colleges (IECC) Code of Ethics and Ethics policy for employees, a high degree of integrity, objectivity and professionalism of IECC employees is expected. This policy applies to all employees and Board of Trustee members of IECC.

Definitions

Senior Administrator

The term "senior administrator" refers to the following positions:

- Chief Executive Officer
- Chief Financial Officer
- Treasurer
- Chief Academic Officer
- Director of Human Resources
- Director of Information Technology
- Presidents
- Deans of Instruction

Board of Trustees

The term "Board of Trustees" refers to members of the Board of Trustees of Illinois Eastern Community Colleges, District #529.

Immediate Relatives

The term "immediate relative" includes spouse, parent, parent-in-law, grandparent, child, grandchild, sibling, sibling-in-law, aunt or uncle, niece or nephew, or an individual who has acquired such relationship through marriage/common-law. Step-children, foster children, step-grandchildren are considered children and grandchildren for the purpose of this policy.

Employment of Senior Administration or Board of Trustees Family Members

If a search committee recommends the full-time employment of an immediate relative of a senior administrator or Board of Trustee member, the Board of Trustees shall be notified in writing at least 4 days prior to the release of the Board Book containing the employment recommendation. If a Board member objects to the employment of the immediate relative, the Board member should notify the Chief Executive Officer at least 2 days prior to the release of the Board Book containing the employment recommendation.

Supervisory Relationship

Immediate relatives of persons currently employed by IECC may be hired only if they will not be working directly for or supervising an immediate relative. IECC employees cannot be transferred into such a supervisory relationship.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

2014 Biennial Review Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2014
RE: Biennial Review Report 2014
Drug-Free Schools and Communities Act

The Drug-Free Schools and Campus Regulations, as articulated in the Education Department of General Administrative Regulations (EDGAR) Part 86.100, requires that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education must certify that it has adopted an implemented a program to prevent the unlawful possession, use , or distribution of illicit drugs and alcohol by students and employees.

In order to certify the District's compliance with the Part 86 regulations, IECC is required to create a program that complies with the regulations as follows:

1. Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with Alcohol and Other Drug (AOD) use; and a description of available treatment programs.
2. Develop a sound method for distributing annual notification information to every student and staff member each year.
3. Conduct biennial review on the effectiveness of its Alcohol and Other Drug (AOD) programs and the consistency of sanction enforcement.
4. Maintain its biennial review report on file, so that, if requested by the U.S. Department of Education, the college can submit it.

Attached is IECC's 2014 Biennial Review and I ask the Board's approval of this report.

TLB/rs

Attachment

**Illinois Eastern Community Colleges
Biennial Review Report**

**Drug-Free Schools and Communities Act
July 9, 2014**

Certification Requirements

The Drug-Free Schools and Campuses Regulations, as articulated in the *Education Department General Administrative Regulations (EDGAR) Part 86.100*, requires that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

In order to certify its compliance with the Part 86 regulations, an IHE must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on its premises and as part of its activities. Creating a program that complies with the regulations requires an IHE to do the following:

5. Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with Alcohol and Other Drug (AOD) use; and a description of available treatment programs.
6. Develop a sound method for distributing annual notification information to every student and staff member each year.
7. Conduct biennial review on the effectiveness of its Alcohol and Other Drug (AOD) programs and the consistency of sanction enforcement.
8. Maintain its biennial review report on file, so that, if requested by the U.S. Department of Education, the college can submit it.

Illinois Eastern Community Colleges

Drug-Free Program and Policy

Written Policy on Alcohol and Other Drugs and Student Conduct

Substance Abuse Policy (100.9)

The Board of Trustees recognizes the importance of a college environment which is free of substance abuse. Programs of education, rehabilitation and treatment are implemented to promote a substance-free college environment. The college environment includes students, employees and other persons participating in District 529-sponsored classes, programs, services and other activities and events. Substance abuse is defined as unauthorized possession, sale, transfer, purchase, or use of alcohol, unlawful narcotics, cannabis or any other controlled substance. Substance abuse within the college environment is prohibited. Students and employees involved in substance abuse within the college environment are subject to disciplinary action. Any illegal substance abuse

instance will result in involvement of law enforcement officials. Additionally, the Procedures Manual includes detailed procedures which are pursuant to IECC's Substance Abuse Policy (100.9) which include standards of conduct and a description of applicable legal sanctions for violation.

Drug-Free Workplace Policy (400.19)

Illinois Eastern Community Colleges has a duty to protect its employees, students and the public from dangers posed by the unlawful manufacture, distribution, dispensation, possession or use of drugs in the workplace. The college will take all reasonable steps to insure a drug-free workplace in its programs during the performance of any federal contract work. IECC policy strictly prohibits all employees engaged in performing federal contract work from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace.

Policy on Student Conduct (500.8)

Regulations shall be adopted for student conduct, based on the Board's belief that students are considered to have reached an age of responsible citizenship and are expected to conduct themselves in a responsible manner both on and off campus. Students, through the act of registration at one of the Illinois Eastern Community Colleges, obligate themselves to obey all rules and regulations which the institution formulates and publishes in the college catalog or the student handbook.

Biennial Review

As required by the Drug-Free Schools and Communities Act (DFSCA) and Drug and Alcohol Abuse Prevention Regulations, Part 86, Illinois Eastern Community Colleges conducts a Biennial Review by the end of every even-numbered calendar year and completes a Biennial Review Report on the effectiveness of our AOD program. The Biennial Review Report is kept on file at the IECC District Office, so that, if requested to do so by the U.S. Department of Education, IECC can submit it.

The Biennial Review indicates that IECC has developed and maintained a Substance Abuse Policy and a Drug-Free Workplace Policy, which are well publicized and distributed to the students, faculty, and staff. IECC provides information and services to promote a drug-free campus environment and ensures that disciplinary sanctions are enforced.

Annual Notification and Distribution of Policy

Annually, each employee and student receive, in writing, IECC's policies which are in compliance with the Drug-Free Schools and Communities Act and include IECC's Substance Abuse Policy, Drug-Free Workplace Policy, Student Conduct Policy, health risks associated with alcohol and other drug use, and available prevention and treatment programs in the area. Additionally, Illinois Eastern Community Colleges Drug-Free Schools and Community Act information is located in the college catalog on page 28, in the student and faculty handbooks, and on the IECC website at www.iecc.edu/drugfree

IECC has developed a sound method for distributing annual notification of the required Drug-Free Schools and Communities Act information to students and staff through the following procedures:

- A log-in requirement and acknowledgement to all Entrata accounts which provides IECC with a delivery receipt. This acknowledgment is required at mid-term during the Fall and Spring semesters and stated on the Entrata webpage as follows:

Please review Illinois Eastern Community Colleges' policies in compliance with the Drug-Free Schools and Communities Act at www.iecc.edu/drugfree

_____ I acknowledge that I have read and received information on the IECC website which includes IECC's Substance Abuse Policy, Drug-Free Workplace Policy and Student Conduct Policy, health risks associated with alcohol and other drug use, and available prevention and treatment programs in the area.

- A link to the IECC website www.iecc.edu/drugfree is printed on each student's class schedule every semester.
- An email is sent to all IECC employees and students on September 1 and February 1 which provides a link to the IECC website at www.iecc.edu/drugfree.
- A written notification regarding IECC's Substance Abuse Policy and Drug-Free Workplace Policy is included in each employee's W-2 which is mailed annually in January.

IECC's Substance Abuse Policy (100.9) and Drug-Free Workplace Policy (400.19) are included in both the Faculty Handbook and Employee Handbook which are distributed to new employees upon employment with IECC. These handbooks and the IECC Board of Trustees Policy Manual are available online to IECC faculty and staff through the IECC intranet. The IECC Procedures Manual includes detailed procedures that are pursuant to IECC's Substance Abuse Policy (100.9). An email is sent semiannually, September 1 and February 1, to all employees regarding IECC's Substance Abuse and Drug-Free Workplace policies and procedures which include standards of conduct and appropriate sanctions for violation.

Each semester at Freshman Orientation, IECC students are given a packet of materials which includes: pamphlets about alcohol poisoning, a bookmark about the Illinois Zero Tolerance Law, and brochures about the effects of alcohol abuse. On each student's course schedule, the following statement is also printed to ensure that IECC's distribution of our policies and resources are well distributed annually to each student.

IECC complies with the Drug-Free Schools and Campuses Regulations. Go to www.iecc.edu/drugfree for information and resources.

IECC's Drug-Free Schools and Communities Act information is available at www.iecc.edu/drugfree. The website is available 24/7 to students, faculty and staff and it includes IECC's Substance Abuse Policy, Drug-Free Workplace Policy, and Student Conduct Policy, health risks associated with alcohol and other drug use, and available treatment programs.

Additional methods of distribution and promoting awareness of AOD are as follows:

- Drug-free and alcohol abuse materials are distributed to students throughout the semester.
- Drug-free and alcohol abuse materials are always available in the colleges' brochure racks and in the Student Services Offices.
- Posters are displayed around the colleges concerning alcohol abuse and Illinois law.
- Distribution of a brochure from Southeastern Illinois Counseling Center to refer students to that agency should they need additional assistance.
- The colleges offer student centers, recreation centers, fitness centers, or other alcohol-free settings.
- Alcohol-free events and activities are created and promoted at each college.
- Alcohol is banned on college campuses.
- Alcohol advertising on the college campuses is banned or limited.
- Alcohol industry sponsorship for on-campus events is banned or limited.

Recommendations for Revising IECC's AOD Program

IECC's 2014 biennial review identified the following recommendation which will maintain the effectiveness of the program:

- Regularly review and update IECC's website to ensure the accuracy and availability of information pertinent to alcohol, drugs, treatment and resources.

IECC conducted a biennial review of its drug prevention program and policy and has determined that it is adequately effective in promoting a drug-free campus environment to the students, faculty and staff. The recommendation listed above will maintain the effectiveness of IECC's policy and procedures on alcohol and other drugs. IECC will continue to conduct a biennial review to review the program's effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.

Chief Executive Officer

Date

BOARD OF TRUSTEES POLICY MANUAL

BOARD OF TRUSTEES - 100

Substance Abuse Policy (100.9)

Date Adopted: December 19, 1989

The Board of Trustees recognizes the importance of a college environment which is free of substance abuse. Programs of education, rehabilitation and treatment are implemented to promote a substance-free college environment. The college environment includes students, employees and other persons participating in District 529-sponsored classes, programs, services and other activities and events. Substance abuse is defined as unauthorized possession, sale, transfer, purchase, or use of alcohol, unlawful narcotics, cannabis or any other controlled substance. Substance abuse within the college environment is prohibited. Students and employees involved in substance abuse within the college environment are subject to disciplinary action. Any illegal substance abuse instance will result in involvement of law enforcement officials.

Contractors to District 529 are expected to comply with the Drug-Free Workplace Act of 1988.

BOARD OF TRUSTEES POLICY MANUAL

HUMAN RESOURCES – 400

Drug-Free Workplace Policy (400.19)

Date Adopted: November 20, 1990

Illinois Eastern Community Colleges has a duty to protect its employees, students and the public from dangers posed by the unlawful manufacture, distribution, dispensation, possession or use of drugs in the workplace. The College will take all reasonable steps to insure a drug-free workplace in its programs during the performance of any federal contract work. IECC policy strictly prohibits all employees engaged in performing federal contract work from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace.

I. NOTICE OF CONVICTION

As a condition of employment, all employees directly engaged in performing work under federal grants must agree to comply with this policy and must agree to notify the President or the Chief Executive Officer no later than five (5) days after any conviction for workplace violation of a criminal drug statute. The Agency will report such convictions to the federal government within ten (10) days.

Any employee who is convicted of such a crime is also subject to discipline up to and including discharge. Where appropriate, in the College's discretion, employees who are convicted of such crimes may be required to participate satisfactorily in a drug rehabilitation or counseling program.

II. DEFINITIONS

The term "controlled substances" means substances listed in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C., and § 812. Among other substances, it includes such illegal drugs as marijuana, cocaine, crack, PCP, heroin, morphine and LSD. For the purpose of this policy, drugs are defined as any drug which is not legally obtainable and/or any drug which is legally obtainable, such as a prescription drug but which is not legally obtained, is not being used for prescribed purposes and/or is not being taken according to prescribed dosages.

The phrase "conviction for a violation of a criminal drug statute" means a finding of guilt, a no contest plea or an imposition of sentence by any judicial body for any violation of any state or federal criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance.

III. PENALTIES FOR VIOLATION

Compliance with this policy is a condition of continued employment. Consequently, a violation of any aspect of this policy will render College employees subject to disciplinary action, up to and including termination. Alternatively, if deemed appropriate by the College under the particular circumstances, any employee who violates this policy may be required to participate in and complete a drug abuse assistance or rehabilitation program to the satisfaction of the Agency.

BOARD OF TRUSTEES POLICY MANUAL

STUDENT PERSONNEL – 500

Policy on Student Conduct (500.8)

Date Adopted: December 19, 1989

Revised: February 21, 2006

Regulations shall be adopted for student conduct, based on the Board's belief that students are considered to have reached an age of responsible citizenship and are expected to conduct themselves in a responsible manner both on and off campus. Students, through the act of registration at one of the Illinois Eastern Community Colleges, obligate themselves to obey all rules and regulations which the institution formulates and publishes in the college catalog or the student handbook.

100.9 Substance Abuse Policy

Procedure - Substance Abuse

The following procedures are pursuant to Illinois Eastern Community Colleges policy on Substance Abuse Policy, (100.9).

The following personnel will assume a major responsibility for administration of the Substance Abuse Policy and Procedures: The President and the Dean of the College; the Chief Executive Officer at the District level.

1. IECC Publications and marketing materials shall include the following statement:

Illinois Eastern Community Colleges' Board of Trustees has adopted the Substance Abuse Policy. Students and employees involved in substance abuse, within the college environment, are subject to disciplinary action.

2. Individuals involved in substance abuse shall be reported immediately to the College President.
3. The College President shall discuss the reported violation with the violator within 48 hours of the report.
4. The College President will make a recommendation of referral to an appropriate agency and disciplinary action or dismissal to the Chief Executive Officer within five (5) working days of the reported violation. In instances of violation of civil law, the President will also notify appropriate law enforcement agencies.
5. In life threatening instances, the reporting college employee should take immediate action to notify college administration. The College President will immediately obtain the assistance of medical, law enforcement, or other appropriate officials. In the event that an administrator is not available, the employee will request assistance of medical, law enforcement or other appropriate officials and notify a college administrator immediately thereafter.
6. If the individual involved in substance abuse is an employee of the District Office, the report shall be to the Chief Executive Officer and the above procedures implemented at that level.
7. Instance of a violation of this policy shall be documented. The College President or the Chief Executive Officer will notify each employee in a written statement, that as a condition of employment under any federal grant, the employee will: a) abide by the terms of the policy statement, and b) notify the College President or Chief Executive Officer of any criminal drug statute conviction or violation occurring in the workplace no later than five (5) days after each conviction.
8. The College President or Chief Executive Officer will notify the funding agency within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.
9. An individual receiving a grant directly from a federal agency must sign the following certification "As a condition of the grant, I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity associated with the grant."
10. Every student receiving a Pell Grant must attest to his/her noninvolvement with drugs.

100.9 Substance Abuse Policy

11. Illinois Eastern Community Colleges will take one of the following actions within thirty (30) days of receiving notice regarding conviction or violation occurring in the workplace, with respect to an employee, if so convicted.
 - a. Taking appropriate action against such an employee, up to and including termination, or
 - b. Requiring such an employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
12. The Chief Executive Officer shall be responsible for recommendations to the Board of Trustees regarding disciplinary action taken through this policy and/or procedure.
13. The Dean of the College shall be responsible for conduct of an annual substance abuse awareness faculty and staff training activity.
14. Enforcement of the policy and procedures on substance abuse is limited to college or district owned and rented facilities and college district sponsored activities.
15. In cases where a minor is subject to this policy or procedure, the college or district administrator shall notify the parents or legal guardian of violations and disciplinary actions.
16. Any expenses resulting from disciplinary actions shall be the responsibility of the employee or student who violates the policy or procedure.
17. Each employee and student will be apprised annually in writing of the Substance Abuse Policy and Procedures.
18. Appeals to this policy shall follow appeal policy procedures for students or employees.
19. The Board of Trustees Policy and Procedure regarding Substance Abuse takes into account the Drug-Free Workplace Act, Title V-D of the Anti-Drug Abuse Act of 1988 (P.L. 100-690) and other applicable laws and regulations pertaining to community colleges.

500.8 Policy on Student Conduct

Revised: 2/8/06

Revised: 4/19/2011

Procedure - Student Conduct

Illinois Eastern Community Colleges (IECC) students are considered to have reached an age of responsible citizenship and are expected to conduct themselves in a responsible manner both on and off campus. Through the act of registration at one of the Illinois Eastern Community Colleges, students obligate themselves to obey all rules and regulations which the institution formulates and publishes in the college catalog or student handbook. Copies may be obtained in all Student Services Offices. These documents contain specific disciplinary rules and regulations as well as procedures followed in case infractions occur. The Student Senate, faculty, and administration of each of the colleges will share in developing and implementing specific regulations to encourage desirable conduct. It is the responsibility of the student to obtain publications outlining these regulations and to become familiar with the District's standard of conduct. The following general policies shall apply to student conduct throughout the IECC District:

1. Students shall maintain standards of conduct which are in accordance with the policies noted above and the specific rules and regulations developed at each of the college campuses.
2. The Student Senate(s) shall accept primary responsibility for governing student conduct at college-sponsored social activities and functions.
3. The District reserves the right to request, for good cause, a physical, psychological, or psychiatric examination or a drug test from a student at any such time that such course of action would deem to be in the best interest of the student and/or the college.
4. A Committee for Student Discipline will be appointed by the college President in the fall of each academic year. Student misconduct will be handled by appropriate college officials who may call the Committee for Student Discipline if they desire. The Committee for Student Discipline shall consist of five members, two elected from the Student Senate and three faculty members appointed by the President of the College. The Committee shall submit its recommendations to the President of the college.
5. In instances where student misconduct results in the involvement of civil law enforcement authorities, the statutes of the State of Illinois or the ordinances of local municipal and county governments shall take precedence over any action recommended or contemplated by Illinois Eastern Community Colleges.
6. Allied Health students who may for any reason appear to be unsafe in the clinical area or who may compromise client safety may be required to submit to a psychiatric or psychological examination at any time. Expenses incident to such an examination are the responsibility of the student.
7. Information gathered in the Behavioral Incident Report in connection with the District's Violence Prevention Plan may also be considered in determining appropriate disciplinary actions.

Agenda Item #8B

2014-2015 IECC Catalog

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2014
RE: 2014-2015 IECC Catalog

The District's catalog sets forth the courses, programs, degrees and certificates, and establishes the District policies that apply to the operation of the District and its students. Throughout the year, the Board has approved changes to the catalog, which are added as they occur, to the electronic version of the District's catalog on the IECC website. This amended electronic version becomes the binding document for the District's relationship with students, faculty, and staff.

Because high school counselors continue to use the catalog when advising students, the District will print 2,140 catalogs for a price of \$6,215.58.

A link to the amended catalog has been sent to the Board for review and is posted on the IECC website. The document which follows sets forth the changes made since the approval of the 2013-14 catalog.

I ask for the Board's approval of the 2014-2015 IECC Catalog.

TLB/rs

Attachment

Added COMPTIA Hardware A+ CTY C482, CompTIA Network+ CTY C 483, & Computer Telephony CTY C484 (page 94 and 95).....	8/13
Revised International Transportation Fee to \$250.00.....	8/13
Corrected Medical Office Assistant SMED D190.....	8/13
Revised Inside Cover, Contents, Course Information Divider, Joint Agreement Divider, Appendices Divider and Index.....	8/13
Added to Financial Section Conceal Carry Course fee (EPP 1203) \$130.00. Updated ICCB Board Certification of Chargeback: Out of District - \$261.97 PSH; Out of State \$322.52 PSH; International \$322.52 PSH	9/13
Updated Tobacco policy in Student Right to Know section.....	10/13
Added Unemployed Tuition Waiver policy to Financial Section.....	11/13
Added Concealed Firearms Policy to Student Right to Know Section and full policy in Appendices as Appendix J	11/13
Updated Contents, Divider pages, and Index page as catalog page numbering changed.....	11/13
Revised Process Technology PTEC D 302 and PTEC C 301: TEL 1275 changed to CTY 1275.....	12/13
Revised INDMG C272: TEL 1275 changed to CTY 1275.....	12/13
Updated Inside Cover.....	1/14
Removed: Coal Mining Maintenance CMM2 C510 (WVC) and Computer Applications C158(FCC). 1/14	
Revised: Computer Security and Forensics MSS C239, Computer Telephone CTY D449, Electronic Medical Records HIM C194, Medical Assistant MEDA C192, Telecommunications Technology Degree TEL D485, and Interconnect Technician TELCS C447	1/14
Added: Auto Light Repair Tech AUM C523 – FCC (page 83), and Petroleum Drilling Technology PETC303 – LTC (page 167)	1/14
Revised Administration of Justice JUS D390-OCC	1/14
Revised Administration page	1/14
Revised Paramedicine Para D411, Paramedic PARA C412, EMT PARA C414, – FCC;.....	3/14
Revised Graphic Art & Design GAD C203 – FCC	3/14
Revised Emergency Management Systems EMS C328 – LTC.....	3/14
Revised Coal Mining Technology CMT D295- WVC	3/14
Information’s Systems Technology IST D271 OCC	3/14
Revised Radiography – Removed F under Prospective Student Section	3/14
Added Proctoring Test Fee of \$15.00 to Miscellaneous Fees in Financial Section	3/14
Revised Conceal and Carry Fee; added Automotive and Collision course fees (OCC); revised Diesel Technology Uniform fees to Financial section	4/14
Revised Accounting ACT D140 and Professional Bookkeeping ACT C142- OCC	4/14
Added Certified Medical Assistant MEDA D 292 – LTC.....	4/14
Removed: Emergency Disaster Services Tech EDST C330; Emergency Medical Tech-Ambulance EMTA C 320; Emerg Prep Emerg Rescue Tech ERES C405; and Emerg Prep/Auxiliary Police POLIC C 396 – FCC	4/14
Updated Inside Cover Page and divider pages, Contents and Index page	4/14
Added Light Vehicle Diesel Service AUM C533- FCC and OCC.....	5/14
Revised Fire Science FIRES D401, Fire Service Administrator FIRES C402, Advanced Supression Specialist FIRES C403 and Basic Fire Suppression Tech FIRES C 404 at FCC.....	5/14
Revised Administration of Justice JUS D390 OCC	5/14
Revised Industrial Management INDMG D274, Manufacturing Skills IMDNG C272 at LTC	5/14
Revised Joint Agreements.....	6/14
Revised Allied Health and Radiography Section	5/14
Revised Music in Transfer Program Outlines.....	6/14

Agenda Item #8C

WVC Chemistry Lab, District Cost

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2014
SUBJECT: WVC Chemistry Lab, District Cost

In January, 2014 the Board approved spending up to \$55,000 in District PHS bond funds to complete this Capital Development Board (CDB) project to upgrade the WVC chemistry lab. In March, 2014 the Board approved a \$55,000 PHS project application.

The project was bid by the CDB in June with Kieffer Brothers Construction of Mt. Carmel being the lowest responsible bidder. However, the bid submitted of \$362,000 was higher than anticipated by the District's former architectural firm, Image Architects.

Now that final project costs are known, IECC will need to commit \$82,333 to complete the project rather than the earlier estimated amount of \$55,000. In addition, the District would need to establish a 5% contingency fund to cover any unforeseen items arising during construction. This contingency fund would total \$18,100, and will be returned to the District if it is not utilized.

The District would not spend operating fund dollars on this project. The District's funding commitment would be from Protection, Health and Safety funds (\$82,333). The 5% contingency would come from the District's Operations & Maintenance Fund reserves (\$18,100).

I ask that the Board approve the commitment of \$82,333 to complete the Wabash Valley College Chemistry Lab CDB project, and also approve \$18,100 for contingencies that would be returned to the District if not utilized.

TLB/rs

Agenda Item #8D

West Richland High School Property ICCB Applications

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: July 15, 2014

SUBJECT: West Richland High School (WRHS) Property Application and Board Resolution

IECC has taken possession of the WRHS property. All exterior locks have been changed and utilities have been switched over. Attorneys are working to get deeds transferred pursuant to The Local Government Transfer Act.

An application and board resolution must be submitted to the Illinois Community College Board (ICCB) for acceptance of this property into the calculation of IECC's assignable square footage. The WRHS building contains approximately 54,475 square feet.

Attached are the application and board resolution to the Illinois Community College Board to add the assignable square footage of the WRHS building.

I ask the Board's approval to submit the attached application and resolution to the ICCB.

TLB/rs

Attachment

RESOLUTION

WHEREAS, West Richland Community School Unit #2 is conveying property located in Noble, Illinois, formerly known as West Richland High School, to Illinois Eastern Community College District #529 pursuant to The Local Government Transfer Act; and,

WHEREAS, upon this property there is a structure of approximately 54,475 square feet; and,

WHEREAS, the District will use this property exclusively and solely for the purpose of education for students and others; and,

WHEREAS, the District reaffirms its commitment, by this resolution, that the premises involved will be used for educational purposes by Illinois Eastern Community College District #529; and,

WHEREAS, the Illinois Community College Board has the authority to add this assignable square footage to the calculation of benefits due to the District; and,

THEREFORE, the Board of Trustees of Illinois Eastern Community College District #529 hereby petitions the Illinois Community College Board, by this application, that the West Richland High School property and the structure containing 54,475 square feet be added to the assignable square footage approved by the Illinois Community College Board.

Resolution adopted by roll call vote on this 15th day of July, 2014.

Approved:

Chairman: _____

Secretary: _____

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # Illinois Eastern Community College District #529
Contact Person Roger Browning Phone # 618-393-2982
Project Title Conveyance of Building and Lot to IECC
Project Budget \$ 75,000 () 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 July 15, 2014

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

(Building and lot being conveyed pursuant to The Local Government Transfer Act.)

Site acquisition— See ICCB administrative rule 1501.604 d) or g) for additional material requirements and check here _____. (If this is a site acquisition and only land is being acquired ---no building--- then check here _____) –complete/submit Sections I and II with additional material requirements (if acquisition includes remodeling or new construction then you should also check the other appropriate application type and include description in the narrative portion of the application).

_____ Locally Funded New Construction--complete/submit Sections I 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 (PHS)--complete/submit Section I and Attachment PHS.

_____ Capital Renewal Project--complete/submit Section I and the three forms in the Architect Forms section of this manual. (Note: two of these should be completed by the architect.)

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 of the project's programmatic justification (*complete the narration section and attach*)
- C. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1--top half of form for any project except PHS and bottom half of form for PHS projects only*)
- E. Funding source (*use the appropriate format on Attachment #2*)

F. Locally funded project budget and certification form (Attachment #3) OR Attachment PHS.

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 X

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion 10-15-2014.

B. Submit the new square footage allocation (*use Square Footage Summary Attachment*) (*If land acquisition only then not necessary to complete this form*)

C. Has the site been determined professionally to be suitable for construction purposes?
Yes _____ No _____ N/A No construction planned at this time

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.) N/A

Section III

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

PROJECT PROGRAMMATIC JUSTIFICATION

East Richland Community Unit School District #1 and West Richland Community School District #2 were consolidated effective July 1, 2014. The West Richland District approached Illinois Eastern (IECC) indicating a willingness to convey the district's high school building, which is located in Noble, IL, to IECC under The Local Government Transfer Act.

The property being offered was built in two different time periods. The original building was built in 1937 and is a total of 25,675 square feet. A second addition was built in 1976 and added another 28,800 square feet of floor space. Therefore, the total square footage of the building is 54,475.

IECC employed an architect to determine the condition of the building and what, if any, corrections or updates would need to be made right away. There are several minor repairs/upgrades that need to be made, but overall the building has been maintained in very good condition. That report is included with this application.

Next, we had a Phase I environmental study done on the property. This environmental assessment found no issues with the property. That report is also included with this application.

In order to accept the property (at no cost to IECC) under The Local Government Transfer Act, IECC will need to use the property for the benefit of students and others. Possible uses include:

- Dual Credit Career & Technical Programs – The building has a welding lab, a construction technology lab, a greenhouse and a fully functional culinary arts kitchen.
- Additional Program Offerings – In addition to dual credit, the building could be used to expand some of our current programs, such as HVAC, Industrial Maintenance, Truck Driving and Workforce Education.
- Community Education Courses – The building offers opportunity to provide many community education courses.
- Miscellaneous – The City of Noble has inquired about using part of the building for a Senior Citizens Center, as their current center recently shut down. The building could also be used by the local community as a Community Center.

Scope of Work

To accept the property (building and lot) as a conveyance from West Richland Community School District # 2 pursuant to The Local Government Transfer Act.

Attachment #1 Project Budget

Check One: (LOCALLY FUNDED – other than Protection, Health and Safety – see below)

 X (Conveyance of Property)
 Remodeling

Project Name Conveyance of Building and Lot to IECC

	Budget Amounts	
	Donation	Updates to be done at a later date
Land	\$25,000	N/A
Site Development	-	N/A
Donated Building	\$50,000	-
Mechanical	-	\$125,000 Upgrade Lighting & HVAC
Electrical	-	-
General Conditions	-	\$75,000 ADA Compliance
Contingency (10%)	-	\$20,000
A/E Professional Fees	-	\$20,000
Total	\$75,000	\$240,000 All upgrades to be done at a later date

Approved by the Illinois Eastern Community Colleges Board of Trustees

Date July 15, 2014

Signed _____, Chairperson

_____, Secretary

Protection, Health, and Safety Project Name N/A

	Budget Amounts
Project Costs	
Contingency	
A/E Professional Fees	
Total	

Attachment #2 Funding Source

District/College Name Illinois Eastern Community Colleges No. 529

Project Name Conveyance of Building and Lot to IECC

Check the source(s) of funds:

Available fund balance _____ Fund name(s): _____
(including excess funds from
previously approved protection,
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 _____ Proposed Fiscal Year Source(s): _____

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

Donation/Conveyance X

Certification Page

	<u>Check if Applicable</u>
Budget Certification (see attachment, always required)	<u> X </u>
Structural Integrity Certification (see attachment, if applicable)	<u> </u>
Energy Conservation Certification (see attachment, if applicable)	<u> </u>
Feasibility Study Identifying Need of the Project (district generated document)	<u> </u>
Other District Documentation to Support the Justification of this Project	<u> </u>

We certify we have examined this application, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project.

Approved by the Illinois Eastern Community Colleges Board of Trustees

Date July 15, 2014

Signed _____, Chairperson

_____, Secretary

Square Footage Summary Attachment

District/College Name Illinois Eastern Community College District #529

Project Name Conveyance of Building and Lot to IECC

Identify the increased square footage associated with a new construction project or provide a detailed summary of the space affected by this project. If additional explanation is necessary, please include in the scope of work narrative.

	<u>Net Assignable Square Feet</u>		
	<u>(Use this column for new construction only)</u>	<u>(Use these columns for remodeling projects only)</u>	
	New Square Footage	Existing Square Footage	Remodeled Square Footage
Classrooms	<u>30,500</u>	<u> </u>	<u> </u>
Laboratories	<u>11,000</u>	<u> </u>	<u> </u>
Offices	<u>2,200</u>	<u> </u>	<u> </u>
Study	<u>-</u>	<u> </u>	<u> </u>
Special Use	<u>4,000</u>	<u> </u>	<u> </u>
Support	<u>-</u>	<u> </u>	<u> </u>
Other	<u>2,120</u>	<u> </u>	<u> </u>
Total NASF	<u>49,820</u>	<u> </u>	<u> </u>
Total Gross Square Feet (GSF)	<u>54,475</u>	<u> </u>	<u> </u>
Efficiency (NASF / GSF)*	<u>91</u> %	<u> </u> %	<u> </u> %

*Minimum acceptable efficiency is 70 percent.

Agenda Item #8E

Illinois Emergency Management Grant Agreement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2014
RE: Illinois Emergency Management Grant Agreement

The Illinois Emergency Management Agency established an Illinois School and Campus Safety Grant Program to fund a baseline security level at each eligible public elementary, secondary and post-secondary school in the state of Illinois. Applications for this grant were accepted through March 14, 2014, with \$25 million in funds awarded to support approved projects through this competitive grant program.

Illinois Eastern Community Colleges has been awarded \$20,524 for the purchase and installation of an Interoperable Communications Facility/Public Paging/Alerting System at Lincoln Trail College. This system will include one main connection with fifty-eight speakers strategically placed in classrooms and high traffic areas around campus.

The system will enhance the existing emergency alert system that provides text, email, and phone alerts and will allow for real-time voice announcements throughout the campus buildings and grounds, keeping students and staff informed of emergencies and of the appropriate actions needed to provide for the safest possible outcomes.

I ask for the Board's approval of the Illinois School and Campus Safety Grant agreement with the Illinois Emergency Management Agency.

TLB/rs

Attachment

SCHOOL AND CAMPUS SAFETY GRANT AGREEMENT

PART I - Notice of Grant Award to Illinois Eastern Comm. Colleges

This Grant Agreement is made and entered into by and between the Illinois Emergency Management Agency (Grantor), 2200 South Dirksen Parkway, Springfield, Illinois 62703, and Illinois Eastern Comm. Colleges (Grantee), 233 East Chestnut Street, Olney, Illinois 62450.

The purpose of this Grant is to fund designated safety improvements at eligible public elementary, secondary and post-secondary schools.

The Grantor hereby grants to the Grantee the amount not exceeding \$20,524.27 for the period from July 1, 2014, to June 30, 2015. The Grantee hereby agrees to use the funds provided under this Agreement for the purposes set forth herein and agrees to comply with all terms and conditions of this Agreement.

This Agreement, as written, is the full and complete agreement between the parties and that there are no oral agreements or understanding between the parties other than what has been reduced to writing herein.

PART II - Term

The term of this Agreement shall be from July 1, 2014, to June 30, 2015.

PART III - Scope of Work

The Grantee will utilize this funding as outlined in the Grantee's approved budget. The school and campus safety funds shall be used for costs related to the purchase and installation of physical security enhancement equipment, inspection and screening systems, information technology, and/or interoperable communications equipment for buildings where students are primarily taught in academic classes as specifically approved by the Grantor.

The Budget Detail Worksheet, provided in Attachment 1 and incorporated herein, outlines the scope of work for each approved project and the only approved costs for which the Grantee may seek reimbursement. No modifications to the approved budget will be authorized. The Grantor will only reimburse those expenditures that are specifically listed in the Budget Detail Worksheet.

Through this Agreement, the following project costs are eligible for reimbursement:

- (1) Cost of approved physical security, interoperable communications, information technology, and inspection/screening equipment and software;
- (2) Installation of approved equipment and software; and
- (3) Shipping.

Through this Agreement, the following project costs are ineligible for reimbursement:

- (1) Sales tax;
- (2) Extended warranties and maintenance contracts; and
- (3) Building renovation and construction.

PART IV - Compensation Amount

The total compensation and reimbursement payable by the Grantor to the Grantee shall not exceed the sum of \$20,524.27.

PART V - Terms and Conditions

NIMS COMPLIANCE: The Grantee shall remain compliant with the National Incident Management System throughout the performance period of the Agreement.

EMERGENCY OPERATIONS PLANS: The Grantee shall maintain a current emergency operations plan for the school district, university or community college that includes the facilities enhanced with grant funds.

LEASED BUILDINGS: If any of the buildings to be enhanced with funds under this Agreement are leased by the Grantee, the Grantee shall maintain a lease agreement on each such building that extends until at least July 1, 2024. If applicable, the Grantee shall submit a copy of the lease agreement(s) to the Grantor within 30 days of the effective date of this Agreement.

SPENDING LIMITATIONS: The Grantee shall comply with all applicable state statutes, regulations, executive orders, and other policies and requirements, including those of the Grantee, in carrying out any project supported by these funds. The Grantee shall follow all state and local procurement requirements in acquiring goods and services with these funds. The Grantee recognizes that laws, regulations, policies, and administrative practices may be modified from time to time and those modifications may affect project implementation. The Grantee agrees that the most recent requirements will apply during the performance period of this agreement.

FISCAL FUNDING: The Grantor's obligations hereunder shall cease immediately, without penalty or further payment being required, in any year for which the General Assembly of the State of Illinois fails to make an appropriation sufficient to pay such obligation. The Grantor shall give Grantee notice of such termination for funding as soon as practicable after Grantor becomes aware of the failure of funding. Grantee's obligation to perform work shall cease upon notice by Grantor of lack of appropriated funds.

METHOD OF COMPENSATION: The Grantee will submit to the Grantor a vendor invoice or computer generated report with description of costs in order to receive compensation through this Agreement, including serial number for any equipment item valued at \$100 or greater, physical location of these items, and certification of receipt and operational capability. The method of compensation shall be reimbursement in accordance with the invoice voucher procedures of the Office of the State of Illinois Comptroller. The Grantor may advance in one payment up to 50% of the funds to the Grantee for eligible expenditures, but only upon the Grantee's submission of bids, invoices or other similar documents showing the exact costs of the anticipated expenditures. The balance of funds paid by the Grantor will be the difference of the advance payment and final vendor invoices, and will be paid in one final payment upon the completion of all approved projects. The Grantee agrees to maintain appropriate records of actual costs incurred and to submit expenditure information to the Grantor in a timely manner, and in no event later than 30 days following the expiration of this Agreement. No costs eligible under this Agreement shall be incurred after June 30, 2015.

NON-SUPPLANTING REQUIREMENT: The Grantee agrees that funds received under this award will be used to supplement, but not supplant, state or local funds for the same purposes. Supplanting means using school safety grant funds to replace state or local funds that otherwise would have been spent on the project.

REPORTS: The Grantee shall submit a Project Implementation Worksheet, provided in Attachment 2, to the Grantor, within 30 days after September 30, December 31, and March 31, and June 30, describing the progress of each project and the expenditure of funds to date, including a list of specific outcomes with sequential milestones that will be accomplished by the Grantee. These outcome milestones will allow the Grantor to measure the progress of the Grantee in finishing each project. The Grantor may withhold or suspend the distribution of grant funds for failure to file the required reports.

ACCOUNTING REQUIREMENTS: The Grantee shall maintain effective control and accountability

over all funds, equipment, property, and other assets under this Agreement. The Grantee shall keep proper, complete, and accurate accounting records sufficient to permit the tracing of funds to ensure that expenditures are made in accordance with this Agreement. All records must be maintained for five years after submission of the final expenditure report; or if any litigation, claim or audit is started before the expiration of the five-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

AUDITS: The Grantee shall, as often as deemed necessary by the Grantor or any of its duly authorized representatives, permit the Grantor, the Auditor General, the Attorney General or any of their duly authorized representatives to have full access to and the right to examine any pertinent books, documents, papers and records of the Grantee involving transactions related to this Agreement for five years from the date of submission of the final Budget Detail Worksheet or until related audit findings have been resolved, whichever is later.

HISTORIC RESOURCES PRESERVATION (HRP): The Grantee shall not undertake any project that includes exterior door replacement on a building that is 50 years old or greater without the separate written approval of the Grantor. In such cases, the Grantor must comply with all conditions placed on the project as a result of the Illinois Historic Preservation Agency's obligations under 20 ILCS 3420/4. Any door replacement activities at such buildings that have been initiated without the necessary HRP approval will result in a non-compliance finding and will not be eligible for grant funding.

MODIFICATION AND AMENDMENT OF THE GRANT: This Agreement is subject to revision as follows:

- A. Modifications may be required because of changes in state laws, regulations, or grant guidance as determined by the Grantor. Any such required modification shall be incorporated into and will be part of this Agreement. The Grantor shall notify the Grantee of any pending implementation of or proposed amendment to such regulations before a modification is made to the Agreement.
- B. Modifications may only be made upon written agreement of both Grantor and Grantee.

TERMINATION FOR CONVENIENCE: This Agreement may be terminated in whole or in part by the Grantor for its convenience, provided that, prior to termination, the Grantee is given: 1) not less than ten (10) calendar days written notice by certified mail, return receipt requested, of the Grantor's intent to terminate, and 2) an opportunity for consultation with the Grantor prior to termination. In the event of partial or complete termination of this Agreement pursuant to this paragraph, an equitable adjustment of costs shall be paid to the Grantee for expenses incurred under this Agreement prior to termination

TERMINATION FOR BREACH OR OTHER CAUSE: The Grantor may terminate this Agreement without penalty to the Grantor or further payment required in the event of:

- A. Any breach of this Agreement that, if it is, susceptible of being cured, is not cured within 15 calendar days after receipt of the Grantor's notice of breach to the Grantee.
- B. Material misrepresentation or falsification of any information provided by the Grantee in the course of any dealing between the parties or between the Grantee and any State Agency.

SEVERABILITY CLAUSE: If any provision under the Agreement or its application to any person of circumstance is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or its application of the Agreement which can be given effect without the invalid provision or application.

LIABILITY: The Grantor assumes no liability for actions of the Grantee under this Agreement, including, but not limited to, the negligent acts and omissions of Grantee's agents, employees, and subcontractors in their performance of the Grantee's duties as described under this Agreement. In

addition, the Grantor makes no representations, or warranties, expressed or implied, as to fitness for use, condition of, or suitability of said equipment purchased pursuant to this Agreement, except as those representations are made by the manufacturer of said equipment. As to nature and condition of said equipment, in the use of said equipment, the Grantee agrees to hold the Grantor harmless for any defects or misapplications. To the extent allowed by law, the Grantee agrees to hold harmless the Grantor against any and all liability, loss, damage, cost or expenses, including attorney's fees, arising from the intentional torts, negligence, or breach of the Agreement by the Grantee, with the exception of acts performed in conformance with an explicit, written directive of the Grantor.

RECAPTURE OF FUNDS: The Grantee shall return to the Grantor all state grant funds that are not expended, misspent, or received from the Grantor in error. The Grantee agrees that all funds remaining at the expiration of the period of time the funds are available for expenditure or obligation by the Grantee shall be returned to the Grantor within 45 days, if applicable. The Grantor may recapture those funds in accordance with the Illinois Grant Funds Recovery Act, and any other applicable state laws and regulations. The Grantee's failure to comply with any one of the terms of this Agreement shall be cause for the Grantor to seek recovery of all or part of the grant proceeds.

FEIN: Under penalties of perjury, the Grantee certifies that 370906196 is its correct Federal Taxpayer Identification Number and that IRS Instructions have been provided for proper completion of this certification.

CERTIFICATION: The Grantee certifies under oath that all information in the Agreement is true and correct to the best of the Grantee's knowledge, information, and belief; that the funds shall be used only for the purposes described in the Agreement; and that the award of grant funds is conditioned upon such certification.

PART VI – Other Requirements

CONFLICT OF INTEREST: The Grantee certifies that it will establish safeguards to prohibit employees, contractors, and subcontractors from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. The Grantee assures that no official or employee of the Grantee who is authorized in the Grantee's official capacity to negotiate, make, accept, or approve, or to take part in such decisions regarding a contract for acquisition/development of property in connection with this agreement, shall have any financial or other personal interest in any such contract for the acquisition/development.

PROHIBITED POLITICAL ACTIVITY: The Grantee and employees of the Grantee shall not knowingly use grant funds, or goods or services purchased with grant funds, to engage, either directly or indirectly, in a prohibited political activity as that term is defined in the State Officials and Employees Ethics Act.

ANTI-BRIBERY: The Grantee certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor has any official, agent, or employee of the Grantee committed bribery or attempted bribery on behalf of the Grantee and pursuant to the direction or authorization of a responsible official of the Grantee.

BIDDING: The Grantee hereby certifies that it has not been barred from bidding on or receiving State or local government contracts as a result of illegal bid rigging or bid rotating as defined in the Criminal Code of 2012 (720 ILCS 5/33E-3 and 33E-4).

DRUG FREE CERTIFICATION: This certification is required by the Drug Free Workplace Act (30 ILCS 580). No grantee shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee has certified to the State that the grantee will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contractor or grant and debarment of contracting or grant opportunities

with the State for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The Grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the Grantee's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (A) Abide by the terms of the statement; and
 - (B) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the Grantee's policy of maintaining a drug free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the Grantor within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by section 5 of the Drug Free Workplace Act.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Grantor: IL Emergency Management Agency

Grantee: Illinois Eastern Comm. Colleges

By: _____
Jonathon E. Monken, Director

By: _____
Dr. Andrew Fischer, Chairman of the Board

DATE: _____

DATE: _____

By: _____
Lisa Desai, Assistant to the Director

Budget Detail Worksheet - Attachment 1

Item	Qty	Unit Cost	Total Cost	Comp. Date	Funded Amt.
Project: Joy Steel Williams Hall					
Interoperable Communications Facility/Public Safety Paging/Alerting System This system includes one main connection and 58 speakers to be strategically placed in classrooms and high traffic areas.	1	\$30,000.00	\$30,000.00	12/31/2014	<i>\$20,524.27</i>
					\$20,524.27

Agenda Item #8F

TIF Extension for City of Fairfield

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2014
RE: Extension of Termination Date of Fairfield TIF District

The existing Central Area Tax Increment Finance District (Fairfield TIF #1) is set to expire in 2015. The City of Fairfield has asked that the Board of Trustees approve a 12 year extension to have a termination date of 2027 which provides a total term of 35 years.

According to Fairfield Mayor Chuck Griswold all other taxing bodies within the TIF District that have been contacted have given tentative approval of the extension of the termination date.

I ask the Board's approval of this extension of the Central Area Tax Increment Finance District (Fairfield TIF #1) termination date.

TLB/rs

Attachment

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE EXTENSION OF THE TERMINATION DATE
FOR THE CITY OF FAIRFIELD, ILLINOIS TAX INCREMENT FINANCING**

CENTRAL AREA TAX INCREMENT FINANCE DISTRICT (Fairfield TIF #1)

WHEREAS, the City of Fairfield, Illinois (City) has made it known to the **Illinois Eastern Community College District**, of its intention of seeking an extension of the termination date of its Central Area Tax Increment Finance District (Fairfield TIF #1) by a legislative enactment of the General Assembly of the State of Illinois; and

WHEREAS, the District was initially approved for a twenty-three year period and is set to expire in 2015, and the City of Fairfield has requested that the District receive a twelve year extension so that the District will expire in 2027 for a total of 35 years; and

WHEREAS, this public taxing authority finds that extension of the termination date of the City's Central Area Tax Increment Finance District (Fairfield TIF #1) serves the economic interest of all local taxing authorities and the entire community by stimulating economic development;

NOW, THEREFORE, BE IT RESOLVED by the Illinois Eastern Community College District as follows:

The Illinois Eastern Community College District hereby approves the extension of the termination date of the Fairfield Illinois Central Area Tax increment Finance District (Fairfield TIF #1) from its current termination date of 2015 after twenty-three years of existence to extend that existence to 2027 for a total of thirty-five years.

PASSED this _____ day of _____, 2014.

Illinois Eastern Community College District

By: _____
Board Chairman

Attest:

Board Secretary

Agenda Item #8G

**Affiliation Agreement with the Office of Dr. Rachel Winters
Electronic Medical Records – LTC**

Agenda Item #8G

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2014
RE: Affiliation Agreement with the Office of Dr. Rachel Winters

IECC wishes to enter into an affiliation agreement with the Office of Dr. Rachel Winters, located in Lawrenceville, Illinois.

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

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 12 day of May, 2014, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Electronic Medical Records (EMR) Program (hereinafter referred to as LTC) and Dr. Rachel Winters, Lawrenceville, IL. (hereinafter referred to as AGENCY).
[Insert: Agency, City, and State Above]

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for practice by students of the EMR Program for the COLLEGE and

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2014.

AGENCY

LINCOLN TRAIL COLLEGE

Medical Services Director

Electronic Medical Records
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

Agenda Item #8H

**Affiliation Agreement – The Dermatology Clinic
Medical Office Careers – OCC**

Agenda Item #8H

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2014
RE: Affiliation Agreement with The Dermatology Clinic

IECC wishes to enter into an affiliation agreement with The Dermatology Clinic, located in Vincennes, Indiana.

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

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

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
OLNEY CENTRAL COLLEGE
MEDICAL OFFICE CAREERS PROGRAMS**

AGENCY AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Careers Programs. (Hereinafter referred to as OLNEY CENTRAL COLLEGE) and THE DERMATOLOGY CLINIC (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

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

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

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

5. If a physical exam or TB test is required, these will be scheduled at the expense of the student.

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

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

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

8. An annual review of the agreement may be made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar

year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Careers Programs and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

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

AGENCY

The Dermatology Clinic
Dr. Morris
Vincennes, IN

OLNEY CENTRAL COLLEGE

Chair, IECC Board of Trustees

President, Olney Central College

Dean, Olney Central College

Administrator, Hospital or Agency

Internship Program Coordinator

Chief Executive Officer,
Illinois Eastern Community Colleges

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

September 4, 2008

Agenda Item #8I

Affiliation Agreement – Paris Community Hospital

Certified Medical Assistant Program – LTC

Agenda Item #8I

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2014
RE: Affiliation Agreement with Paris Community Hospital

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

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

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 28th day of May, 2014, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Paris Community Hospital, Paris, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the medical assistant students of LTC for the desired purpose,

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2014.

AGENCY

LINCOLN TRAIL COLLEGE

Medical Services Director

Certified Medical Assistant
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

**TREASURER'S REPORT
June 30, 2014**

FUND	BALANCE
Educational	\$4,726,291.37
Operations & Maintenance	\$1,041,626.47
Operations & Maintenance (Restricted)	\$386,547.06
Bond & Interest	\$433,963.13
Auxiliary	\$432,596.58
Restricted Purposes	\$5,338.86
Working Cash	\$190,191.52
Trust & Agency	\$389,708.33
Audit	(\$9,310.46)
Liability, Protection & Settlement	\$619,912.18
TOTAL ALL FUNDS	\$8,216,865.04

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
June 30, 2014

(Prior to the accrual run and year-end adjusting journal entries)

	ALL FUNDS
	Fiscal Year 2014
ASSETS:	
CASH	8,216,865
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	22,590,000
RECEIVABLES	3,354,157
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	692,699
OTHER ASSETS	1,030,518
TOTAL ASSETS AND OTHER DEBITS:	35,918,639
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	232,324
ACCOUNTS PAYABLE	-
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	2,783,874
OTHER LIABILITIES	704,284
TOTAL LIABILITIES:	3,720,482
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	3,199,772
PR YR BDGTD CHANGE TO FUND BALANCE	10,432
 FUND BALANCES:	
FUND BALANCE	28,187,314
RESERVE FOR ENCUMBRANCES	800,639
TOTAL EQUITY AND OTHER CREDITS	32,198,157
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 35,918,639

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF June 30, 2014

(Prior to the accrual run and year-end adjusting journal entries)

ALL FUNDS

FY 2014
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	6,606,123
STATE GOVT SOURCES	9,521,863
STUDENT TUITION & FEES	14,405,525
SALES & SERVICE FEES	3,120,353
FACILITIES REVENUE	5,978
INVESTMENT REVENUE	187,304
OTHER REVENUES	400,130
TOTAL REVENUES:	34,247,276

EXPENDITURES:

INSTRUCTION	11,899,776
ACADEMIC SUPPORT	484,807
STUDENT SERVICES	1,765,096
PUBLIC SERV/CONT ED	64,074
OPER & MAINT PLANT	2,703,331
INSTITUTIONAL SUPPORT	9,234,513
SCH/STUDENT GRNT/WAIVERS	7,385,885
AUXILIARY SERVICES	4,658,686
TOTAL EXPENDITURES:	38,196,168

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	-3,948,892
-------------------------------------	------------

Illinois Eastern Community Colleges
Operating Fund Analysis
CASH BASIS
July 1, 2013 -- June 30, 2014

REVENUES:	Education Fund	O & M Fund	Total Operating Funds
Local Government Sources	2,708,296	1,150,582	3,858,878
State Government Sources - Current Year	7,542,258	1,964,763	9,507,021
State Government Sources - Prior Year	4,562,972	-	4,562,972
Net Tuition and Fees	6,657,939	-	6,657,939
Sales & Service Fees	36,995	-	36,995
Facilities Revenue	-	5,133	5,133
Investment Revenue	107,655	27,781	135,436
Other Revenues	252,692	23,686	276,378
TOTAL REVENUES:	<u>21,868,807</u>	<u>3,171,945</u>	<u>25,040,752</u>
EXPENDITURES:			
Salaries	14,736,096	832,046	15,568,142
Employee Benefits	2,226,503	192,231	2,418,734
Contractual Services	542,372	300,024	842,396
Materials	1,448,913	224,738	1,673,651
Travel & Staff Development	274,845	7,083	281,928
Fixed Charges	136,677	56,573	193,250
Utilities	74,922	970,157	1,045,079
Capital Outlay	129,023	72,519	201,542
Other	153,889	3,047	156,936
TOTAL EXPENDITURES:	<u>19,723,240</u>	<u>2,658,418</u>	<u>22,381,658</u>
TRANSFERS :			
Interfund Transfers	<u>(1,187,387)</u>	<u> </u>	<u>(1,187,387)</u>
TOTAL TRANSFERS:	<u>(1,187,387)</u>	<u> </u>	<u>(1,187,387)</u>
NET INCREASE/DECREASE IN NET ASSETS	<u> 958,180</u>	<u> 513,527</u>	<u> 1,471,707</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: July 10, 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, 400.4 and 400.5 will be mailed under separate cover.

INDEX

- 400.2. Employment of Personnel**
- 400.3. Change in Status**
- 400.4. Special Assignments (Attachment)**
- 400.5. Approval of Proposed Non-College Employment (External Report)**
- 400.6. Resignation Ratification**

PERSONNEL REPORT

400.1. Employment of Personnel

B. Faculty

1. Michael Woods, Instructor, Workforce Education, effective August 1, 2014

C. Professional Non-Faculty

1. Megan Scott, Assistant Dean of Student Services, LTC, effective July 31, 2014
2. Kristin Selph, Retention Coordinator, LTC, effective July 17, 2014

D. Classified

1. Katherine Fehrenbacher, Program Advisor, ETS, DO, effective July 28, 2014
2. Robert Tennyson, Library Assistant, FCC, effective July 17, 2014
3. Cynthia Westendorf, Help Desk/Computer Technician, DO, effective July 17, 2014

400.2. Change in Status

A. Administrative

1. Jervaise McDaniel, Associate Dean of Adult & Continuing Education, FCC, to Associate Dean of Outreach, DO, effective September 1, 2014

B. Professional/Non-Faculty

1. Marsha Humphrey, Coordinator of the Academic Assistance Center, WVC, to Director of the Learning Skills Center, WVC, effective July 16, 2014

C. Classified

1. Leslie Slankard, Program Advisor, ETS, DO, to Transition/Data Technician, FCC (OCC), effective July 28, 2014

400.3. Special Assignments (Attachment)

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

400.5. Resignation Ratification

C. Professional Non-Faculty

2. Mark Elliott, Coordinator of Instructional Services, FCC, effective June 20, 2014
3. Adam Porter, Broadcast Services Specialist, WVC, effective July 12, 2014

**Special Assignment
Lincoln Trail College**

Athletic

11. Kristin Selph

Assistant Volleyball Coach

Recommended

2014-15

\$2,000

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 - LTC	PHS	\$150,700								
Flooring Replacement	PHS	\$107,200								
Asbestos Abatement - WVC	PHS - C/O	\$55,200								
GRAND TOTAL		\$2,211,000	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

6/30/2014