

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

May 16, 2017



Location:

**Frontier Community College
2 Frontier Drive
Fairfield, Illinois 62837**

**Dinner – 6:00 p.m. – Bob Boyles Hall
Meeting – 7:00 p.m. - Bob Boyles Hall**

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**

May 16, 2017

7:00 p.m.

**Frontier Community College
Bob Boyles Hall**

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. 100.35 Fraud Reporting and Protection
 - B. 200.2 Appropriate Use of Information Technology Resources
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Filling Board Vacancy Bruce
 - B. 2017 Distance Delivery Education Plan Cantwell
 - C. Ladder/Certificate Program Fee Removal Cantwell
 - D. 2017 Student Satisfaction Survey Results Cantwell
 - E. IECC Meal Plan Program Browning
 - F. Testing Fees Changes and Additions Bruce
 - G. Dual Credit Agreement between IECC and District High Schools Bruce
 - H. Affiliation Agreements Bruce
 - Imburgia, Dominic Dr Cons. Comm. Medical Center Family Practice - Certified Medical Asst.
 - Evansville Multi Specialty Clinic - Certified Medical Assistant
 - Union Health/UAP - Certified Medical Assistant
 - Valley Professionals Community Health Center - Certified Medical Assistant
 - Heritage Health: Therapy & Senior Care - Electronic Medical Records
 - Bertram's Pharmacy - Pharmacy Technician
 - Carle Richland Memorial Hospital - Pharmacy Technician
 - Harmon's - Pharmacy Technician
 - Wal-Mart Pharmacy - Robinson - Pharmacy Technician
 - Salem Township Hospital - Pharmacy Technician

9. Bid Committee Report..... Bruce
A. None
10. District Finance
A. Financial Report Browning
B. Approval of Financial Obligations Browning
11. Chief Executive Officer’s Report..... Bruce
12. Executive Session..... Bruce
13. Approval of Executive Session Minutes
A. Written Executive Session Minutes..... Bruce
B. Audio Executive Session Minutes Bruce
14. Approval of Personnel Report..... Bruce
15. Collective Bargaining..... Bruce
16. Litigation Bruce
17. Other Items
18. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Science Building Room 61, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, April 18, 2017.

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

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

John D. Brooks, Gary Carter, Brenda K. Culver, G. Andrew Fischer, Al Henager, Jan Ridgely. 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.

Jay Edgren, President of Frontier Community College

Matt Fowler, President of Wabash Valley College.

Ryan Gower, President of Lincoln Trail College.

Rodney Ranes, President of Olney Central College.

Roger Browning, Chief Finance Officer/Treasurer.

Tara Buerster, Director of Human Resources.

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

Robert Conn, Dean, Wabash Valley College.

Renee Smith, Executive Assistant to CEO and Secretary to the Board.

Michael Thomas, Dean of Workforce Education.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held Tuesday, March 21, 2017 were presented for disposition.

Board Action to Approve Minutes: Trustee Jan Ridgely made a motion to approve minutes of the foregoing meeting as prepared. Trustee John Brooks seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” A voice vote was taken and the Chair declared the “Ayes” have it and the motion carried.

AGENDA #3 – “Resolution of Results of April 4, 2017 Election” – Trustee John Brooks made a motion to approve the following Resolution Declaring Election Results of the April 4, 2017 Election and declaring that Brenda Culver and Gary Carter were duly elected to serve full six year terms as trustees and Jan Ridgely was duly elected to serve the remaining 4 years of a six year term as trustee. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

RESOLUTION DECLARING ELECTION RESULTS

The Board of Trustees of Illinois Eastern Community College District #529 hereby states that:

WHEREAS on April 4, 2017, an election was held for the purpose of electing three members to the Board of Trustees in the counties or portions of counties within Illinois Eastern Community College District #529, namely the

counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne, and White, and;

WHEREAS Alice Mullinax, Richland County Clerk and Recorder, is the Election Authority for Illinois Eastern Community College District #529, and has certified the official ballot for the office of trustee and candidates for that office and;

WHEREAS Alice Mullinax, will certify the official election results and will provide a tabulation of the votes cast in the various counties and precincts within Illinois Eastern Community College District #529 at the election held on April 4, and;

WHEREAS Alice Mullinax, in her tabulation of votes cast will include all available valid and counted election day ballots, absentee ballots, early voting ballots, grace period ballots, and provisional ballots, and;

WHEREAS Alice Mullinax will certify that the following votes were tabulated for a full six year term:

Brenda Culver	8,749
Gary Carter	8,896

and;

WHEREAS Alice Mullinax will certify that the following votes were tabulated for the remaining 4 years of a 6 year term:

Jan Ridgely	11,564
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and;

WHEREAS Alice Mullinax will certify that Brenda Culver and Gary Carter were elected as trustees to serve a full term and;

WHEREAS Alice Mullinax will certify that Jan Ridgely was elected as trustee to serve the remaining 4 years of a six year term and;

WHEREAS the Board of Trustees of Community College District #529 takes notice that due to election laws, there can be no official certification of election results until 14 days following the election or April 18, 2017, and that, Alice Mullinax is unable to officially certify the results before April 18, 2017 and that the official certification of votes has not yet occurred, the Board finds that the unofficial results as provided indicate the actual individuals elected to the Board of Trustees and;

THEREFORE the Board of Trustees of Community College District #529 hereby accepts the unofficial results of the April 4, 2017 election as provided by Alice Mullinax, Richland County Clerk and Recorder, and Election Authority, and further declares that Brenda Culver and Gary Carter were duly elected to serve full terms as trustees and that Jan Ridgely was duly elected to serve the remaining 4 years of a full term as trustee.

[The Board Secretary reports that on April 28, 2017 final vote totals received from Richland County Clerk Alice Mullinax were certified as Brenda Culver – 8,752 votes; Gary Carter – 8,899 votes; and Jan Ridgely – 11,568 votes.]

AGENDA #4 – “Adjournment of Board – Sine Die” – There being no further business to be transacted by the current Board, Trustee Al Henager made a motion that the current Board of Trustees stand adjourned sine die. 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, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried and the current Board adjourned sine die.

CEO Assumes Chair: Terry L. Bruce, Chief Executive Officer, assumed the Chair for purposes of organization of the new Board of Trustees.

AGENDA #5 – “Organization of New Board” – The Board of Trustees organized as follows:

#5-A. Appointment of Temporary Secretary: Without objection, the Chair appointed Renee Smith to act as Temporary Secretary during organization of the new Board.

#5-B. Oath of Office and Seating of Trustees Elected April 4, 2017: The oath of office was administered to Trustees Brenda Culver, Gary Carter, and Jan Ridgely and they were duly seated, after subscribing to the following oath:

"I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Trustee, Illinois Eastern Community College District #529, to the best of my ability."

The oath of office was also administered to Miss Madison Martin, a student at Wabash Valley College, and she was seated as student member of the Board of Trustees for the coming year, succeeding Mr. Gideon Raley.

#5-C. Roll Call: The Chair directed roll call of the new Board. The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present:

John D. Brooks, Gary Carter, Brenda K. Culver, G. Andrew Fischer, Alan Henager, Jan Ridgely. Also present was Madison Martin, 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.

#5-D. Election of Chairman: The Chair asked for nominations for Chairman. Trustee Gary Carter nominated G. Andrew Fischer to be Chairman of the Board of Trustees until the next reorganization meeting. Trustee Jan Ridgely seconded the motion. The Chair asked if there were additional nominations. There being none, Trustee John Brooks made a motion to close nominations and elect G. Andrew Fischer Chairman by acclamation. Trustee Brenda Culver seconded the motion and CEO Terry Bruce acting as Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." A voice vote was taken and the Chair declared the "Ayes" have it and the motion carried.

#5-E. Election of Vice-Chairman: The Chair asked for nominations for Vice-Chairman. Trustee Al Henager nominated Brenda Culver to be Vice-Chairman of the Board of Trustees until the next reorganization meeting. Trustee Jan Ridgely seconded the motion. The Chair asked if there were additional nominations. There being none, Trustee John Brooks made a motion to close nominations and elect Brenda Culver Vice Chairman by acclamation. Trustee Gary Carter seconded the motion and CEO Terry Bruce acting as Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." A voice vote was taken and the Chair declared the "Ayes" have it and the motion carried.

#5-F. Election of Board Secretary: The Chair asked for nominations for Board Secretary. Trustee Gary Carter nominated Renee Smith to be Secretary of the Board of Trustees until the next reorganization meeting. Trustee Jan Ridgely seconded the motion. The Chair asked if there were additional nominations. There being none, Student Trustee Madison Martin made a motion to close nominations and elect Renee Smith Board Secretary by acclamation. Trustee Al Henager seconded the motion and CEO Terry Bruce acting as Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." A voice vote was taken and the Chair declared the "Ayes" have it and the motion carried.

G. Andrew Fischer Assumes Chair: Chairman G. Andrew Fischer assumed the Chair.

#5-G. Appointment of Secretary Pro Tempore: The Chair asked for nominations for Secretary Pro Tempore. Trustee Brenda Culver nominated Gary Carter to be Secretary Pro Tempore of the Board of Trustees until the next reorganization meeting. The Chair asked if there were additional nominations. There being none, Trustee Jan Ridgely made a motion to close nominations and elect Gary Carter Secretary Pro Tempore by acclamation. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." A voice vote was taken and the Chair declared the "Ayes" have it and the motion carried.

#5-H. Appointment of District Treasurer: The Chair asked for nominations for District Treasurer. Trustee Jan Ridgely nominated Roger Browning to be District Treasurer until the next reorganization meeting. Trustee Gary Carter seconded the motion. The Chair asked if there were additional nominations. There being none, Trustee Al Henager made a motion to close nominations and elect Roger Browning District Treasurer by acclamation. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." A voice vote was taken and the Chair declared the "Ayes" have it and the motion carried.

#5-I. Appointment of Ethics Officer: Trustee Brenda Culver nominated Renee Smith, Board Secretary, to be appointed as Ethics Officer for the Board, and for the District, pursuant to statute. She shall serve until her successor is

appointed and qualified. The Chair asked if there were additional nominations. There being none, Trustee Al Henager made a motion to close nominations and appoint Renee Smith Ethics Officer for the Board and for the District by acclamation. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” A voice vote was taken and the Chair declared the “Ayes” have it and the motion carried.

#5-J. Resolution for Adoption of Rules, Regulations, Policies and Actions of Prior Boards: The CEO recommended adoption of the following resolution.

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community College District No. 529, State of Illinois, that all rules, regulations, policies, and actions of prior Boards of Trustees of this community college district are hereby adopted in full, including any changes and revisions.

Procedures: The Board agrees to follow past practices and procedures. The Secretary shall rotate the order of calling upon Board members to cast votes on each roll call vote. Explanation of votes is not allowed during the taking of a roll call vote. *Roberts Rules of Order* will be followed for general procedural guidelines, but will not be adopted. When voice votes are taken, any trustee may ask for a roll call vote on that issue.

Board Action: Trustee Brenda Culver made a motion to adopt the foregoing Resolution for Adoption of Rules, Regulations, Policies and Actions of Prior Boards as recommended. Student Trustee Madison Martin seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. Student Advisory vote: Yea. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#5-K. Resolution for Time and Place of Board Meetings: The CEO recommended adoption of the following resolution for Time and Place of Board Meetings.

RESOLUTION

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2017:

Tuesday, May 16, 2017, 7 p.m., Frontier Community College
Tuesday, June 20, 2017, 7 p.m., Lincoln Trail College
Tuesday, July 18, 2017, 7 p.m., Olney Central College
Tuesday, August 15, 2017, 7 p.m., Wabash Valley College
Tuesday, September 19, 2017, 7 p.m., Frontier Community College
Tuesday, October 17, 2017, 7 p.m., Lincoln Trail College
Tuesday, November 21, 2017, 7 p.m., Olney Central College
Tuesday, December 12, 2017, 7 p.m., Wabash Valley College

Board Action: Trustee Gary Carter made a motion to approve the foregoing Resolution for Time and Place of Board Meetings as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. Student Advisory vote: Yea. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #6 – “Recognition of Visitors & Guests” –

#6-A. Visitors & Guests: Visitors & guests present were recognized, including several staff members.

#6-B. IECEA Representative: None present.

AGENDA #7 – “Public Comment” – None.

AGENDA #8 – “Reports” –

#8-A. Report from Trustees: None.

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

#8-C. Report from Cabinet: None.

AGENDA #9 – “Policy First Readings (and Possible Approval)” –

#9-A. 400.19 Drug-Free Workplace Policy:

Recommendation: The CEO recommended that second reading be waived and that the following policy be adopted.

HUMAN RESOURCES - 400

Drug-Free Workplace Policy (400.19)

Date Adopted: November 20, 1990

Revised: April 18, 2017 (pending Board approval)

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~~, a controlled substance and the abuse of legal drugs and/or alcohol while on IECC owned or supervised property, and while on IECC business. 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~~ IECC will report such convictions to the federal ~~government~~ agency with whom IECC has contracted or from whom IECC has received the grant 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., § 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 Action: Trustee Gary Carter made a motion to waive second reading and adopt the Drug-Free Workplace Policy (400.19) as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

John Brooks, Gary Carter, Brenda. Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. Student advisory vote: Yea. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-B. 400.21 Military Leave Policy:

Recommendation: The CEO recommended that second reading be waived and that the following policy be adopted.

HUMAN RESOURCES – 400

Military Leave (400.21)

Date Adopted: May 20, 1997

Revised: February 21, 2006

Revised: April 18, 2017 (pending Board approval)

Employee Military Leave

In accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Illinois Veterans Service Men's Employment Tenure Act 330 ILCS 60/1, and the Military Leave Act 5 ILCS 325/1, employees shall be granted military leaves of absence for the performance of duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty.

Employees are required to provide advance notice, either in writing or orally, to their supervisor as soon as possible so that work schedules may be arranged consistent with operating needs. This requirement shall be excused for military necessity, which prevents employees from giving notice or circumstances whereby it is impossible or unreasonable for employees to provide notice.

Employees on military leave are entitled to group insurance coverage as provided by the Board of Trustees. Employees who elect dependent insurance coverage must make arrangements for payment of premiums while on unpaid leave.

Employees on military leave will continue to accrue seniority and other benefits (e.g., vacation) while on leave.

Employees on military leave are also entitled to salary continuation under the following circumstances:

1. Annual training leave: employee receives his or her regular compensation from employer.
2. Basic training leave: employee is entitled to receive compensation equal to the difference between his or her military pay and regular compensation from employer, provided military pay is less than his or her regular compensation.
3. Special or advanced training leave: employee is entitled to receive, for up to 60 days of such training, the difference between his or her military pay and regular compensation, provided military pay is less than his or her regular compensation.
4. Active Duty: any employee who is a member of any reserve component of the United States Armed Services, including the Illinois National Guard or Illinois State Militia, and who is mobilized to active duty shall continue during the period of active duty to receive his or her compensation equal to the difference between his or her military pay and regular compensation from employer, provided military pay is less than his or her regular compensation.

Employees may elect to receive payment for vacation days in accordance with Board policy.

Employees may elect to continue contributions at their own expense to pension plans during unpaid military leave or to make up missed contributions over the lesser of five years or three times the length of the military service.

Upon satisfactory completion of military service and timely notice of intent to return to work, employees shall have reemployment rights applicable under state and federal law.

The above section is not applicable to temporary full-time or part-time employees who have brief or non-recurrent positions and who have no reasonable expectation that their employment will continue indefinitely or for a significant period of time.

Family Military Leave

In accordance with the Family Military Leave Act (Public Act 094-0589), employees shall be granted family military leave if they are the spouse, ~~or~~ parent, child or grandparent of a person called to military service lasting longer than 30 days with the State or United States pursuant to the orders of the Governor or the President of the United States. To qualify for family military leave an employee must have worked for the District for at least 12 months and worked at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

Employees who qualify for family military leave shall be allowed to take up to 30 days of unpaid family military leave during the time that Federal or State deployment orders are in effect, subject to the conditions set forth in this policy.

An employee may not take family military leave as provided in this policy until he or she has exhausted all accrued vacation, floating holiday, personal, compensatory time and any other paid leave that may be granted to the employee, except sick leave and disability leave.

Employees shall give at least 14 days notice of the intended date upon which the family military leave will commence if leave will consist of 5 or more consecutive work days. When able, the employee shall consult with their supervisor to schedule the leave so as to not unduly disrupt the operation of the District. Employees who take family military leave for less than 5 consecutive days shall give their supervisor advanced notice as is practicable. The District may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

Any employee who takes family military leave, upon expiration of the leave, shall be entitled to be restored to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment. This section does not apply if the District proves that the employee was not restored as provided in this section because of conditions unrelated to the employee's exercise of rights under this policy.

During any family military leave taken under this policy, the District shall make it possible for the employee to continue their benefits at the employee's expense. The employee will not accrue paid leave time during family military leave.

Board Action: Trustee Al Henager made a motion to waive second reading and adopt the Military Leave Policy (400.21) as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

John Brooks, Gary Carter, Brenda. Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. Student advisory vote: Yea. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-C. 400.26 Victims Economic Security & Safety Act Policy:

Recommendation: The CEO recommended that second reading be waived and that the following policy be adopted.

HUMAN RESOURCES - 400

Victims Economic Security and Safety Act (VESSA) Policy (400.26)

Date Adopted: January 20, 2009

Revised: April 18, 2017 (pending Board approval)

In accordance with the Illinois Victims Economic Security and Safety Act (VESSA), leave shall be granted to an employee who is a victim of domestic or sexual violence or who has a family or household member who is a victim.

Employee Entitlement

All employees may take up to twelve weeks of unpaid VESSA leave during a twelve-month period. ~~VESSA leave shall be granted to enable employees who are victims of domestic or sexual violence to maintain financial independence necessary to leave abusive situations and to protect civil and economic rights or employees who are victims of domestic or sexual violence and employees with a family or household member who is a victim.~~ An employee may take VESSA leave to:

1. Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member;
2. Obtain victim services for the employee or employee's family or household member;
3. Obtain psychological or other counseling for the employee or the employee's family or household member;

4. Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
5. Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

Employee Eligibility

To be eligible for VESSA benefits, an employee must:

- 1) currently be an employee in active status;
- 2) be a victim of domestic or sexual violence or have a family or household member (defined as spouse, parent, son, daughter and persons jointly residing in the same household) as a victim.

Application Procedures

Employees should complete the “employee” portion of the VESSA Leave Form and submit to Human Resources. The Director of Human Resources will complete the rest of the form and return a copy of the form to the employee.

Certification

Certification may be requested by the Director of Human Resources to verify eligibility for VESSA leave taken for reasons other than medical. The certification documentation may be in the form of (1) sworn statement of an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy, or other professionals from whom the employee or the employee’s family or household member has sought assistance; and (2) a police or court record or other collaborating evidence. Such certification shall be submitted to Human Resources to determine the acceptability of the certification provided. Any expenses associated with obtaining the certification shall be the responsibility of the employee. The Director of Human Resources may require an employee to obtain subsequent recertifications on a reasonable basis.

FMLA medical certification issued by the employee’s or household member’s health care provider shall be required to support a request for unpaid VESSA leave for a serious health condition in accordance with the District’s Family and Medical Leave policy.

Use of Paid and Unpaid Leave

Employees have the option to take VESSA leave with or without pay. An employee may request to apply accrued vacation, personal, floating holiday, personal emergency or sick leave (sick leave may only be used for the employee’s medical reasons) during the twelve-week period. Any portion of the twelve-week period to which accrued leave is not applied shall be without pay.

Return from VESSA Leave

An employee who has been absent for VESSA leave shall be restored to the position of employment held by the employee when the leave commenced; or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. An employee on leave may be required to report periodically to Human Resources on his or her status and intention to return to work. If an employee does not return to work at the end of the leave, they will be considered to have voluntarily resigned from their position with the District.

Effect of VESSA Leave Under the Family and Medical Leave Act (FMLA)

This Act does not create a right for the employee to take a leave that exceeds the leave time allowed under, or in addition to, the leave time permitted by the Family and Medical Leave Act. For employees on VESSA leave who are also eligible for FMLA leave, VESSA leave time is not in addition to the twelve-week FMLA entitlement when the reason for VESSA leave also qualifies under FMLA, but depletes the twelve-week FMLA entitlement when used. An employee who may have exhausted all available leave under FMLA for a purpose other than that, which is available under VESSA, remains eligible for leave under VESSA.

Continuation of Benefits

Health and Dental Insurance: Coverage of group health and dental insurance shall be continued by the District at the same level that coverage would have been provided if the employee had remained in continuous employment. Employees are responsible for paying the employee-paid portion of any insurance premiums presently paid by payroll deduction. If required payments are not made by the employee during the leave period, insurance coverage may be discontinued, and the employee will be offered continuation of benefits through COBRA for the dependent coverage. Employees are encouraged to contact Human Resources immediately to arrange for billing which begins thirty days following the last day of paid employment.

State Universities Retirement System: To determine the effect of leave on the accumulation of service time for retirement and to assure continuation of contributions, the employee should contact the State Universities Retirement System.

Disability Benefits: In the case of an extended disability due to a serious health condition, an employee may qualify for disability benefits through the State Universities Retirement System. Employees may request an Application for SURS Disability Benefits from Human Resources.

Nondiscrimination

The District will not discriminate or otherwise harass or retaliate against any employee with respect to the compensation, terms, conditions or privileges or employment because the individual is or is perceived to be a victim of domestic or sexual violence; attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the individual or family or household member was a victim; or requires an adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure in response to actual or threatened domestic or sexual violence; or the workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit domestic or sexual violence against the individual or the individual's family or household member.

Within the provisions of VESSA, a reasonable accommodation will be made for a qualified employee when there are limitations resulting from circumstances that related to being a victim of domestic or sexual violence of a family or household member being a victim of domestic or sexual violence.

Board Action: Student Trustee Madison Martin made a motion to waive second reading and adopt the Victims Economic Security & Safety Act (VESSA) Policy (400.26) as recommended. 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, Brenda. Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. Student advisory vote: Yea. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-D. 500.15 Residency Policy:

Recommendation: The CEO recommended that second reading be waived and that the following policy be adopted.

STUDENT - 500

Residency Policy (500.15)

Date Adopted: June 18, 1991

Revised: April 18, 2017

Evidence of residence status for each applicant to Illinois Eastern Community Colleges ~~will be required~~ should be provided to by the college before or at the time of registration but no later than the first day of classes or within 15 business days of class start date. Evidence of residency is the responsibility of the student.

Board Action: Trustee Brenda Culver made a motion to waive second reading and adopt the Residency Policy 500.15 as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. Student advisory vote: Yea. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-E. 500.23 Nursing Student Progression/Remediation Policy:

Recommendation: The CEO recommended that second reading be waived and that the following policy be adopted.

STUDENT – 500

Nursing Student Progression/Remediation Policy (500.23)

Date Adopted: October 16, 2007

Date Revised: March 18, 2008

Date Revised: November 17, 2009

Date Revised: December 13, 2011

Date Revised: November 20, 2012

Date Revised: April 18, 2017 (pending Board approval)

Each RN nursing student will be required to achieve a minimum passing score of 850 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. Each LPN nursing student will be required to achieve a minimum passing score of 700 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. The required score and the approved nursing exit exam will be specified in the applicable course syllabus for NUR 1206, ~~PNC 1216~~, or NUR 2205 offered in the last semester of either the LPN or the RN program. If the minimum score is not achieved, the student will be required to successfully complete remediation as assigned by faculty.

Board Action: Trustee Brenda Culver made a motion to waive second reading and adopt the Nursing Student Progression/Remediation Policy 500.23 as recommended. Student Trustee Madison Martin seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. Student advisory vote: Yea. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-F. 800.7 Evaluating Student Performance Policy:

Recommendation: The CEO recommended that second reading be waived and that the following policy be adopted:

INSTRUCTION - 800

Policy on Evaluating Student Performance (800.7)

Date Adopted: April 18, 2017 (pending Board approval)

Student performance is evaluated solely on an academic basis, not on opinion or conduct in matters unrelated to academic standards. Evaluating student performance and learning will be measured using a variety of methods including, but not limited to, assignments, projects, presentations, quizzes, and tests. Faculty members are required to give students regular feedback in the form of a grade or progress report throughout the term and a final grade at the end of the term.

Board Action: Trustee Brenda Culver made a motion to waive second reading and adopt the Evaluating Student Performance Policy 800.7 as recommended. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #10 – “Policy Second Readings” – None.

AGENDA #11 – “Staff Recommendations for Approval” – The following staff recommendations were presented for approval.

#11-A. ICCB Self-Evaluation and Recognition Application:

Recommendation: In order to qualify for state funding, the Illinois Community College Board requires that each community college apply for recognition. Recognition is conferred on a district which meets the instructional, administrative, financial, facility, and equipment standards as established by the ICCB. The CEO recommended approval of the Self-Evaluation and Recognition Application to be submitted to the Illinois Community College Board.

Board Action: Trustee Jan Ridgely made a motion to approve the ICCB Self- Evaluation and Recognition Application. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#11-B. Transfer Agreement between IECC and Vincennes University:

Recommendation: The CEO recommended approval of the transfer agreement between IECC and Vincennes University as listed in the board agenda. This agreement facilitates transfer from IECC's Associate Degree in Nursing to Vincennes University's Bachelor of Science in Nursing.

Board Action: Trustee Al Henager made a motion to approve the transfer agreement between IECC and Vincennes University. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#11-C. Articulation Agreement between IECC and Eastern Illinois University:

Recommendation: The CEO recommended approval of the articulation agreement between IECC's Sport Management A.A.S. to EIU's baccalaureate Kinesiology and Sports Studies Sports Management Degree as listed in the board agenda.

Board Action: Trustee Gary Carter made a motion to approve the articulation agreement between IECC and EIU. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#11-D. Activity Fee Allocations: Annually, \$2 per credit hour for all tuition actually collected is returned to the colleges to support student activities. The Presidents recommend student activity fee allocations at the colleges. The allocation notes what percentage of each dollar will be turned over to an appropriate self-balancing account in the auxiliary fund. The CEO recommended approval of the following activity fee allocations for FY2018.

ACTIVITY FEE ALLOCATIONS

	<u>FCC</u>	<u>LTC</u>	<u>OCC</u>	<u>WVC</u>
Alumni Association	0%	0%	0%	0%
Athletics	25%	38%	30%	30%
Cheerleaders	0%	5%	0%	5%
College Union	25%	0%	0%	20%
Student Testing	0%	0%	3%	0%
Intramurals	0%	0%	0%	0%
Parking Maintenance	0%	2%	9%	0%
Publications	0%	5%	0%	0%
Soc Cul Act Team	0%	0%	3%	0%
Special Events	0%	3%	0%	3%
Student Senate	0%	10%	10%	12%
Special Projects	50%	10%	4%	16%
Natatorium	0%	0%	0%	0%
Student Handbook	0%	0%	2%	0%
Model United Nation	0%	0%	0%	0%
Child Care	0%	0%	20%	0%
Food Services	0%	12%	19%	14%
Sports Facility	0%	15%	0%	0%

Board Action: Student Trustee Madison Martin made a motion to approve the FY2018 Activity Fee Allocations as recommended. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#11-E. Consideration of Contracts for CEO, 4 College Presidents, and Dean of WED: These contracts are to be considered for approval as a part of the Personnel Report.

#11-F. Affiliation Agreements: The following Affiliation Agreements, as listed in the board agenda, were recommended by the CEO for approval.

- Medicine Shoppe - Newton - LTC - Pharmacy Technician
- Effingham Ob & Gyn Associates - Effingham - LTC – Medical Assistant
- RWR Medical Arts, Dr. David Rotman, M.D. - Robinson – LTC – Medical Assistant
- Jasper County Health Department – Newton - LTC – Medical Assistant
- Good Samaritan Hospital - Vincennes – LTC – Medical Assistant

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreements with area health care facilities as recommended. Student Trustee Madison Martin seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #12 – “Bid Committee Report” – The Bid Committee presented the following recommendations, followed by Board action as indicated:

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

The Bid Committee recommends acceptance of the low base bid received that meets all specifications from Modern Communications, Inc. for a total of \$24,190.

Cablecast Flex 2 Video Server	
Company	Total Bid
Duncan Video, Inc. Indianapolis, IN	\$29,241.14
Modern Communications, Inc. Fenton, MO	\$24,190.00

Board Action: Trustee Al Henager made a motion to accept the bid of Modern Communications, Inc. of Fenton, Missouri for a Cablecast Flex 2 Video Server for the WVC Radio/TV Program, as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #13 – “District Finance” – The following district financial matters were presented:

#13-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report showing the balance in all funds as of March 31, 2017. The treasurer presented an update on state grants receivable in the Education Fund.

#13-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for April 2017, totaling \$694,679.61, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Jan Ridgely made a motion to approve payment of district financial obligations for April 2017. 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, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. Student Advisory vote: Yea. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #14 – “Chief Executive Officer's Report” – The CEO Report covered the following topics:

District Office Employee Recognition Lunch – May 5
Lobby Day – April 25-26
Community College and Bachelor Degree Earners
Accreditation Commission for Education in Nursing (ACEN)
Toyota Highlander Donation
Graduation – May 12
Enrollment

AGENDA #15 – “Executive Session” – The Board of Trustees did not hold an executive session at this meeting.

AGENDA #16 – “Approval of Executive Session Minutes” – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, March 21, 2017.

AGENDA #17 – “Approval of Personnel Report” – The CEO recommended approval of the following Personnel Report:

400.1. Employment of Personnel

A. Classified

1. Amber Kramme, Office Assistant, LTC, effective May 15, 2017
2. Dylan Myers, Maintenance/Custodian, OCC, effective April 20, 2017, pending successful completion of background check

400.2. Change in Status

A. Professional Non-Faculty, Non-Exempt

1. Jane Owen, Office Assistant, WVC, to Coordinator of Financial Aid, WVC, effective April 19, 2017

400.3. Consideration of Contracts for Chief Executive Officer, College Presidents and Dean of Workforce Education

400.4. Memorandum of Agreement with Union Regarding ICCB Career Pathway Grant

400.5. Resignation Ratification

A. Administrative

1. David Carpenter, Dean of Instruction, LTC, effective June 10, 2017

B. Faculty

1. Suzanne Fassett, Band/Music Instructor, OCC, effective August 1, 2016

400.6. Retirement Ratification

A. Classified

1. Carl Sager, Lead Custodian/O & M Team Leader, OCC, effective June 1, 2017

#17. Board Action on Personnel Report: Trustee Al Henager made a motion to approve items 400.1 through 400.6 as listed in the foregoing Personnel Report, as recommended. 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, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #18 – “Collective Bargaining”

Approval of the Memorandum of Agreement for the Illinois Community College Board Career Pathway Grant was given as a part of the Personnel Report.

AGENDA #19 - “Litigation” – None.

AGENDA #20– “Other Items” – None.

AGENDA #21 – “Adjournment” – Student Trustee Madison Martin made a motion to adjourn. Trustee Jan Ridgely seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” A voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:35 p.m.

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

- A. Visitors and Guests**
- B. IECEA Representatives**

Agenda Item #4

Public Comment

Agenda Item #5

Reports

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

Agenda Item #6

Policy First Reading (and Possible Approval)

Agenda Item #6A

100.35 Fraud Reporting and Protection

Agenda Item #6A

MEMORANDUM

TO: Board of Trustee
FROM: Terry L. Bruce
DATE: May 16, 2017
RE: 100.35 Fraud Reporting and Protection Policy

Federal regulations governing grants require that the District adopt a policy for reporting fraud; and protection from retaliation for those who make a good faith report of suspected misconduct. The Higher Learning Commission expects accredited institutions to adopt a similar policy.

The attached Board Policy complies with these requirements. The Cabinet has adopted detailed procedures to carry out this new policy.

I ask waiver of second reading and adoption of the new Fraud Reporting and Protection Policy (100.35).

TLB/rs

Attachment

Fraud Reporting and Protection Policy (100.35)

Date Adopted: May 16, 2017

Ethical Behavior

In conducting its operations in compliance with Federal and State laws and regulations, Illinois Eastern Community Colleges (IECC) is committed to the highest level of ethical behavior. To ensure that this standard of ethics is maintained, individuals are encouraged to report or disclose allegations of internal wrongdoing.

Reporting Suspected Fraud

All members of the IECC community have a responsibility for the District's resources. Internal controls are intended to protect the District's assets and interests by detecting or preventing improper activities. However, there are no absolute safeguards against willful violations of laws, regulations, policies, or procedures. IECC employees are expected to report good faith concerns about suspected fraud.

Investigate

IECC will investigate possible fraudulent activity or dishonest use of District resources by its employees. Anyone found to have engaged in fraudulent activity is subject to disciplinary action, including dismissal and civil or criminal prosecution where warranted.

Confidentiality and Discretion

Great care will be taken in dealing with suspected fraudulent activity to avoid:

- violating a person's right to due process,
- making statements that could lead to claims of false accusations or other civil rights violations, or
- alerting suspected individuals that an investigation is underway.

The investigation may be discussed only with those individuals who have a legitimate need-to-know. The suspected individual is considered innocent of all allegations unless and until the facts prove otherwise.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious offense subject to discipline, up to and including dismissal from employment.

Protection from Retaliation

Retaliation against employees making good faith reports is prohibited. Employees making good faith reports of suspected misconduct should feel safe and protected from retaliation. IECC will provide appropriate support to reporting employees to protect against retaliation, and respond to concerns of retaliation or unfair treatment linked to the employee's reporting.

Training

IECC will include fraud awareness training on issues of fraud, waste, abuse, and how to report same without fear of retaliation as part of new employee orientation, and shall provide continuing training to all employees.

Agenda Item #6B

200.2 Appropriate Use of Information Technology Resources

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 16, 2017
RE: 200.2 Appropriate Use of Information Technology Resources Policy

IECC is currently reviewing all policies in preparation for the submission of its Recognition Application and Self-Evaluation to the ICCB.

The attached Appropriate Use of Information Technology Resources Policy has been reviewed and updated to reflect current practices.

I ask waiver of second reading and adoption of the updated Appropriate Use of Information Technology Resources Policy (200.2).

TLB/rs

Attachment

Appropriate Use of Information Technology Resources Policy (200.2)

Effective date: June 11, 1996

Revised: August 17, 2005

Revised: April 19, 2016

Revised: May 16, 2017

Overview

In pursuit of its mission ~~to deliver exceptional education and services to improve the lives of our students and to strengthen our communities~~ ~~provide educational opportunities and public services to the colleges of southeastern Illinois,~~ the Board of Trustees of Illinois Eastern Community Colleges ("IECC" or the "District") provides access to "information technology ~~and resources~~" (as defined ~~below in IECC Policies and Procedures 200.2~~) for students, ~~faculty and staff members~~ employees and other constituents ~~authorized users~~ within institutional priorities and financial capabilities.

~~Access to the District's information technology and resources is a privilege granted to District students, faculty and staff members employees and other authorized users.~~ Access to District information technology ~~and resources~~ may be granted by the data owners of that information based on their judgment of the following factors: relevant laws and contractual obligations, the requestor's need to have access to the information technology ~~and resources~~, the information technology and resources' sensitivity and the risk of damage to or loss by the District which could result from its disclosure.

The District reserves the right to extend, limit, restrict or deny privileges and access to its information technology ~~and resources~~. Data owners--whether departments, units, students ~~or employees faculty or staff members~~--may allow individuals other than District students ~~or employees faculty and staff members~~ access to information which they own or for which they are responsible, so long as such access does not violate any license or contractual agreement, District policy or any federal, state, county or local law or ordinance.

IECC information technology ~~and resources~~ are to be used for the District-related activities for which they are intended and authorized. District information technology ~~and resources~~ are **not** to be used for commercial purposes or non-college related activities without written authorization from the District. In these cases, the District will require payment of appropriate fees. This policy applies equally to all District-owned or District-leased information technology resources ~~computers and peripherals~~.

All ~~users of members of the college community who use~~ IECC's information technology ~~and resources~~ must act responsibly in their use of the resources. All users of District-owned or District-leased information technology ~~and resources~~ must respect the rights of other users and comply with all pertinent licenses and contractual agreements. IECC's policy requires that all students, employees ~~faculty and staff members~~ and other authorized users act in accordance with these responsibilities, relevant laws and contractual obligations and the highest standard of ethics. Each user must remember that his/her freedom to access, display or publish information is constrained by the rights of others who have the right not to be subjected to material that they find offensive. Information posted and/or published on the Internet may be accessible by any computer on the Internet.

Authorized users ~~and system administrators~~ must all guard against abuses that disrupt or threaten the viability of any and all systems, including those at the college campuses and those on networks to which the District's systems are connected. Access to information technology ~~and resources~~ without proper authorization from the data owner(s), unauthorized use of District computing facilities, and intentional or negligent corruption or misuse of information technology ~~and resources~~ are direct violations of the District's standards for conduct as outlined in IECC Policies and Procedures, District collective bargaining agreement and the Faculty Handbook and may also be considered civil or criminal offenses.

Privacy and Content

USERS SHOULD HAVE NO EXPECTATION OF PRIVACY OR CONFIDENTIALITY IN THE CONTENT OF ELECTRONIC COMMUNICATIONS OR OTHER COMPUTER FILES SENT AND RECEIVED ON THE DISTRICT COMPUTER NETWORK OR STORED ON ANY IECC

INFORMATION TECHNOLOGY RESOURCES, IN HIS/HER DIRECTORY. THE DISTRICT COMPUTER NETWORK'S SYSTEM OPERATOR ~~IF~~ INFORMATION TECHNOLOGY DEPARTMENT STAFF, COLLEGE TECHNICIANS, OR OTHER DISTRICT EMPLOYEES, MAY, AT ANY TIME, REVIEW THE SUBJECT, CONTENT, AND APPROPRIATENESS OF ELECTRONIC COMMUNICATIONS OR OTHER COMPUTER FILES, AND REMOVE THEM IF WARRANTED, REPORTING ANY VIOLATION OF RULES TO THE DISTRICT ADMINISTRATION AND/OR LAW ENFORCEMENT OFFICIALS.

E-Mail—Information Exchange—Security Account Security and Information Exchange

User IDs and passwords are provided for technology systems and are only for individual personal use. Users should not share passwords with anyone and should not use anyone else's password regardless of how the password was obtained. If a user suspects someone has discovered his or her their password, the password should be changed immediately and the IT Help Desk should be notified. Users shall not intentionally modify files, data, or passwords belonging to other users. When sending electronic communications, users should be cautious when including personal information. IECC is not responsible for personal information which is obtained by unauthorized recipients or interceptors of electronic communications. Use of personal credit cards on an IECC owned computer is done at the user's own risk and IECC is not responsible for any loss or damages resulting from this use.

Employee Account Setup Process

Supervisors request accounts for their employees by completing the Information Technology Services Request Form. This form is submitted to the Human Resources and Information Technology Departments for verification and processing. When the accounts have been created, the Information Technology Department mails the initial user IDs and passwords to the employee. Banner system accounts also require the completion of the Banner Security Request form. Entrata portal account details are also included with the IT Services Request that allows employees and faculty access to various course and employee resources.

Student Account Setup Process

The Student Services Department provides students with an ID numbers and PINs to be used to create an Entrata portal accounts. The Entrata account creation process assigns the student a user ID and allows the student to create a password. The portal system provides access to many services including but not limited to: email, online courses, electronic course materials, schedules, grades, tax forms, account balances, emergency alerts, library service, and much more.

Student Email and Electronic Communications

IECC provides email accounts to students as a tool for sharing important and official information regarding registration, financial aid, deadlines, student life, and more. Email allows IECC to communicate quickly and efficiently and provides standardized, consistent communication with IECC students. The student email accounts are cost-effective and environmentally friendly.

Student email accounts are created when students activate their IECC portal accounts. IECC expects that every student will receive email at his or her IECC email address and will read email on a frequent and consistent basis. A student's failure to receive and read IECC communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Students may elect to redirect (auto-forward) email sent to their IECC email address. Students who redirect email from their official IECC email address to another address do so at their own risk. IECC is not responsible for the handling of email by outside service providers. If email is lost because of forwarding, it does not absolve the student of the responsibilities associated with communications sent to their official IECC email address.

Copyrighted Material

Users shall not: copy and forward, download, and/or upload to the IECC network or Internet server any copyrighted, trademarked, and other intellectual property without express authorization from the owner of the trademark, copyrights or intellectual property right.

Unauthorized copying, use or distributions of software is illegal, strictly prohibited, and subject to criminal penalties. Similarly, other intellectual property content owners may take criminal or civil action against a user for unauthorized

copying, use or distribution of intellectual property materials. All the content transmitted via e-mail and web publishing must either be the users' own or must be transmitted with express authorization for distribution by IECC or by the individual who owns the trademark, copyright or intellectual property right.

Inappropriate and Illegal Use of Computers-Technology Resources

Examples of inappropriate and illegal use include:

1. Accessing, e-mailing or web publishing of material, including text or images, determined to be obscene and/or pornographic.
2. Use of information technology to facilitate, engage in and/or encourage academic dishonesty.
3. Email distribution or web publishing of derogatory statements intended to offend other individuals, groups, or organizations or which violate IECC's anti-discrimination/harassment policy and procedures. (See policy 100.8 and procedure 100.8 for more information.)
4. Use of information technology resources ~~the computer network system~~ in a manner that violates ~~the IECC Computer Use this Policy or Procedures~~, any other District/College policy, and/or local, state or federal law.
5. Intentionally infiltrate, or "hack," IECC or other information technology resources.
6. Release viruses, worms, or other programs that damage or otherwise harm IECC or other information technology resources network, or an outside computing system, or network.
7. Knowingly disrupt a system or interfere with another student's, staff or faculty member's or other authorized user's ability to use that system. ~~(e.g., by sending "e-mail bombs" that cause disk fill up, a network to bog down, or software application to crash).~~
8. Willfully damage or destroy computer hardware, software, or data belonging to IECC or its users.

Priority Usage of Computer Hardware, Software and/or Facilities

Priority shall be given to classroom activities, assignments and/or research and to IECC faculty, staff, and students.

Lab User Age Restriction

Patrons under the age of 18 who are not enrolled students are not permitted to use the open lab computers without obtaining authorization from the college's Learning Resource Director or Lab Supervisor.

Saving Work Student Data Storage

~~Users~~ Students are not allowed to store personal work and/or software on the hard ~~disk~~ drives in the open lab and all ~~users~~ students should have a personal ~~data disk storage device or service~~ for saving their work. Any files or software found on the hard drives will be deleted. IECC is not responsible for data lost for any reason including but not limited to: power failure, computer failure, or any other planned or unplanned or unavoidable event or emergency.

Software

IECC may provide access to software and services such as MS Office 365, Google Docs, Adobe and others. These services are generally provided for free or at a reduced cost to currently enrolled students and/or active employees. IECC must comply with the software license agreements provided by the software vendors and services may be revoked or modified at the vendor's discretion. Students and employees are required to comply with the End User License Agreement (EULA) associated with the software or service. The software and services may be terminated when students are no longer enrolled or employees are no longer employed.

~~Students are not allowed to install any software onto any IECC computers.~~

Network Bandwidth

Network capacity is limited and users must not exceed reasonable usage. IECC has the right to block, limit, or prioritize traffic for any reason. Recreational network activities such as: downloading large files, viewing streaming video and listening to streaming audio are prohibited unless pre-approved by the Director of Information and Communications Technology.

Internal Network

Only authorized IECC technical staff are allowed to connect personal computers or other devices to the internal IECC network.

Public Wi-Fi Internet Access

Wireless public Internet access is provided throughout most IECC's campus locations. ~~have been established in some areas to provide Internet connectivity for personal computing devices.~~ **Please be advised that the public network does not enforce any security or encryption.** Transmissions of secure information such as ID's, credit card numbers, passwords, etc. may be intercepted by wireless users in or near the open networks. **IECC is not responsible for damage to personal property or other injury, including damage to personal computing devices ~~computers~~ resulting from software/hardware installation or Internet use.**

Commercial Use

Users shall not use the District's computer network to set up web pages to advertise or sell products or services, solicit sales or conduct business (~~e.g., by posting an advertisement to a news group~~) without prior written approval and, if required, the payment of an appropriate fee.

Sanctions

Alleged violations of this policy will be processed according to the disciplinary policies outlined in the IECC Policies and Procedures Manual, the IECC collective bargaining agreement and the college's catalog. IECC treats access and use violators of information technology ~~and~~ resources seriously. IECC computing resources may also be subject to prosecution by state or federal authorities.

IECC has the right to remove, without notice, any material from its system found to be threatening, obscene, pornographic or which violates the District's anti-discrimination/harassment policy or any other District policy. Such action may result in the termination of the user's account.

Policy Adoption – Administration – Liability

This policy will be reviewed and updated periodically and the current policy, inclusive of any revisions, will be electronically posted on the IECC website. ~~Internet and web servers.~~

Implementation

The Chief Executive Officer, Presidents and Director of Information and Communications Technology are responsible for supervising adoption of guidelines to implement this policy.

Enforcement

Alleged violations of this policy will be processed according to the disciplinary policies ~~processes~~ outlined in the IECC Policies and Procedures Manual, IECC collective bargaining agreement and the college's catalog. IECC treats access and use violations of information technology ~~and~~ resources seriously. IECC will pursue criminal and civil prosecution of violators as it deems necessary.

Definitions

Account: see Information Technology Account

Administrative Officer: Chief Executive Officer, President, Dean or Director to whom an individual reports.

Authorized Users: students, employees, and other constituents of the IECC District. ~~a computer system or network and who may have system administrator responsibilities for that computer system or network. A user is responsible for his or her use of the computer and/or the network and for learning proper data management strategies.~~

Data Owner: the author or publisher of the information, data or software; can be the individual or department that has obtained a license for the District's use of the information, data or software.

Desktop Computers Microcomputers, Advanced Workstations Computing Devices: different classes of smaller computers, servers and mobile devices ~~some shared, some single-user systems.~~ If owned, or leased by the District or if owned by an individual and connected to a District-owned, leased or operated network, use of these computing devices ~~computers~~ is covered by the IECC Policy for Responsible Use of Information Technology.

Employee: See Human Resources policy section 400.

User(s): District students, employees and other authorized users.

Information Technology and Resources: equipment or services used to input, store, process, transmit, and output information, including, but not limited to, desktops, laptops, mobile devices, servers, telephones, fax machines, copiers, printers, Internet, email, and social media sites. ~~voice, data, images and text (referred to as information); the transmission or processing of information; the acquisition, development, dissemination, protection and storage of information through the use of electronic hardware devices and software.~~

Computer Information Technology Account: the combination of a user number, user name, or user ID and a password that allows a student, employee, ~~faculty or staff member~~ or other authorized user access to information technology resources.

Network: a group of computing devices that share information electronically, typically connected to each other by either cable, wireless or other technologies.

Public Internet Access: ~~Current and future wired or wireless access to the Internet at designated campus locations. Students are allowed to access the Internet using their personal laptops only in the areas designated for public use.~~

Software: the programs and other operating information used by a computer. ~~programs, data or information stored on magnetic media (including, without limitation, tapes, disks, diskettes, cassettes, usually used to refer to computer programs).~~

Student: any person currently participating in any class of instruction offered by or on the premises of the IECC institutions.

Systems: see Information Technology Resources

User: see Authorized User

(The following area is for policy print out and is not to be included in the catalog.)

User Agreement

I agree to and will abide by the attached policy concerning the use of computer, Internet, and web publishing access provided to me through Illinois Eastern Community Colleges (IECC).

I understand that alleged violations of this policy will be processed according to the ~~processes~~ disciplinary policies outlined in the IECC Policies and Procedures Manual, the IECC collective bargaining agreement and the college's catalog. IECC treats access and use violators of information technology ~~and~~ resources seriously. IECC computing resources may also be subject to prosecution by local, state or federal authorities.

I UNDERSTAND THAT I SHOULD HAVE NO EXPECTATION OF PRIVACY OR CONFIDENTIALITY IN THE CONTENT OF ELECTRONIC COMMUNICATIONS OR OTHER COMPUTER FILES SENT AND RECEIVED ON THE DISTRICT COMPUTER NETWORK OR STORED ON ANY IECC INFORMATION TECHNOLOGY RESOURCES. ~~IN HIS/HER DIRECTORY. THE DISTRICT COMPUTER NETWORK'S SYSTEM OPERATOR IF~~ INFORMATON TECHNOLOGY DEPARTMENT STAFF, COLLEGE TECHNICIANS,

OR OTHER DISTRICT EMPLOYEES, MAY, AT ANY TIME, REVIEW THE SUBJECT, CONTENT, AND APPROPRIATENESS OF ELECTRONIC COMMUNICATIONS OR OTHER COMPUTER FILES, AND REMOVE THEM IF WARRANTED, REPORTING ANY VIOLATION OF RULES TO THE DISTRICT ADMINISTRATION AND/OR LAW ENFORCEMENT OFFICIALS.

NAME: _____
(signature)

(printed name)

DATE: _____

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Filling Board Vacancy

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 16, 2017
RE: Filling Board Vacancy

Trustee Michael Correll resigned from the Illinois Eastern Community College District #529 Board of Trustees on March 21, 2017, effective immediately.

Pursuant to ILCS-805/3-7 (d) “Whenever a vacancy occurs, the remaining members shall fill the vacancy, and the person so appointed shall serve until his successor is elected at the next regular election for Board members....”

A motion to present the name of a prospective individual to fill the vacancy would be appropriate at this meeting.

TLB/rs

Agenda Item #8B

2017 Distance Delivery Education Plan

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 16, 2017
RE: 2017 Distance Delivery Education Plan

The purpose of the Distance Delivery Education Plan is to provide an institutional strategy and structure to support and promote district-wide distance delivery educational opportunities. The plan outlines the required procedures, training, and support to assist faculty with distance delivery courses and program development.

Distance-delivered education at Illinois Eastern Community Colleges involves any formal approach to student learning in which the majority of instruction occurs while the instructors and learners interact synchronously or asynchronously online. This is done by employing technology to facilitate the educational experience. Distance-delivered instruction responds to the needs and goals of students and faculty providing flexible, accessible programs and courses, and takes place in the form of online instruction via the Internet and hybrid courses. IECC provides academic and learning resources, student support services, technical and administrative support, for all forms of distance-delivered educational programs and courses.

IECC needs to continue to provide flexible, accessible, and quality programs and courses to students who desire an alternative delivery method for learning as well as foster effective and reliable student and faculty support services for distance delivery education. The 2017 Distance Delivery Education Plan has been updated and revised to continue to effectively respond to the needs of the students and communities we serve.

I ask the Board's approval of the 2017 Distance Delivery Education Plan.

TLB/rs

Attachment

Illinois Eastern Community Colleges



Distance Delivery Education Plan 2017

Approved by the Distance Delivery Education Committee: April 4, 2017

Approved by the Cabinet: May 3, 2017

Approved by Board of Trustees: May 16, 2017 (pending)

ILLINOIS EASTERN COMMUNITY COLLEGES DISTANCE DELIVERY EDUCATION PLAN

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I. OVERVIEW

A. Introduction

Illinois Eastern Community Colleges have been offering online courses since 2001. Currently, IECC offers approximately 200 online courses taught by 75 full-time and part-time faculty with over 370 online courses submitted for approval and development. There were 423 sections of online classes taught in Fiscal Year 2017.

Online Course Enrollment IECC Fact Book 2017

Illinois Eastern Community Colleges Online Course Enrollment					
Term	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
Sections of Online Classes	341	347	389	413	423
Unduplicated Headcount	2,040	2,313	2,480	2,667	2,358

Source: Citrix: Online Schedule Report and IECC Fact Book Online Macro

The purpose of the Distance Delivery Education Plan is to provide an institutional strategy and financing structure to support and promote district-wide distance delivery opportunities. The plan outlines the required procedures, training, and support to assist faculty with distance delivery course and program development and to build peer-to-peer support for students' online learning. The Distance Delivery Education Plan provides increased direction and leadership for online instruction, including strategies and goals to help achieve the vision of IECC's Distance Delivery Education Program.

B. Vision

The vision of IECC's Distance Delivery Education Plan (DDEP) is to support an educational program that provides excellence in teaching, learning, public service, and economic development through high quality distance-delivered courses, programs, and services that respond to the needs of the students and the communities we serve. Distance-delivered learning is envisioned as an alternate delivery method utilized to achieve the overall mission of IECC.

C. Mission Statement

The mission of IECC's Distance Delivery Education Program is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

D. Definitions

Distance-delivered education at Illinois Eastern Community Colleges involves any formal approach to student learning in which the majority of instruction occurs while the instructors and learners interact synchronously or asynchronously through various technologies to facilitate the educational experience. Distance-delivered instruction responds to the needs and goals of students and faculty providing flexible, accessible programs and courses, and takes place in the form of online instruction via the Internet and hybrid courses. IECC provides academic and learning resources, student support

services, technical and administrative support, for all forms of distance-delivered programs and courses.

Online Courses

An online course is a course that has been specifically approved for delivery via the Internet, and is taught predominantly utilizing asynchronous instructional methods. Courses are 100% online if there are no scheduled face-to-face meetings and all instruction is via online communications and services. Traditional forms of face-to-face communications should be replaced with online communication tools such as email, chat, discussion forums, phone, and other tools. Courses may require face-to-face proctoring, digital signatures, photo ID's or other methods of identification to validate student identity for assessment.

Hybrid Courses

A hybrid course combines online and traditional face-to-face classroom instruction to promote student learning. A designated percentage of the course is delivered face-to-face and the remaining percentage is delivered in the online environment. The online based portion of the course reduces the number of face-to-face contact hours. These face-to-face hours are instead replaced by online activities, assignments, and exams. The distribution of face-to-face and online requirements will vary based on the demands of a given curriculum. All hybrid courses will be required to be at least 50% traditional face-to-face with no more than 50% online.

E. Higher Learning Commission Approvals and Definitions

In December 2012, IECC received approval from HLC to offer up to 100% of total degree programs. The Higher Learning Commission (HLC) uses the following definitions for the purpose of applying its policy on distance delivery to its accredited and candidate institutions:

- Distance-delivered **courses** are those in which all or the vast majority, typically 75% or more of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other.
- Distance-delivered **programs** are those certificate or degree programs in which 50% or more of the required courses may be taken as distance-delivered **courses**.

Below are the Federal definitions (2009) of distance and correspondence education:

Distance Education

Education that uses one or more of the technologies listed in paragraphs (1) through (4) to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include:

- (1) The internet;
- (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
- (3) Audio conferencing; or
- (4) Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).

Correspondence education

- (1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor.
- (2) Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student.
- (3) Correspondence courses are typically self-paced.
- (4) Correspondence education is not distance education.

F. Strategies and Goals

The following strategies and goals identify a broad category of tasks supporting the vision of the Distance Delivery Education Plan and address opportunities for improvement which complement IECC's Strategic Plan.

- Maintain a fully functional website with clear and easy access to all institutional courses, programs, and support services with technology that is universally accessible to all persons to ensure compliance with the Americans with Disabilities Act.
- Provide training and technical support for students, faculty and staff.
- Provide adjunct faculty training and incentives to improve faculty involvement, expertise and quality.
- Provide training and support initiatives for new faculty.
- Maintain access to comprehensive online student support services including college orientation, admissions and registration, financial aid, bookstore services, LMS, grades and other online support services.
- Maintain established standards and criteria for distance-delivered courses to ensure quality and consistency.
- Maintain analysis of the Help Desk services and availability to meet student and faculty needs for distance delivery.
- Maintain, evaluate, and improve online tutorial services as determined by Help Desk feedback, student surveys, and faculty input.
- Apply and maintain assessment of student learning between the face-to-face and distance delivery environment.
- Implement and maintain the Quality Matters Rubric in online and hybrid courses.
- Monitor and adjust online course tuition and fees as necessary.
- Establish and build partnerships between IECC and high schools, colleges, businesses, and governmental agencies to share information and to support distance- delivered education and career development.
- Expand distance-delivered courses and programs by determining the demand for these courses from the student, employer, community, and market perspectives.

G. Target Population

Currently, the majority of online students are from within the regional area. IECC continues to develop and provide additional distance delivery courses to accommodate scheduling and transportation needs of students within the IECC service area. However, declining local populations, social and economic changes, and student demand for online and hybrid courses are requiring IECC to re-shape the delivery

of education in ways that reflect the needs of the community and the broader education marketplace and working environment.

State Authorization; SARA and NC-SARA

All U.S. States require post-secondary educational institutions to be legally authorized to provide post-secondary educational instruction in their states. Many of these state laws and regulations also apply to distance-delivered courses. As such, Illinois Eastern Community Colleges (IECC) division of online/distance education programs must be authorized in certain states prior to offering fully online courses and programs to students in those states. The purpose of this approval process is to comply with any state authorization requirement applicable to IECC online/distance educational programs.

The MHEC State Authorization Reciprocity Agreement is an interstate compact that addresses institutional need for state authorization between member states. On a national level, SARA oversight occurs through the National Council for State Authorization Reciprocity Agreements ([NC-SARA](#)). The national council works with the regional compacts ([MHEC](#), [NEBHE](#), [SREB](#), & [WICHE](#)) to administer SARA agreements for their member states.

Illinois passed the Illinois Distance Learning Act, [Public Act 098-0792](#), in 2014, paving the way for Illinois' participation in SARA. Illinois became a SARA state in July, 2015, through the Midwest Higher Education Compact ([MHEC](#)). The Illinois Board of Higher Education ([IBHE](#)) is the authorizing agency for higher education in Illinois and is the lead/portal agency for Illinois participation in SARA. At this time 47 states are SARA approved. [Map of NC-SARA approved states](#).

IECC became an institutional participant in the SARA initiative December 21, 2015. We are listed on NC-SARA's website [NC-SARA](#). If/when a student enrolls from a non-participating SARA state the Director of Online Learning contacts the state representative for Distance Delivery of said state to seek approval for that student.

H. Funding

Funding strategies have been developed to provide high quality online instruction and support for both students and faculty. The District regularly monitors and adjusts online course tuition and fees to assist with the cost and effectiveness of online delivery. Staffing and resource requirements for online education are incorporated into the District's budget and Strategic Plan.

I. Distance Delivery Education Committee (DDEC)

The DDEC was established in 2003 and includes district-wide faculty, staff, and administration. The purpose of the committee is to assist, monitor, and evaluate the District's distance delivery program. Commencing April 2012, term limits for faculty members serving on the committee were set to a three-year term limit. The DDEC will select new faculty member(s) to the committee with the approval of campus Deans of Instruction.

Distance Delivery Education Committee Members May 2017

District

Jeff Cutchin - Chief Academic Officer

Alex Cline - Director, Information and Communications Technology

Jeff Gumbel - Coordinator, Web and Online Learning Services

Jane Frazier - Faculty (2013)

Carrie Hallam - IT Trainer

Tara Buerster - Director of Human Resources

Brandon Weger - Program Director of Student Learning Assessment

Frontier Community College

Paul Bruinsma - Dean of Instruction

Lincoln Trail College

David Carpenter - Dean of Instruction

Chuck Bennett - Information Systems Technician

Susan Polgar - Part-time Faculty (2015)

Vicky Bonelli - Director, Learning Resource Center

Olney Central College

TBD - Dean of Instruction

Kristi Urfer - Faculty / Director of Online Learning

Logan Marshall - Faculty (2015)

John Kendall - Faculty (2015)

Jason Hortin - Faculty (2016)

Wabash Valley College

Robert Conn - Dean of Instruction

Drew McMurray - Faculty (2015)

Tiffany Cowger - Assistant Dean, Student Services

Scott Balding - Faculty (2015)

II. SUPPORT SERVICES

A. Faculty Support

Faculty support and training are provided at the colleges as identified below:

- LMS instruction and workshops
- Director of Online Learning
- Coordinator, Web and Online Learning Services
- Information Technology Trainer/Support
- Faculty and Staff Resource Technology Centers in libraries
- IECC Help Desk
- D2L/Brightspace online tutorials and iPad apps
- Email updates and suggestions with how-to instructions
- Center for Teaching & Learning (CTL) www.iecc.edu/ctl
- Online Course Development Starter Packet
- Quality Matters (QM) course template located in D2L/Brightspace
- **Adobe Connect** for Web Meetings, Webinars and eLearning

B. Student Support

Once enrolled in an online and/or hybrid course, students have access to a wide range of support services including IECC's portal system Entrata. These services provide links to class listings, Help Desk, email, registration, transcripts, LMS, grades, online documentation, and other online student support services. Information and a portal for online students is included on the [IECC homepage](#).

CIS 1104 Intro Learning Services Online

It is highly recommended that students new to online/hybrid courses complete an introductory course CIS 1104 Intro Learning Services Online. The course is designed for students to learn the LMS System, how to access services, and determine if the online/hybrid learning environment is right for them. CIS 1104 is a fully online course available to faculty, students, and staff. The course provides an assessment of a student's skill and ability to effectively learn via courses instructed by distance delivery. Topics covered include evaluating a student's learning style, accessing audio and video components, and utilization of web based learning tools.

The course is free and offered at a variety of times for the student's convenience. Students are awarded 0.5 credit hours upon successful completion of the course. Students who have completed online courses at other institutions may receive a waiver from the CIS 1104 requirement, based on student records verification. The College Dean of Instruction may waive the CIS 1104 requirement based upon faculty recommendation.

[IECC Help Desk](#)

Students, faculty and staff are provided a wide range of technical support options, first is the IECC Help Desk. To provide easy access to our students and faculty a link is available on every IECC website page, portal system, and next to every online course. The Help Desk is accessible via phone, email, and online request form and is operated by the District IT Department. Normal hours of support are 8:00 a.m. to 4:30 p.m. Monday-Friday. Use of the

online Help Desk Request form is recommended outside of those hours for evening and weekend support. Printed materials provided to students also contain a link to the Help Desk.

A Help Desk follow-up survey was established to gauge satisfaction rates and assessment of service and is one of our main objectives for Information Technology's Student First Initiative. This survey is tallied annually in an effort to monitor, adjust, review, and improve Help Desk performance. The FY16 Student Satisfaction Survey indicated that 98% of the 528 responding students were either satisfied or very satisfied with the Help Desk Services.

C. Learning Resources and Services

[Library Services](#)

Online library services include a wide variety of resources online that are available virtually anywhere to students, faculty, and staff. The four IECC libraries maintain websites and provide access to online electronic resources including e-books, articles, journals, magazines, and images via an authentication system. Some available research tools include CQ Researcher, Facts.com, EbscoHost Electronic Journals Service, AccessScience and American History Online.

Items may be requested online by using a current, valid/active library card and must be picked up at the library. A link to request a library card is available inside the Entrata portal. Library cards are mailed to online students. The IECC libraries are members of the Consortium of Academic and Research Libraries in Illinois (CARLI) which offers IECC students, faculty, and staff resource sharing of over 36 million items from 85 Illinois academic libraries. Library staff may be contacted via email for assistance.

[Copyright Compliance](#)

All Learning Resource Centers at IECC have a policy manual that contains current copyright policies. Additionally, IECC has created a website with links to multiple aspects of U.S. Copyright Law. Included is a Fair Use Checklist for faculty including a scenario and solution section of typical academic concerns and infractions showing what to do instead of violating copyright. Presentations covering copyright issues and Fair Use doctrine have been offered for faculty and staff at various workshops through IECC.

[Bookstores](#)

Each IECC bookstore has an online textbook ordering system to provide convenient access to textbooks and other materials.

All IECC bookstores are in compliance with the HEOA of 2008 Section 112, on Textbook Information and Cost Containment. Textbook information (ISBN, course materials, and cost information) is available to students when class schedules are released and prior to registration.

[Student Services](#)

Information regarding all courses is accessible via the IECC website and Entrata portal. Student Services contact information is readily available from all IECC webpages. Support is offered by means of face-to-face, phone, online request form, and email.

[Financial Aid](#)

Financial Aid information regarding all courses is accessible through the IECC website and Entrata portal.

[Advisement](#)

The IECC online catalog and Academic websites are updated on a regular basis with the IECC Catalog printed annually. Online programs are linked to current program or certificate brochures, course

descriptions, and to IECC's bookstores where ISBN's are available for e-books and textbooks. Marketing and advertising of our distance delivery courses and programs are through various mediums, which is consistent with our traditional courses. Advising, testing, transfer options, and information regarding all courses is accessible via the IECC website and Entrata portal.

Tutoring

Tutoring services and contact information are listed on the main IECC website and in the Entrata portal system. Students can access tutoring via phone, online and face-to-face. Links to external tutoring resources are also provided.

Writing Labs

Distance learners needing assistance with the editing and revision of academic essays have access to O.W.L., the online writing lab available through D2L/Brightspace. O.W.L. has a discussion forum to ask a tutor questions, a drop box for submitting academic essays for review, and many other helpful tools to assist each student. Students can enroll by contacting the Learning Skills Center at their campus or their instructor.

III. COMPLIANCE AND POLICIES

A. Secure Login and Pass Code

IECC assigns a secure login and pass code to each student. All students registering for a course through our administrative system are assigned unique identification numbers, which correspond with a specific username for each student. Each student establishes their own password; all students are required to change their password semi-annually in the spring and fall semesters. Passwords must meet complex criteria and are stored with hash encryption.

B. Section 508 of the Federal Rehabilitation Act (ADA)

IECC complies with Section 508 of the Federal Rehabilitation Act, the most prominent and accepted set of guidelines for accessibility. <http://section508.gov/Section-508-Of-The-Rehabilitation-Act>. Desire2Learn/Brightspace maintains a high level of ADA compliance which can be found at www.Desire2Learn/Brightspace.com/products/accessibility.

C. IECC Appropriate Use of Information Technology Resources Policy (200.2)

In pursuit of its mission to provide educational opportunities and public services to the colleges of southeastern Illinois, the Board of Trustees of Illinois Eastern Community Colleges ("IECC" or the "District") provides access to "information technology and resources" (as defined in IECC Policies and Procedures 200.2) for students, faculty and staff members and other authorized users within institutional priorities and financial capabilities.

IV. PROCEDURES

A. Online Course Development Process

IECC's Online Course Development Checklist provides a framework for planning, developing, adapting courses, instruction, and programs based on student learning needs and requirements. All approved courses, certificates and Associate Degree programs must flow through an approval process.

- Complete Online Course Approval Form
- Create Syllabi using Master Course Syllabus as a Guide
- Order Textbook and Materials
- Build course in D2L/Brightspace using the Quality Matters Standards Rubric
- Instructor will be added to the Quality Matters course in D2L/Brightspace
- Review the Starter Packet for Developing an Online Course
- Contact IT Trainer/Support for Building a Course
- Contact the Director of Online Learning to schedule an initial course review
- It is highly suggested taking CIS 1104 if this is your first time teaching an online course
- Course will be reviewed 4 weeks before but no later than first offering by the Director of Online Learning and IT Trainer/Support
- Course will have follow-up Peer-to-Peer reviews

Instructors interested in teaching online courses need to evaluate their ability to instruct online based on the quality directives listed below. Instructors who meet the quality directives must complete and submit to their College Dean of Instruction the Online Course Approval Form for Online Courses located on the IECC Intranet.

Online Course Inactivity

Developed Online Courses will be considered "inactive" if that course has not been offered for four consecutive semesters, including summer. A list of inactive courses is provided to the Dean of Instruction annually for review to see if another campus or instructor would like to offer the course. An inactive course may be redeveloped by another faculty member by submitting an Online Course Approval Form. The standard approval process will then be followed. The Online Course Compensation agreement listed above will apply to the approved faculty for redevelopment, if that faculty member has not received stipend compensation in the past for that specific course development.

B. Online Course Development Compensation

Advanced approval by the CEO is required to receive compensation for developing and teaching an online course. As indicated by the current MOA between the Board of Trustees of Illinois Eastern Community Colleges, District 529 ("Board") and the Illinois Eastern Community Colleges Education Association, IECCEA-NEA ("Association"), the Board and the Association hereby agreed to the following Online Course Compensation:

To the extent the Board elects to assign a faculty member to develop and teach an Internet Course, and then a one-time stipend of Three Hundred Fifty Dollars (\$350.00) per load hour, in addition to the faculty member's regular salary, will be paid to such faculty member the first time he or she teaches the course. When the same faculty member teaches the course on subsequent occasions, then no stipend or additional compensation shall be paid.

C. Criteria for Online Courses

A course is considered an "Online Course" when it meets or exceeds the following criteria:

- One hundred percent of course content is online, including tests, handouts, and presentations, excluding textbooks and/or other physical materials, proctored testing, and requires students to log in and complete online assignments at least 3-4 times per week.
- A new online course must submit for review at least one month prior to the start date. The Director of Online Learning, Information Technology Trainer/Support person, and/or peers review content for adaptability to online format and for quality control using the Quality Matters Standards Rubric. Courses not containing the required elements or minimal content will be noted to the College Dean as an unacceptable online course and will be returned to the instructor for revision and resubmission. The College Dean determines the dates the course will be offered online. Courses are subject to an initial Quality Matters Standards review and approval by the Director of Online Learning or Information Technology Trainer/Support before the class begins.
- Support is the responsibility of the individual faculty member.
- *Course content should utilize the IECC district LMS, D2L/Brightspace, as the primary system. If external resources are used such as MyMathLab, MindTap, CengageNOW, etc. this supplement/source should be noted. In addition, the Dean, Director of Online Learning and IT Department will be provided with access to the external resources for review and evaluation of content. This includes:*
 - *Name of the external resources with provider contact information.*
 - *URL/location of the resources.*
 - *Resources support website and/or phone numbers.*
 - *UserID and password to access resources as the faculty or separate administrative user.*
 - *Faculty will be responsible for directing students to external resources support services.*

D. Quality of Online Instruction

Online instruction requires dedication to detail and quality content. Instructors should evaluate their decision to instruct online by considering their own technical abilities and their ability to transmit knowledge to learner-controlled systems. Quality online instruction will adhere to the Quality Matters Standards Rubric and criteria noted below:

- Courses offered online will adhere to the same high quality standards as required by courses offered in the traditional face-to-face classroom.
- Online course instructors will satisfy the Illinois State Board of Education requirements, the educational and professional standards and requirements of the Higher Learning Commission, the Illinois Community College Board, and Illinois Eastern Community Colleges and as mandated by the Illinois Articulation Initiative for IAI-applicable courses.
- Online instructors should have at least one semester of traditional face-to-face or hybrid course teaching experience prior to developing and implementing an online course.
- Online instructors are encouraged to contact the IT Trainer/Support or Director of Online Learning before setting up a new course.
- Online instructors are encouraged to register for CIS 1104, Intro to Online Learning, to experience online learning from the students' perspective.
- Online instructors are encouraged to participate in D2L/Brightspace and QM training offered by the district or other institutions providing formal training.
- Problems, concerns, and other issues shall be handled in accordance to policies and standards in place for traditional courses.

E. Quality Matters Standards Rubric

In January 2014 IECC joined the Quality Matters Program for Higher Education and Agencies. The Quality Matters Program is a nationally recognized, faculty centered peer review process designed to

certify the quality of online courses and components. Colleges and universities across and beyond the U.S. use the tools in developing, maintaining, and reviewing their online courses and faculty training. The QM Standards rubric has been developed for online and hybrid courses and programs. The rubric creates standardized modules with time estimate standards tying all course and program outcomes and objectives to HLC criteria. The QM rubric offers a roadmap for aligning course outcomes, assignments, unit objectives, performance criteria in each module.

Quality Matters is faculty driven through peer-to-peer review. The process is a continual self-review process of teaching for faculty providing for feedback and therefore improving each other's hybrid and online courses which in turn will provide an improved learning experience for our students. Master course templates with time estimate standards and learning outcomes identification will be created within each course. Courses will be structured with a student centered and friendly format. With the implementation of QM, a process for continuous improvement is the framework for quality assurance efforts and provides professional development for faculty making the transition into distance education.

F. Review and Course Approval

To ensure that an online course meets IECC's definition, content, and quality, a review process has been developed. **Online courses are reviewed at least one month prior to the course start** date by the Director of Online Learning or Information Technology Trainer/Support person. Courses not meeting the QM Standards are not approved as acceptable online courses. Courses not meeting the QM Standards can be resubmitted for subsequent review and evaluation.

G. Online Course Ownership

College or joint ownership of inventions and/or materials developed or prepared by an employee exists when any one, or a combination, of the following conditions applies:

- When the invention and/or material bear a direct relationship to, or is made or developed in connection with the employee's duties and responsibilities as an employee of the Board.
- When the invention and/or material is made or developed with a contribution of college facilities, equipment (owned or rented), materials, funds, information, or of time and services of full-time faculty members and/or students.
- When the invention and/or material is made or developed in performance of college commissioned projects including private and government sponsored grants by the college.

Online courses developed by faculty meet all three conditions above and therefore are owned by the District.

H. Class Size and Loads

Class size and instructional load is determined by the College Dean, in consultation with the instructor. Additionally, decisions about the number of online sections an individual faculty member may teach each term are made by the College Deans.

I. Required Logins and Response Time

Faculty members teaching online courses are expected to login regularly and frequently with enrolled students. Faculty members should respond to student questions within 48 hours. The number of logins required to provide the student with a quality learning experience will be determined by the Dean of Instruction. Such criteria include assessment of the difficulty of the course content, the credit hours involved, the course length, the number of students enrolled in the course and such other factors

determined by the Dean of Instruction to be required. Logins are monitored via a report accessible to the Dean of Instruction.

J. Student Complaint Policy

The Student Complaint Policy applies to all formal student complaints at Illinois Eastern Community Colleges, except for complaints regarding sexual harassment or student readmission petitions (p. 29-30 of the 2016-2017 College catalog). Traditional face-to-face and online students must follow the steps outlined in the catalog for complaints including, but not limited to, academic, grading, and institutional decisions that directly affect the student.

K. Student Survey

Two weeks prior to finals week each semester an online survey is activated for each online course which a student is enrolled. This survey addresses a wide range of issues regarding the student's online experience. The purpose of the survey is to gauge the student experience and gather pertinent comments.

L. Student Step-by-Step Process

Step-by-Step process to take an online course is listed below:

1. Assess if a desired course is offered online.
2. Assess personal and technical abilities as well as the time commitment necessary for success in online education.
3. Complete the online application form, including email contact information, and pay applicable fees as necessary.
4. Receive notification from Student Services via email or mail at which time:
 - a. Student may be required to provide verification of ASSET, COMPASS, ACT or SAT testing.
 - b. Student may be required to complete placement testing.
 - c. Student may need to verify prerequisites for particular courses have been met.
 - d. New online students may be required to take *CIS 1104 Intro Learning Services Online*.
5. Registration may occur by calling Student Services once all conditions above are met.
6. After registration, the student is typically given their Entrata information with registration whether in person, by mail, or at student orientation. They also have the option to obtain this information by contacting the Help Desk.
7. Within seven days of course registration the student will be required to pay tuition or a student may be registered into a course and billed for the expenses. Students electing the second option will have a specified number of days to make payments or receive approval of other financial arrangements. Students must adhere to the registering college's tuition and fee payment policies. Payment may be made in person, by mail, or by credit card by phone or on Entrata.
8. Students should contact the offering college's bookstore or the online textbook ordering system to acquire, if any, course materials for a particular course. If more than one course is being taken, the student is responsible for contacting each of the offering

institution's bookstores for course material. Course material requirements will be provided on the IECC website.

9. Once registered, the student will be contacted by email or mailed letter providing directions to proceed within each registered course. Online instructors for each registered course will be responsible for posting course information on Entrata. Students, in general, will be contacted one week prior to the start date of the online course. CIS 1104 students will be contacted within a week of registration in the course.

10. Students in CIS 1104 will be notified online or via email of either their completion of the course or additional requirements needed to satisfy completion requirements.
CIS 1104 is to be completed PRIOR to registering for any other online course.
10. Final class grades must be accessed online via the IECC Entrata portal as are grades for traditional face-to-face classes.

M. Learning Management System (LMS)

The Information Technology Department (IT) is responsible for the district wide LMS. D2L/Brightspace is a hosted system located at the vendor site.

Budgeting for servers and maintenance of those systems are part of the District's Technology Plan. We have achieved a high availability level of 24/7/365 with very limited down time for upgrades only. This provides faculty and students with access to the LMS during times convenient for them. Full backups are completed daily and stored off site by the vendor. In addition, faculty may backup their course for their own archive and use.

When scheduled maintenance, upgrades or outages occur notification takes place via online postings in the District's portal and/or email notifications are sent and/or postings are placed on the District's main website. Timelines for major upgrades or new systems are posted and distributed in various electronic formats well before action is taken.

V. Assessment and Evaluation

A. Assessment of Student Learning

IECC is committed to high academic standards and achievement through the assessment of student learning outcomes. In an effort to help faculty organize and maintain assessment reporting, IECC has collaborated with Campus Labs. The Campus Labs platform offers integrated software and cloud-based assessment tools for higher education. The corporate mission focuses on empowering and transforming colleges and universities through strategic data insights. The products offered by Campus Labs help with strategic planning, program review, outcome assessment, institutional effectiveness, and preparation for HLC accreditation.

IECC participated in the HLC Academy for the Assessment of Student Learning focusing on student learning and designed to build institution-wide commitment to assessment of student learning. IECC's Students First! Assessment Initiative and academy participation has worked to ensure that assessment is multi-level, multi-dimensional, and directly applies to all instruction. Assessment of student learning outcomes in distance-delivered courses does not differ substantially from traditionally taught courses and is being integrated into IECC's overall assessment of student learning. Results of the assessment of student learning drive changes that promote quality in instruction and success in student learning. Faculty that assess, review, and evaluate courses teach both face-to-face and online with consistent learning criteria and course objectives/outcomes.

D2L/Brightspace offers a variety of assessment and reporting options. Reports, rubrics, and learning outcomes are all features IECC uses to assess student learning and incorporate those results into Campus Labs' Outcomes module. IECC also utilizes Turnitin, a leading academic plagiarism checker technology for teachers and students. Turnitin is another tool expanding our validation check capabilities for all face-to-face, hybrid, and online courses. The software provides online plagiarism detection, grammar check, with grading tools allowing faculty to electronically review, comment and mark-up student work.

B. End of Course Survey

In the fall of 2016, IECC began to pilot End of Course Surveys to elicit quality feedback from students. Following the end of a term, the End of Course Survey data, both qualitative and quantitative, provides instructors insight and perspective to improve all modalities of the teaching and learning environment. Once again, IECC works with Campus Labs to provide an online survey experience thus ensuring the ability to capture data from students taking online courses. The Campus Labs' Course Evaluation module not only administers the End of Course Surveys but also provides data enriched reports to the faculty for their review.

In order to have a highly effective End of Course survey, faculty participation is key. Such strategies as informing students about the survey or even allowing time in class for the survey to be completed lead to higher response rates. For online or hybrid courses, strategies may include posting an announcement in D2L/Brightspace or embed in the course content section. The survey is confidential with measures are applied to protect student's anonymity. Faculty can view survey results only after submission of final grades.

C. Evaluation of Online Faculty

The evaluation of online faculty follows the same process as currently established by IECC for face-to-face instruction. Any faculty member's class/course may be visited by the Dean of Instruction, Director of Online Learning, and Information Technology Trainer. The Faculty Evaluation Form used by administration is located on the forms page of the IECC Intranet.

D. Evaluation of the Distance Delivery Education Plan

The DDEP is a dynamic process that adapts to changes in technology, student needs, occupational demands and community and economic assessments. Evaluation of the Plan is done through the Director of Online Learning and Distance Delivery Education Committee. Assessment data that is compiled through student and faculty surveys and trends noted in community, occupational and economic development will be considered in improving the DDEP. The Plan continues to be driven by quality in instruction and delivery, student, faculty and community needs, community requirements, economic development, technology availability and the global educational market.

Agenda Item #8C

Ladder/Certificate Program Fee Removal

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 16, 2017
RE: Ladder/Certificate Program Fee Removal

I recommend the Board's removal of the Ladder/Certificate Program Fee effective immediately because the District no longer offers the program.

Ladder/Certificate Program Fees

~~Ladder/Certificate Program \$60.00~~

~~Students taught on site at businesses and industries will be assessed a \$30 fee for the first level certificate; no charge at the second and third certificate levels, and a \$30 graduation fee for the AAS degree.~~

TLB/rs

Agenda Item #8D

2017 Student Satisfaction Survey Results

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 16, 2017
RE: 2017 Student Satisfaction Survey Results

IECC conducts a districtwide Student Satisfaction Survey each spring semester. The 2017 survey was conducted online from March 13 through April 7 with 774 students responding to the survey: 168 from Frontier Community College; 179 from Lincoln Trail College; 229 from Olney Central College; and 198 from Wabash Valley College.

The complete survey results were sent to the Board of Trustees by email.

Survey questions inquired about the student's level of satisfaction in specific areas including Student Services, Instruction, Learning Resource Centers, and Technology. Additionally, the survey asked how likely students would recommend the college to others. Results show that:

Services

96% were satisfied with Advisement services.
93% were satisfied with Financial Aid services.
97.5% were satisfied with Entrata.
96% were satisfied with Help Desk services.

Other

97% were satisfied with the communication between the four colleges.
95% were satisfied with the quality of instruction.
97% felt the instruction was academically challenging.
99% were satisfied with classroom size.
95% were satisfied with courses available at the times they want or needed them.
97% believe they are treated with respect as an individual.
97% would recommend the college to others.

The results of the survey are shared with various district wide committees as well as college committees to work on improving any area that needs attention. Attached is a FY2017 Student Satisfaction Survey Overview for your review which provides additional analysis and information regarding these survey results.

I recommend the Board's approval of the 2017 Student Satisfaction Survey Results.

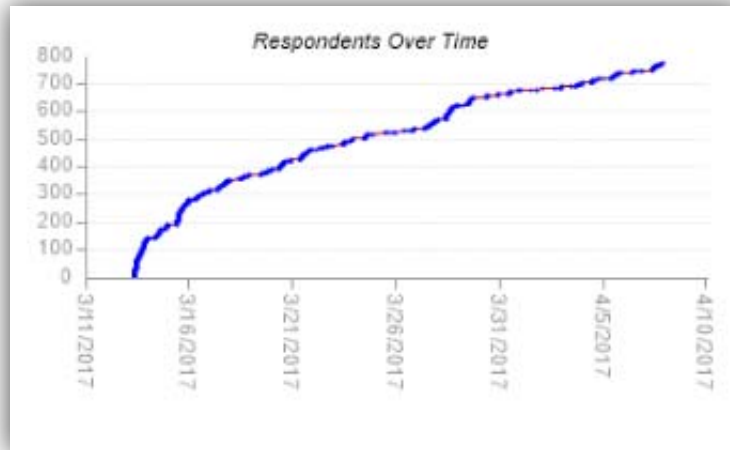
TLB/rs

Delivery Method: Entrata Email Sent by Baseline w/ Unique Link (1 Student = 1 Response)

774 Respondents (13.5% Increase from FY16 or 92 additional students surveyed)

Record # of Responses

- 29.41% Response Rate (774/2632)
- 92.12% Completed Entire Survey



Who took the Survey? (As identified by survey questions)

- OCC had the most students complete the survey with 29.59% of the respondents.
- 41.09% of the students were first year students.
- 46.25% were in Career/Technical Programs.
- 42 Dual Credit Students took the survey.
- 70.28% of the respondents take 12 or more credits a semester (Full-time Status).

Highlights & Findings from Survey

- 97% of Students would recommend their college (Q.43)
- 47% of respondents do not use an IECC Catalog Online or Print. (Q.6)
- 92% of respondents receive their information from Entrata (Q.8)
- Only 39% students participate in student organizations. (Q.9)
- 61% of the students do not participate in student organizations which includes 51 students or 6.63% who were not aware of student organizations. (Q.9)
- 96% are satisfied or very satisfied with IECC's online transcript ordering and delivery service. (Q.11 excluded N/A)
- 54% are aware of how to order transcripts from NSCH, which includes 59.29% of second-year students. (Q.10 Unfiltered/Filtered for Second-year Students)
- 96% are satisfied or very satisfied with Advisor being helpful and knowledgeable. (Q.13 excluded N/A)
- 98% thought the Records Office personnel are helpful and knowledgeable. (Q.14 excluded N/A)

- 98% thought the Business Office personnel are helpful and knowledgeable. (Q.15 excluded N/A)
- 93% were satisfied or very satisfied with Financial Aid services regardless of eligibility. (Q.16 excluded N/A)
- 97% were satisfied or very satisfied with Registration Services. (Q.17 excluded N/A)
- 97% were satisfied or very satisfied with Student Services' office hours. (Q.18 excluded N/A)
- 93.5% thought the Bookstore personnel are helpful and knowledgeable. (Q.19 excluded N/A)
- 90.5% excluding N/A's & 57% including N/A's are satisfied with selection and prices of Food Services. . (Q.20 excluded N/A's & with N/A's)
- 96% were satisfied or very satisfied with LRC's availability of time.
- 99% were satisfied or very satisfied with LRC Resources. (Q.23 excluded N/A)
- 98% were satisfied or very satisfied with LRC Assistance. (Q.24 excluded N/A)
- 98% thought the LRC personnel are helpful and knowledgeable. (Q.25 excluded N/A)
- 97.5% were satisfied or very satisfied with Entrata. (Q.27 excluded N/A)
- 96% were satisfied or very satisfied with the IECC Helpdesk. (Q.28 excluded N/A)
- 95% were satisfied or very satisfied with D2L. (Q.29 excluded N/A)
- 94% were satisfied or very satisfied with accessing online classes and materials. (Q.30 excluded N/A)
- 95% were satisfied or very satisfied with IECC homepage. (Q.31 excluded N/A)
- 95% were satisfied or very satisfied with college homepage. (Q.32 excluded N/A)
- 95% were satisfied or very satisfied with the Quality of Instruction. (Q.34)
- 93%% were satisfied or very satisfied with Instructors providing feedback in timely manner. (Q.35)
- 97% were satisfied or very satisfied with the academic challenge of their classes. (Q.36)
- 99% were satisfied or very satisfied with class size. (Q.37)
- 94% were satisfied or very satisfied with with the computer and/or science labs in order to meet their course objectives. (Q.38)
- 95% were satisfied or very satisfied with the available times of their courses. (Q.39)
- 95% were satisfied or very satisfied with the variety of courses offered by IECC. (Q.40)
- 97% were satisfied or very satisfied with the level of respect that faculty and staff display. (Q.41)
- 46.4% are not aware or only slightly aware of online registration, which includes 51.13% of transfer students who, most likely, will attend a 4-year institution that utilizes an online registration. (Q.45)
- 15.99% of respondents are not aware or only slightly aware of their graduation requirements for program/degree. (14.34% Transfer & CTE) (19.45% Transfer students – 10.91% CTE) (Q.46)

IECC students are highly satisfied with the education and services provided by IECC.

Frontier Community College	168
Lincoln Trail College	179
Olney Central College	229
<u>Wabash Valley College</u>	<u>198</u>

Email Response Rate: 29.41%
Total Complete: 713
Percent Complete: 92.12%

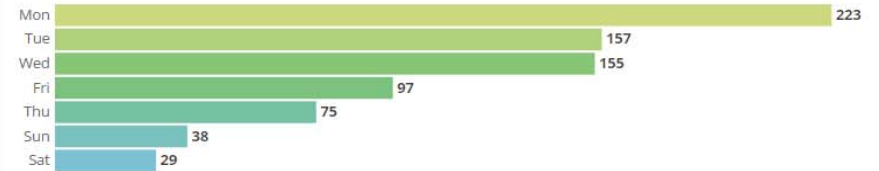
Illinois Eastern Community Colleges 774
FY 2017 IECC Student Satisfaction Survey

774
 Respondents

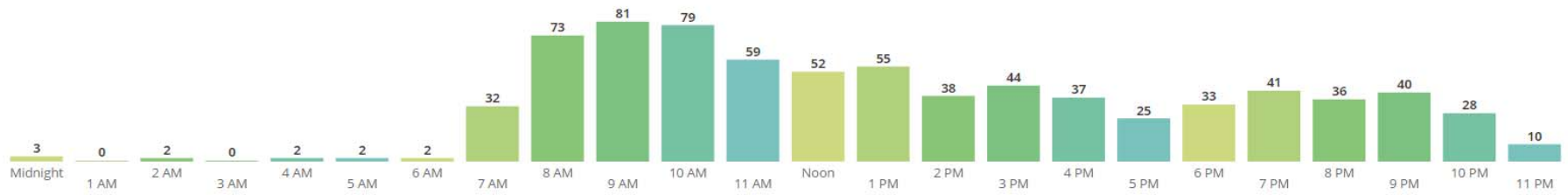
Time On Survey

6m3s
 Average Time
 to Complete

Respondents by Day of Week



Respondents by Hour of Day



Agenda Item #8E

IECC Meal Plan Program

MEMORANDUM

TO: Board of Trustee
FROM: Terry L. Bruce
DATE: May 16, 2017
RE: IECC Meal Plan Program

The Presidents, Business Officers, and Food Service Managers have developed a Meal Plan Program that will generate additional revenues for college food services and provide convenience to the students and the public. The Meal Plan Program was developed after months of discussion between the Chief Financial Officer, the Presidents, College Business Officers, and Food Services Managers.

The meal plan offerings have three basic options as shown in the attached chart.

If approved, these meal plan options would be placed in the catalog, and the infrastructure will be in place and business office staff will be trained on these meal options.

Mr. Chairman, I recommend the Board approve the IECC Meal Plan Program.

TLB/rs

Attachment

IECC Meal Plan Offerings **

	<u>Value</u>	<u>10 % Discount</u>	<u>Student Cost</u>
<u>Dining Dollars Meal Plan (Gold Plan)</u>	\$ 800	\$ 80	\$ 720 **
<u>Dining Dollars Meal Plan (Silver Plan)</u>	\$ 560	\$ 56	\$ 504 **
<u>Dining Dollars Meal Plan (Bronze Plan)</u>	\$ 320	\$ 32	\$ 288 **

Gold Plan - provides for an average of \$ 50 in Dining Dollars per week for 16 weeks

Silver Plan - provides for an average of \$ 35 in Dining Dollars per week for 16 weeks

Bronze Plan - provides for an average of \$ 20 in Dining Dollars per week for 16 weeks

IMPORTANT:

**** Meal Plan purchases are considered "allowable charges" and Pell eligible. Therefore, if you qualify for a Pell award and anticipate a Pell refund, Meal Plans may be charged to your student account and paid with your refund when Pell is disbursed. If you choose this option, the proper authorization form must be completed by you to authorize the college to pay these charges with your Pell refund.**

Other items for students to know:

1. Meal Plans must be purchased in the college Business Office (Not in Food Services).
2. Meal Plans are only available at colleges that offer Food Services.
3. Lost or stolen cards should be reported to the Business Office immediately. At the college's discretion, a fee may be charged to the student to cancel and re-issue the balance of your Dining Dollars meal plan.
4. Meal Plans are non-refundable, however unused funds may carry over from the Fall to the Spring semester for the academic year in which they are purchased only. The academic year normally ends in mid-May each year after graduation. Any unused value at the end of the academic year will NOT carry forward to the following academic year and will be lost.

Agenda Item #8F

Testing Fees Changes and Additions

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 16, 2017
RE: Testing Fees Changes and Additions

I recommend the Board's approval of the below changes and addition of new fees to the following Testing Fees (page 39 of the IECC catalog) effective immediately.

Health Information Management

HIS Exam Fee for HIM 2220 Clinical Practicum	\$168	Actual Cost
National Health Association Testing Fees	\$205	Actual Cost

Medical Assistant

National Health Association Testing Fees	\$205	Actual Cost
American Medical Tech. Testing Fees		Actual Cost (new fees)

Pharmacy Technician

Pharm Tech Certification Board Testing Fees		Actual Cost (new fees)
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TLB/rs

Agenda Item #8G

Dual Credit Agreement between IECC and High School Districts

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: May 16, 2017

RE: Dual Credit Agreement between IECC and High School Districts

The Board of Trustees had previously approved a dual credit agreement that could be presented to each of IECC's sixteen high school district boards. The dual credit agreement outlines the requirements for juniors and seniors to receive both high school and college credit for approved courses.

The dual credit agreement was distributed to all 16 high schools in IECC's district for review and adoption. To date, all 16 high school boards have approved and signed the agreement.

I recommend that the Chairman be authorized to sign the dual credit agreements that have been submitted by the high school districts.

TLB/rs

Attachment

Illinois Eastern Community College District #529
Dual-Credit Agreement

STATEMENT OF AGREEMENT

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

I. STATEMENT OF PURPOSE

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

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

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

II. GUIDELINES

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

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

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

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

III. BOARD APPROVAL

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

By: _____ Date _____
 Chairman

_____ Unit District # _____ Board of Education

By: _____ Date _____
 President/Chairman

Agenda Item #8H

Affiliation Agreements

Imburgia, Dominic Dr Cons Comm Medical Cntr Family Practice - Certified Medical Assistant

Evansville Multi Specialty Clinic - Certified Medical Assistant

Union Health/UAP - Certified Medical Assistant

Valley Professionals Community Health Center - Certified Medical Assistant

Heritage Health: Therapy & Senior Care - Electronic Medical Records

Bertram's Pharmacy - Pharmacy Technician

Carle Richland Memorial Hospital - Pharmacy Technician

Harmon's - Pharmacy Technician

Wal-Mart Pharmacy - Robinson - Pharmacy Technician

Salem Township Hospital - Pharmacy Technician

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 16, 2017
RE: Affiliation Agreements

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

IECC wishes to enter into the following affiliation agreements for Lincoln Trail College with:

Imburgia, Dominic Dr Cons. Comm. Medical Center Family Practice - Certified Medical Asst.
Evansville Multi Specialty Clinic - Certified Medical Assistant
Union Health/UAP - Certified Medical Assistant
Valley Professionals Community Health Center - Certified Medical Assistant
Heritage Health: Therapy & Senior Care - Electronic Medical Records
Bertram's Pharmacy - Pharmacy Technician
Carle Richland Memorial Hospital - Pharmacy Technician
Harmon's - Pharmacy Technician
Wal-Mart Pharmacy - Robinson - Pharmacy Technician
Salem Township Hospital - Pharmacy Technician

I ask the Board's approval of these affiliation agreements.

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 15th day of May, 2017, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as COLLEGE) and Imburgia, Dominic Dr-Consolidated Comm. Medical Center Family Practice, Effingham, IL (hereinafter referred to as Agency)
WITNESSETH THAT:

WHEREAS, the COLLEGE 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 the COLLEGE for the desired purpose,

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

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

The students are responsible for health care costs related to student injury or illness occurring in the agency.

The AGENCY may terminate a student from the facility when his or her performance is unsatisfactory to AGENCY or his or her behavior is deemed disruptive or detrimental to AGENCY and/or its patients. In such event, student participation in the AGENCY shall immediately cease. Only the COLLEGE can dismiss the student from the COLLEGE CMA program.

To the extent permitted by applicable law and without waiving any defenses, the COLLEGE shall indemnify and hold harmless AGENCY and its officers, medical and nursing staff, representatives and employees from and against all liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of the COLLEGE or any of its faculty, Program Participants, agents, representatives and employees under this Agreement, including, but not limited to, claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements. AGENCY shall indemnify COLLEGE against liabilities, claims, damages, and expenses, including reasonable attorney's fees, incurred by the COLLEGE in defending or compromising actions brought against COLLEGE arising out of or related to the AGENCY'S performance of duties hereunder.

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.

7. The COLLEGE 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 _____, 2017.

AGENCY

ILLINOIS EASTERN COMMUNITY
COLLEGES DIST. #529/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 Dist.#529

5/1/2017

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 15th day of May, 2017, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as COLLEGE) and Evansville Multi Specialty Clinic Evansville, IN (hereinafter referred to as AGENCY) *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

WHEREAS, the COLLEGE 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 the COLLEGE for the desired purpose,

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

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

The students are responsible for health care costs related to student injury or illness occurring in the agency.

The AGENCY may terminate a student from the facility when his or her performance is unsatisfactory to AGENCY or his or her behavior is deemed disruptive or detrimental to AGENCY and/or its patients. In such event, student participation in the AGENCY shall immediately cease. Only the COLLEGE can dismiss the student from the COLLEGE CMA program.

To the extent permitted by applicable law and without waiving any defenses, the COLLEGE shall indemnify and hold harmless AGENCY and its officers, medical and nursing staff, representatives and employees from and against all liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of the COLLEGE or any of its faculty, Program Participants, agents, representatives and employees under this Agreement, including, but not limited to, claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements. AGENCY shall indemnify COLLEGE against liabilities, claims, damages, and expenses, including reasonable attorney's fees, incurred by the COLLEGE in defending or compromising actions brought against COLLEGE arising out of or related to the AGENCY'S performance of duties hereunder.

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.

7. The COLLEGE 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 _____, 2017.

AGENCY

ILLINOIS EASTERN COMMUNITY
COLLEGES DIST. #529/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 Dist.#529

5/13/2014

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 15th day of May, 2017, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as COLLEGE) and Union Health /UAP, Terre Haute, IN (hereinafter referred to as AGENCY)

[Insert: Agency, City, and State Above]

WITNESSETH THAT:

WHEREAS, the COLLEGE 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 the COLLEGE for the desired purpose,

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

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

The students are responsible for health care costs related to student injury or illness occurring in the agency.

The AGENCY may terminate a student from the facility when his or her performance is unsatisfactory to AGENCY or his or her behavior is deemed disruptive or detrimental to AGENCY and/or its patients. In such event, student participation in the AGENCY shall immediately cease. Only the COLLEGE can dismiss the student from the COLLEGE CMA program.

To the extent permitted by applicable law and without waiving any defenses, the COLLEGE shall indemnify and hold harmless AGENCY and its officers, medical and nursing staff, representatives and employees from and against all liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of the COLLEGE or any of its faculty, Program Participants, agents, representatives and employees under this Agreement, including, but not limited to, claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements. AGENCY shall indemnify COLLEGE against liabilities, claims, damages, and expenses, including reasonable attorney's fees, incurred by the COLLEGE in defending or compromising actions brought against COLLEGE arising out of or related to the AGENCY'S performance of duties hereunder.

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.

7. The COLLEGE 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 _____, 2017.

AGENCY

ILLINOIS EASTERN COMMUNITY
COLLEGES DIST. #529/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 Dist.#529

4/18/2017

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 15th day of May, 2017, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as COLLEGE) and Valley Professionals Community Health Center, Terre Haute, IN (hereinafter referred to as AGENCY) *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

WHEREAS, the COLLEGE 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 the COLLEGE for the desired purpose,

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

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

The students are responsible for health care costs related to student injury or illness occurring in the agency.

The AGENCY may terminate a student from the facility when his or her performance is unsatisfactory to AGENCY or his or her behavior is deemed disruptive or detrimental to AGENCY and/or its patients. In such event, student participation in the AGENCY shall immediately cease. Only the COLLEGE can dismiss the student from the COLLEGE CMA program.

To the extent permitted by applicable law and without waiving any defenses, the COLLEGE shall indemnify and hold harmless AGENCY and its officers, medical and nursing staff, representatives and employees from and against all liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of the COLLEGE or any of its faculty, Program Participants, agents, representatives and employees under this Agreement, including, but not limited to, claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements. AGENCY shall indemnify COLLEGE against liabilities, claims, damages, and expenses, including reasonable attorney's fees, incurred by the COLLEGE in defending or compromising actions brought against COLLEGE arising out of or related to the AGENCY'S performance of duties hereunder.

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.

7. The COLLEGE 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 _____, 2017.

AGENCY

ILLINOIS EASTERN COMMUNITY
COLLEGES DIST. #529/LINCOLN TRAIL
COLLEGE

Medical Services Director

Certified Medical Assistant
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community College Dist.#529

5/13/2014

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 15th day of May, 2017, 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 Heritage Health: Therapy & Senior Care, Robinson, IL (hereinafter referred to as AGENCY).
[Insert: Agency, City, and State Above]

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the electronic medical records students of the COLLEGE for the desired purpose,

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

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

The students are responsible for health care costs related to student injury or illness occurring in the agency.

The AGENCY may terminate a student from the facility when his or her performance is unsatisfactory to AGENCY or his or her behavior is deemed disruptive or detrimental to AGENCY and/or its patients. In such event, student participation in the AGENCY shall immediately cease. Only the COLLEGE can dismiss the student from the COLLEGE EMR program.

To the extent permitted by applicable law and without waiving any defenses, the COLLEGE shall indemnify and hold harmless AGENCY and its officers, medical and nursing staff, representatives and employees from and against all liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of the COLLEGE or any of its faculty, Program Participants, agents, representatives and employees under this Agreement, including, but not limited to, claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements. AGENCY shall indemnify COLLEGE against liabilities, claims, damages, and expenses, including reasonable attorney's fees, incurred by the COLLEGE in defending or compromising actions brought against COLLEGE arising out of or related to the AGENCY'S performance of duties hereunder.

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. The COLLEGE 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 _____th day of _____, 2017.

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

4/4/17

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 15th day of May, 2017, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as the COLLEGE) and Bertram's Pharmacy, Robinson, IL (hereinafter referred to as AGENCY). [Identify Above: Agency, City, and State]

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the pharmacy technician students of the COLLEGE for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas of pharmacy service for observation and participation by the students and faculty of the COLLEGE'S Pharmacy Technician Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College 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 pharmacy technician laboratory practice, and will be available to the pharmacy technician students.

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of the COLLEGE, in consultation with the Administrative Supervisor or Coordinator on behalf of the AGENCY. The Administrative Supervisor assumes full responsibility and supervision of the Pharmacy Technician 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 pharmacy technician services and safeguard of clients served by students. The AGENCY personnel will retain full and final decisions for client care assigned to Pharmacy Technician 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.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, the COLLEGE 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 health requirements required by the AGENCY.

The students are responsible for health care costs related to student injury or illness occurring in the agency.

The AGENCY may terminate a student from the facility when his or her performance is unsatisfactory to AGENCY or his or her behavior is deemed disruptive or detrimental to AGENCY and/or its patients. In such event, student participation in the AGENCY shall immediately cease. Only the COLLEGE can dismiss a student from the COLLEGE Pharmacy Technician program.

To the extent permitted by applicable law and without waiving any defenses, the COLLEGE shall indemnify and hold harmless AGENCY and its officers, medical and nursing staff, representatives and employees from and against all liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of the COLLEGE or any of its faculty, Program Participants, agents, representatives and employees under this Agreement, including, but not limited to claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements. AGENCY shall indemnify COLLEGE against liabilities, claims, damages, and expenses, including reasonable attorney's fees, incurred by the COLLEGE in defending or compromising actions brought against COLLEGE arising out of or related to the AGENCY'S performance of duties hereunder.

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

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. 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 _____, 2017.

AGENCY

LINCOLN TRAIL COLLEGE

Pharmacy Director

Pharmacy Technician Faculty Member

Pharmacy Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:5/13/14

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 15th day of May, 2017, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as the COLLEGE) and Carle Richland Memorial Hospital, Olney, IL (hereinafter referred to as AGENCY).
[Identify Above: Agency, City, and State]

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the pharmacy technician students of the COLLEGE for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas of pharmacy service for observation and participation by the students and faculty of the COLLEGE'S Pharmacy Technician Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College 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 pharmacy technician laboratory practice, and will be available to the pharmacy technician students.

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of the COLLEGE, in consultation with the Administrative Supervisor or Coordinator on behalf of the AGENCY. The Administrative Supervisor assumes full responsibility and supervision of the Pharmacy Technician 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 pharmacy technician services and safeguard of clients served by*

students. The AGENCY personnel will retain full and final decisions for client care assigned to Pharmacy Technician 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.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, the COLLEGE 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 health requirements required by the AGENCY.

The students are responsible for health care costs related to student injury or illness occurring in the agency.

The AGENCY may terminate a student from the facility when his or her performance is unsatisfactory to AGENCY or his or her behavior is deemed disruptive or detrimental to AGENCY and/or its patients. In such event, student participation in the AGENCY shall immediately cease. Only the COLLEGE can dismiss a student from the COLLEGE Pharmacy Technician program.

To the extent permitted by applicable law and without waiving any defenses, the COLLEGE shall indemnify and hold harmless AGENCY and its officers, medical and nursing staff, representatives and employees from and against all liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of the COLLEGE or any of its faculty, Program Participants, agents, representatives and employees under this Agreement, including, but not limited to claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements. AGENCY shall indemnify COLLEGE against liabilities, claims, damages, and expenses, including reasonable attorney's fees, incurred by the COLLEGE in defending or compromising actions brought against COLLEGE arising out of or related to the AGENCY'S performance of duties hereunder.

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. The COLLEGE will provide orientation to the educational program for the AGENCY staff.

8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. 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 _____, 2017.

AGENCY

LINCOLN TRAIL COLLEGE

Pharmacy Director

Pharmacy Technician Faculty Member

Pharmacy Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:4/18/17

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 15th day of May, 2017, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as the COLLEGE) and Harmons, Oblong, IL (hereinafter referred to as AGENCY). [Identify Above: Agency, City, and State]

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the pharmacy technician students of the COLLEGE for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas of pharmacy service for observation and participation by the students and faculty of the COLLEGE'S Pharmacy Technician Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College 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 pharmacy technician laboratory practice, and will be available to the pharmacy technician students.

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of the COLLEGE, in consultation with the Administrative Supervisor or Coordinator on behalf of the AGENCY. The Administrative Supervisor assumes full responsibility and supervision of the Pharmacy Technician 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 pharmacy technician services and safeguard of clients served by*

students. The AGENCY personnel will retain full and final decisions for client care assigned to Pharmacy Technician 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.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, the COLLEGE 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 health requirements required by the AGENCY.

The students are responsible for health care costs related to student injury or illness occurring in the agency.

The AGENCY may terminate a student from the facility when his or her performance is unsatisfactory to AGENCY or his or her behavior is deemed disruptive or detrimental to AGENCY and/or its patients. In such event, student participation in the AGENCY shall immediately cease. Only the COLLEGE can dismiss a student from the COLLEGE Pharmacy Technician program.

To the extent permitted by applicable law and without waiving any defenses, the COLLEGE shall indemnify and hold harmless AGENCY and its officers, medical and nursing staff, representatives and employees from and against all liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of the COLLEGE or any of its faculty, Program Participants, agents, representatives and employees under this Agreement, including, but not limited to claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements. AGENCY shall indemnify COLLEGE against liabilities, claims, damages, and expenses, including reasonable attorney's fees, incurred by the COLLEGE in defending or compromising actions brought against COLLEGE arising out of or related to the AGENCY'S performance of duties hereunder.

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. The COLLEGE will provide orientation to the educational program for the AGENCY staff.

8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. 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 _____, 2017.

AGENCY

LINCOLN TRAIL COLLEGE

Pharmacy Director

Pharmacy Technician Faculty Member

Pharmacy Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:5/13/14

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 15th day of May, 2017, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as the COLLEGE) and Walmart Pharmacy, Robinson, IL (hereinafter referred to as AGENCY). [Identify Above: Agency, City, and State]

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the pharmacy technician students of the COLLEGE for the desired purpose,

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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 pharmacy technician services and safeguard of clients served by*

students. The AGENCY personnel will retain full and final decisions for client care assigned to Pharmacy Technician students.

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Prior to the use of any AGENCY facilities, under the contemplated program, the COLLEGE 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 health requirements required by the AGENCY.

The students are responsible for health care costs related to student injury or illness occurring in the agency.

The AGENCY may terminate a student from the facility when his or her performance is unsatisfactory to AGENCY or his or her behavior is deemed disruptive or detrimental to AGENCY and/or its patients. In such event, student participation in the AGENCY shall immediately cease. Only the COLLEGE can dismiss a student from the COLLEGE Pharmacy Technician program.

To the extent permitted by applicable law and without waiving any defenses, the COLLEGE shall indemnify and hold harmless AGENCY and its officers, medical and nursing staff, representatives and employees from and against all liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of the COLLEGE or any of its faculty, Program Participants, agents, representatives and employees under this Agreement, including, but not limited to claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements. AGENCY shall indemnify COLLEGE against liabilities, claims, damages, and expenses, including reasonable attorney's fees, incurred by the COLLEGE in defending or compromising actions brought against COLLEGE arising out of or related to the AGENCY'S performance of duties hereunder.

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

LINCOLN TRAIL COLLEGE

Pharmacy Director

Pharmacy Technician Faculty Member

Pharmacy Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:5/13/14

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 15th day of May, 2017, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as the COLLEGE) and Salem Township Hospital, Salem, IL (hereinafter referred to as AGENCY). [Identify Above: Agency, City, and State]

WITNESSETH THAT:

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

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AGENCY

LINCOLN TRAIL COLLEGE

Pharmacy Director

Pharmacy Technician Faculty Member

Pharmacy Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:5/13/14

Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

**TREASURER'S REPORT
April 30, 2017**

FUND	BALANCE
Educational	\$2,574,844.10
Operations & Maintenance	\$1,079,187.99
Operations & Maintenance (Restricted)	\$62,343.15
Bond & Interest	\$713,274.70
Auxiliary	\$526,569.17
Restricted Purposes	\$17,089.05
Working Cash	\$212,510.89
Trust & Agency	\$543,357.12
Audit	(\$814.02)
Liability, Protection & Settlement	\$628,810.37
TOTAL ALL FUNDS	\$6,357,172.52

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
April 30, 2017

	ALL FUNDS <hr/> Fiscal Year 2017 <hr/>
ASSETS:	
CASH	6,357,173
IMPREST FUND	21,400
CHECK CLEARING	12,500
INVESTMENTS	21,090,000
RECEIVABLES	3,145,256
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	509,653
OTHER ASSETS	457,507
TOTAL ASSETS AND OTHER DEBITS:	31,593,489
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	221,687
ACCOUNTS PAYABLE	71,098
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	2,756,074
OTHER LIABILITIES	501,647
TOTAL LIABILITIES:	3,550,506
EQUITY AND OTHER CREDITS:	
FUND BALANCE	2,672,729
CONTROL ACCOUNTS	6,165,319
FUND BALANCES:	
FUND BALANCE	16,028,642
RESERVE FOR ENCUMBRANCES	3,176,293
TOTAL EQUITY AND OTHER CREDITS	28,042,983
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	31,593,489

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF April 30, 2017

ALL FUNDS

FY 2017
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	13,249,233
STATE GOVT SOURCES	5,449,943
STUDENT TUITION & FEES	14,144,658
SALES & SERVICE FEES	3,041,313
FACILITIES REVENUE	9,555
INVESTMENT REVENUE	158,452
OTHER REVENUES	170,902
TOTAL REVENUES:	36,224,056

EXPENDITURES:

INSTRUCTION	9,509,113
ACADEMIC SUPPORT	391,634
STUDENT SERVICES	1,253,006
PUBLIC SERV/CONT ED	4,235
OPER & MAINT PLANT	2,405,661
INSTITUTIONAL SUPPORT	7,301,400
SCH/STUDENT GRNT/WAIVERS	6,957,571
AUXILIARY SERVICES	4,619,985
TOTAL EXPENDITURES:	32,442,605

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	3,781,451
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**Illinois Eastern Community Colleges
Operating Fund Analysis
CASH BASIS**

July 1, 2016 -- April 30, 2017

REVENUES:	Education Fund	O & M Fund	Total Operating Funds
Local Government Sources	2,878,347	1,225,778	4,104,125
State Government Sources - Current Year	5,449,943	-	5,449,943
State Government Sources - Prior Year	-	-	-
Net Tuition and Fees	5,625,861	1,039,915	6,665,776
Sales & Service Fees	37,510	-	37,510
Facilities Revenue	-	8,855	8,855
Investment Revenue	71,602	17,503	89,105
Other Revenues	126,647	356	127,003
TOTAL REVENUES:	<u>14,189,910</u>	<u>2,292,407</u>	<u>16,482,317</u>
EXPENDITURES:			
Salaries	11,865,217	702,638	12,567,855
Employee Benefits	1,949,614	176,487	2,126,101
Contractual Services	421,063	265,329	686,392
Materials	678,986	182,331	861,317
Travel & Staff Development	131,902	2,831	134,733
Fixed Charges	103,988	14,696	118,684
Utilities	55,945	958,562	1,014,507
Capital Outlay	104,673	29,040	133,713
Other	112,899	70	112,969
TOTAL EXPENDITURES:	<u>15,424,287</u>	<u>2,331,984</u>	<u>17,756,271</u>
TRANSFERS :			
Interfund Transfers	(1,317,348)	-	(1,317,348)
TOTAL TRANSFERS:	<u>(1,317,348)</u>	<u>-</u>	<u>(1,317,348)</u>
NET INCREASE / (DECREASE)	<u>(2,551,725)</u>	<u>(39,577)</u>	<u>(2,591,302)</u>

**OPERATING FUNDS
COMPARISON REPORT FY15-17**

College	Category	FISCAL YEAR 2015			FISCAL YEAR 2016			FISCAL YEAR 2017			
		Anticipated Budget	Spent Thru April	% of Bdgt	Anticipated Budget	Spent Thru April	% of Bdgt	Anticipated Budget	Spent Thru April	% of Bdgt	% of Year
Frontier	Bills		\$ 1,416,694		\$ 1,383,435		\$ 1,500,246				
	Payroll		1,777,411		1,819,271		1,793,512				
	Totals	\$ 4,283,530	3,194,105	75%	\$ 4,230,407	3,202,706	76%	\$ 4,089,274	3,293,758	81%	83%
Lincoln Trail	Bills		1,657,163		1,535,519		1,557,831				
	Payroll		2,001,984		1,934,789		1,792,831				
	Totals	\$ 4,540,934	3,659,147	81%	\$ 4,505,520	3,470,308	77%	\$ 4,198,705	3,350,662	80%	83%
Olney Central	Bills		2,089,541		1,954,500		1,797,311				
	Payroll		4,101,872		3,937,609		3,740,605				
	Totals	\$ 7,866,901	6,191,413	79%	\$ 7,696,886	5,892,109	77%	\$ 7,158,163	5,537,916	77%	83%
Wabash Valley	Bills		2,369,099		2,427,129		2,539,972				
	Payroll		2,703,536		2,668,319		2,614,427				
	Totals	\$ 6,111,313	5,072,635	83%	\$ 6,176,922	5,095,448	82%	\$ 6,124,837	5,154,399	84%	83%
Workforce Educ.	Bills		3,204,051		3,307,028		3,240,816				
	Payroll		1,277,366		1,191,780		1,096,548				
	Totals	\$ 5,577,344	4,481,417	80%	\$ 5,467,706	4,498,808	82%	\$ 5,106,047	4,337,364	85%	83%
District Office	Bills		266,146		267,182		248,486				
	Payroll		822,067		860,117		861,924				
	Totals	\$ 1,318,178	1,088,213	83%	\$ 1,351,446	1,127,299	83%	\$ 1,349,414	1,110,410	82%	83%
District Wide	Bills		1,640,975		1,405,294		1,261,325				
	Payroll		712,353		836,825		668,008				
	Totals	\$ 2,791,650	2,353,328	84%	\$ 2,771,726	2,242,119	81%	\$ 2,339,438	1,929,333	82%	83%
GRAND TOTALS		\$32,489,850	\$ 26,040,258	80%	\$32,200,613	\$ 25,528,797	79%	\$ 30,365,878	\$24,713,842	81%	83%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
April 30, 2017

	FY 2017		FY 2016		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	12,567,855	50.85%	13,248,710	51.90%	(680,855)
Employee Benefits	2,126,101	8.60%	2,151,845	8.43%	(25,744)
Contractual Services	686,392	2.78%	744,545	2.92%	(58,153)
Materials	861,317	3.49%	950,300	3.72%	(88,983)
Travel & Staff Development	134,733	0.55%	173,187	0.68%	(38,454)
Fixed Charges	118,684	0.48%	141,406	0.55%	(22,722)
Utilities	1,014,507	4.11%	944,095	3.70%	70,412
Capital Outlay	133,713	0.54%	150,668	0.59%	(16,955)
Other	7,070,540	28.61%	7,024,041	27.51%	46,499
	24,713,842	100.00%	25,528,797	100.00%	(814,955)

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

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Other Items

Agenda Item #18

Adjournment

**Center for Technology - LTC
Locally Funded, CDB, & PHS Projects
Projects Schedule**

	Funding Source	Estimated Budget								
Student Center - WVC	CDB	\$4,029,400	████████							
Temp Building Replacement - LTC	CDB	\$1,495,500	████████							
Center for Technology - LTC	CDB	\$7,569,800	████████							
GRAND TOTAL		\$13,094,700	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

4/30/2017