

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**April 19, 2011**



**Location:**

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

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**April 19, 2011**

**7:00 p.m.**

**Lincoln Trail College**

1. Call to Order & Roll Call ..... Chairman Fischer
2. Disposition of Minutes ..... Fischer
3. Resolution of Results of April 5, 2011 Election..... Fischer
4. Adjournment of Board – Sine Die..... Fischer
5. Organization of New Board..... Bruce
  - A. Appointment of Temporary Secretary
  - B. Oath of Office and Seating of Trustees Elected April 5, 2011  
Oath of Office and Seating of Student Trustee
  - C. Roll Call
  - D. Election of Chairman
  - E. Election of Vice-Chairman
  - F. Election of Secretary
  - G. Appointment of Ethics Officer
  - H. Resolution for Adoption of Rules, Regulations and Actions of Prior Boards
  - I. Resolution for Time and Place of Board Meetings
6. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
7. Public Comment
8. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
9. Policy First Reading (and Possible Approval) ..... Bruce
  - A. Policy HR 400.10
10. Policy Second Reading..... Bruce
  - A. None

- 11. Staff Recommendations for Approval
  - A. Violence Prevention Plan ..... Cantwell
  - B. CTE Enhancement Plan FY 2012 ..... Browning
  - C. Activity Fee Allocations ..... Browning
  - D. Bid Schedule..... Browning
  - E. Phase IX Carryover Funds, Project Application..... Browning
  - F. Phase IX Carryover Funds, Resolution..... Browning
  - G. Nursing Articulation Guide IECC and EIU..... Pampe
  - H. Technology Plan..... Cline
  - I. Ameren CIPS Appraisal Request..... Bruce
  - J. Student Handbook for Medical Office Assistant/Medical Coding Program ..... Bruce
  - K. Revisions to Student Handbook for Radiography Program..... Bruce
  - L. Revisions to Student Handbook for Nursing Program ..... Bruce
  - M. Affiliation Agreements between IECC and
    - Basic Nurse Assistant (WVC) – United Methodist Village - Lawrenceville
    - Health Information Management (LTC) – Sikorski Chiropractic Clinic - Robinson
    - Health Information Management (LTC) – Crawford Memorial Hospital - Robinson
    - Pharmacy Technician (LTC) – Harmon’s Drug Store - Oblong
    - Pharmacy Technician (LTC) – Medicine Shoppe – Marshall
    - Pharmacy Technician (LTC) – Scott Drug - Bridgeport
    - Pharmacy Technician (LTC) – CVS – Lawrenceville
    - Pharmacy Technician (LTC) – CVS - Olney
    - Pharmacy Technician (LTC) – Crawford Memorial Hospital – Robinson
    - Medical Assistant (LTC) – Dr. Rachel Winters – Lawrenceville
    - Medical Assistant (LTC) – Union Hospital – Terre Haute
    - Medical Assistant (LTC) – UAP Clinic AP & S – Terre Haute
    - Medical Assistant (LTC) – Sullivan Family Practice – Sullivan
    - Medical Assistant (LTC) - Richland Memorial Hospital – Olney
    - Medical Assistant (LTC) – Lathrop Foot and Ankle Comfort – Robinson
    - Medical Assistant (LTC) – Jasper County Health Department – Newton
    - Medical Assistant (LTC) – Clay County Health Medical Clinic – Flora
    - Medical Assistant (LTC) – Crawford Memorial Hospital – Robinson
    - Medical Assistant (LTC) – Acute Medical Care – Robinson
    - Medical Assistant (LTC) – Dr. David Rotman - Robinson
  
- 12. Bid Committee Report..... Bruce
  - A. IECC
    - 1. Uninterruptible Power Supply
  - International
    - 1. Used 2009 or Newer Mini-Van
  - Olney Central College
    - 1. Used 2008 or Newer 15-Passenger Van

13. District Finance	
A. Financial Report .....	Browning
B. Approval of Financial Obligations .....	Browning
14. Chief Executive Officer's Report.....	Bruce
15. Executive Session.....	Bruce
16. Approval of Executive Session Minutes	
A. Written Executive Session Minutes.....	Bruce
B. Audio Executive Session Minutes .....	Bruce
17. Approval of Personnel Report .....	Bruce
18. Collective Bargaining.....	Bruce
19. Litigation .....	Bruce
20. Acquisition and Disposition of Property .....	Bruce
21. Other Items	
22. 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 Foundation Hall, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, March 15, 2011.

**Appointment of Temporary Secretary:** Without objection, Chairman G. Andrew Fischer appointed Renee Smith to be Temporary Board Secretary for this meeting.

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

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

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

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

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.

Matt Fowler, President of Wabash Valley College.

Mitch Hannahs, President of Lincoln Trail College.

Rodney Ranes, President of Olney Central College.

Timothy Taylor, President of Frontier Community College.

Roger Browning, Chief Finance Officer/Treasurer.

Tara Buerster, Director of Human Resources.

Christine Cantwell, Associate Dean of Academic & Student Support Services.

Alex Cline, Director of Information & Communications Technology.

Kathleen Pampe, Associate Dean, Career Education & Economic Development.

Pamela Schwartz, Associate Dean of Institutional Development.

Renee Smith, Executive Assistant to CEO.

Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office

DOC – Department of Corrections

FCC – Frontier Community College

HLC – Higher Learning Commission

HRSA – Health Resources & Services Administration

ICAHN – Illinois Critical Access Hospital Network  
ICCB – Illinois Community College Board  
ICCTA – Illinois Community College Trustees Association  
IECC – Illinois Eastern Community Colleges  
IECEA – Illinois Eastern Colleges Education Association  
LTC – Lincoln Trail College  
LWIB – Local Workforce Investment Board  
OCC – Olney Central College  
PHS – Protection, Health & Safety  
SAN – Student Advantage Network  
SURS – State Universities Retirement System  
WED – Workforce Education  
WVC – Wabash Valley College

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held Tuesday, February 15, 2011 were presented for disposition.

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

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

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

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

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

**AGENDA #5 – “Reports”** –

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

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

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

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

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

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

**#8-A. Special Recognition of Student Board Member Laurel Pennington:** The trustees gave special recognition to Student Trustee Laurel Pennington. Each year the students of a college within the IECC system select a member of the student body to serve as Student Trustee to the Board of Trustees. The colleges make the selection on a rotating basis. Since April 2010, Laurel Pennington from Frontier Community College has served as Student Trustee. The CEO and Board Chairman noted that she has served with distinction and provided useful insights to the Board of Trustees during her tenure on the Board. Her advice and counsel is appreciated by the Board and the Administration. Laurel will graduate from Frontier Community College with an ADN Degree in May of this year. Her insights to the nursing program have been very much appreciated by all members of the Board and Administration. The Board and the Administration wish Laurel Pennington success in her future endeavors and hope that she will continue to provide her insights to the Board. She was presented with a plaque in recognition of her service to the Board of Trustees and the IECC district.

**#8-B. 403(b) Plan Calendar Year 2010 Report:** Pursuant to the requirements of federal law, the Board of Trustees chose The Standard as administrator for an approved 403(b) program for the employees of the District. The program has just completed its second calendar year. A formal Executive Summary of the Plan was reviewed by Roger Browning. Since its inception under the new federal requirements, the 403(b) plan has done well. At the end of the second year, the plan had assets of \$649,103.00. For calendar year 2010 the average return on investment within the plan was 8.3%. The plan currently has 77 active participants. The CEO recommended acceptance of the annual report of the District's 403(b) plan.

**Board Action:** Trustee Walter Koertge made a motion to accept the annual report of the IECC 403(b) plan as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Campus Emergency Plans 2011:** Chris Cantwell reviewed revised Campus Emergency Plans 2011. In 2008, the Campus Security Enhancement Act (110 Illinois Compiled Statutes 12/1; Public Act 95-0881) was passed and signed into law. Illinois became the first state in the nation to require all colleges in the state to develop and exercise an all-hazards emergency response plan. Each of the four IECC colleges have reviewed and revised their plans to provide an organized plan to facilitate the safety of their students, faculty and staff. The plans outline each of the college's procedures for managing major emergencies and incidents that may threaten the health, safety and welfare of the campus community or disrupt its programs and activities.

Each plan contains the following information: Plan Approval, Record of Change and Distribution List, Emergency Contact List, College Map and Building Directory, Emergency Response Situations and Program Requirements, Assault/Battery, Sexual Assault/Rape, Bomb Threat, Cyber Threat, Designated Shelter Areas, Disturbance and Demonstrations, Earthquake, Emergency Alert Notification System, Fire, First Aid Kits and AED Locations, Hazardous Materials, Mass Casualty Event, Medical Emergencies, Severe Weather, Structural Failure, Utility Emergencies, Weapons Situation. The CEO recommended approval.

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

**#8-D. Identity Theft Prevention Report:** Chris Cantwell reviewed the Identity Theft Prevention Program and Program Status Report for 2010.

Federal regulations require the district to develop and implement a written identity theft prevention program, since the district participates in the Federal Perkins Loan Program and the Federal Family Education Loan Program, offers institutional loans to students, and administers a tuition payment plan that allows qualified students to pay their tuition and fees throughout the semester. Therefore, IECC is a “creditor” and student accounts are “covered accounts” subject to the federal regulations on identity theft prevention.

A district-wide Identity Theft Prevention Team was formed and includes members representing various departments and areas that work closely with all types of student accounts. On February 15, 2011, the Identity Theft Prevention Team reviewed and updated the program. Minor updates include removing IECC’s participation in the Federal Perkins Loan Program and listing Federal Direct Student Loan Program in place of the Federal Family Education Loan Program. No major updates were made to the current program. The Team will continue to annually review the program and provide identity theft and red flag training annually with their assigned departments and areas.

The CEO recommended approval of the Identity Theft Prevention Program and Program Status Report for 2010 as presented.

**Board Action:** Trustee Walter Koertge made a motion to approve the Identity Theft Prevention Program and Program Status Report for 2010 as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. LTC Lab Fees:** A recommendation was presented to change several lab fees at Lincoln Trail College. The Health Information Management Program examination fee will be increased from its current \$150 to \$168 because the test fees have been increased. The Medical Assistant Program National Health Association Testing Fee will be increased from its current \$150 to \$205. Three fees need to be changed because of new course requirements in the Telecomm Program. The Cable maintenance lab fee will be reduced from its current \$96 to \$90. Advanced cable splicing will be reduced from the current fee of \$254 to \$242. Introduction to Fiber Optics, which currently has no lab fee, will add a lab fee of \$178. All of the foregoing LTC lab fee changes will be effective Summer Term 2011. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the foregoing changes to LTC lab fees, effective Summer Term 2011 as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe.

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

**#8-F. Basic Nurse Assistant Student Handbook:** The CEO recommended a change to the Basic Nurse Assistant Student Handbook, to require students to complete a health form at the beginning of the course. This will allow the instructor to be aware of any health concerns or needs of the student. It is the student's responsibility to notify the instructor of any changes in his/her health condition throughout the course.

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

**#8-G. Memorandum of Understanding with Wayne County Health Department:** A Memorandum of Understanding was presented between the Wayne County Health Department (WCHD) and Frontier Community College, for FCC to become a "Closed Point of Dispensing" organization, in the event of a public health emergency requiring mass dispensing of medication. FCC is being asked to perform the task of dispensing vaccine or oral medication to its employees and their families. Frontier would use personnel trained by the Health Department to perform these duties. The WCHD must complete a Mass Dispensing Plan as required by law and are asking that FCC become a Closed Point of Dispensing as part of that plan. The CEO recommended approval of the Memorandum of Understanding as presented.

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

**#8-H. Project Application – FCC Classroom Conversion Project:** At the February Board meeting, the Board approved bidding the conversion of 7,088 square feet of lab space, into classroom space and restrooms at the Workforce Education Building at Frontier. The District has now received bids for that project. The District had hoped that the project would not exceed the \$250,000 which had been pledged by the City of Fairfield. The bids received totaled \$299,000. Because the project now will exceed \$250,000, a project application has been prepared for Board of Trustee approval. This application calls for the use of all local funds, but the District still has to seek ICCB approval. If approved by ICCB, FCC will then proceed to raise the additional funds necessary, in excess of the \$250,000 already pledged by the City of Fairfield, to proceed and complete this project. Following is the estimated project budget:

Construction (including fixed equipment): \$60,000  
Mechanical: \$210,000

Electrical: \$50,000  
Contingency (10%): \$32,000  
A/E Professional Fees & Reimbursables: \$40,000  
Total: \$392,000

The CEO recommended approval of the Project Application for the FCC Conversion Project, including all documents and attachments relative thereto, for submission to the Illinois Community College Board.

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

**#8-I. ICCB Resolution on FCC Classroom Conversion:** For locally funded projects exceeding \$250,000, the Board must approve an Application and a Resolution which commits the Board to completion of the proposed project. The CEO recommended adoption of the following Resolution to approve Frontier Community College's classroom conversion project.

**Resolution for Capital Project Application  
Remodel Classrooms - Workforce Development Center  
Frontier Community College**

BE IT RESOLVED, by the Board of Trustees of Illinois Eastern Community College District No. 529, State of Illinois, that the Board hereby approves a Capital Project Application for the locally funded remodel of classrooms in the Workforce Development Center at Frontier Community College, Fairfield, IL.

BE IT FURTHER RESOLVED that said Capital Project Application, along with Programmatic Justification and other supporting documentation; be submitted to the Illinois Community College Board.

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

**#8-J. Motorcycle Training Facility Use Agreement with SIU – Carbondale - FCC:** Southern Illinois University (SIU) has agreed to offer Motorcycle Rider Courses at Frontier Community College and has proposed a Motorcycle Training Facility Use Agreement for the Board's consideration. The proposed agreement sets forth the requirements of SIUC and IECC but does not require the payment of funds by either party. The agreement deals extensively with insurance requirements of FCC and SIU.

The agreement may be terminated by either party with 30 days' notice. The parties may renew this agreement by written mutual agreement. The CEO recommended approval.

The actual classroom instruction will be conducted at Foundation Hall. Elastac/American Marine, a new environmental products company in Fairfield, has recently purchased the parking lot of the former Wal-Mart store in Fairfield, where the driving (skill development) portion of this course will be conducted. Elastac/American Marine has already executed/completed an agreement with SIUC concerning the driving portion of the course.

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

**#8-K. Motorcycle Training Facility Use Agreement with SIU – Carbondale - LTC:** Southern Illinois University (SIU) has agreed to offer Motorcycle Rider Courses at Lincoln Trail College and has proposed a Motorcycle Training Facility Use Agreement for the Board's consideration. The proposed agreement sets forth the requirements of SIUC and IECC but does not require the payment of funds by either party. The agreement deals extensively with insurance requirements of LTC and SIU. The agreement may be terminated by either party with 30 days' notice. The parties may renew this agreement by written mutual agreement. The CEO recommended approval.

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

**#8-L. Motorcycle Training Facility Use Agreement with SIU – Carbondale - OCC:** Southern Illinois University (SIU) has agreed to offer Motorcycle Rider Courses at Olney Central College and has proposed a Motorcycle Training Facility Use Agreement for the Board's consideration. The proposed agreement sets forth the requirements of SIUC and IECC but does not require the payment of funds by either party. The agreement deals extensively with insurance requirements of OCC and SIU. The agreement may be terminated by either party with 30 days' notice. The parties may renew this agreement by written mutual agreement. The CEO recommended approval.

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

**#8-M. Motorcycle Training Facility Use Agreement with SIU – Carbondale - WVC:**

Southern Illinois University (SIU) has agreed to offer Motorcycle Rider Courses at Wabash Valley College and has proposed a Motorcycle Training Facility Use Agreement for the Board's consideration. The proposed agreement sets forth the requirements of SIUC and IECC but does not require the payment of funds by either party. The agreement deals extensively with insurance requirements of WVC and SIU. The agreement may be terminated by either party with 30 days' notice. The parties may renew this agreement by written mutual agreement. The CEO recommended approval.

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

**#8-N. Affiliation Agreement with Newton Rest Haven (Basic Nurse Assistant):** IECC wishes to enter into an affiliation agreement with Newton Rest Haven, located in Newton, Illinois. This affiliation agreement is for the LTC Basic Nurse Assistant Program and is the standard affiliation agreement for this program. The CEO recommended approval.

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

**#8-O. Affiliation Agreement with Crawford Memorial Hospital (Basic Nurse Assistant):** IECC wishes to enter into an affiliation agreement with Crawford Memorial Hospital, located in Robinson, Illinois. This affiliation agreement is for the LTC Basic Nurse Assistant Program and is the standard affiliation agreement for this program. The CEO recommended approval.

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

**#8-P. Affiliation Agreement with Way-Fair Nursing & Rehabilitation Center (Basic Nurse Assistant):** IECC wishes to enter into an affiliation agreement with Way-Fair Nursing and Rehabilitation Center, located in Fairfield, Illinois. This affiliation agreement is for the FCC Basic Nurse Assistant Program and is the standard affiliation agreement for this program. The CEO recommended approval.

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

**AGENDA #9 – “Bid Committee Report”** – The Bid Committee presented the following recommendation:

Frontier Community College

1. Remodel for Classrooms at FCC

Based upon the bid tabulation and also the recommendation from Image Architects, the Bid Committee recommends acceptance of the low bids received, as follows, all recommendations contingent upon approval of the project by the Illinois Community College Board:

General Work: Illini Builders, Olney, IL: Base Bid \$57,738.00.

Plumbing Work: Industrial Mechanical Contractors, Centralia, IL: Base Bid \$44,850.00;  
Alt. Bid P-1 \$9,050.00; Total Bid \$53,900.00.

HVAC Work: J & R Mechanical, Inc., Nashville, IL: Base Bid \$138,100.00.

Electrical Work: Skill Electric, LLC, Vincennes, IN: Base Bid \$39,790.00.

Fire Protection Work: Illini Builders, Olney, IL: Base Bid \$9,576.45.

Source of Funds: Local Funds.

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

**Board Action:** Trustee Brenda Culver made a motion to accept the foregoing recommendation of the Bid Committee for acceptance of the low bids as outlined for the project to remodel for classrooms at FCC, with all recommendations contingent upon approval of the project by ICCB. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report showing the balance in all funds as of February 28, 2011.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for March 2011, totaling \$954,983.69, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for March, 2011, in the amounts listed, and payments from the revolving fund for February 2011. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “Chief Executive Officer's Report”** – CEO Terry L. Bruce Presented an informational report on the following topics:

1. Name Plates at Christmas.
2. Appearance before ICCB – January 28, 2011.
3. State’s Financial Condition.
4. Enrollment – Down 10% district-wide from this same time one year ago.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, February 15, 2011.

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

**400.1. Employment of Personnel**

A. Faculty

1. Phillip Brooks, Workforce Education Instructor, effective March 16, 2011.

B. Classified

1. Tiffany Cowger, Upward Bound Counselor (GR) OCC/DO, effective March 17, 2011, contingent upon continued grant funding.

**400.2. Change In Status**

A. Professional/Non-Faculty

1. Kevin Bowers, Interim Head Baseball Coach and Interim Athletic Director, LTC, to Head Baseball Coach/Athletic Director, effective March 16, 2011.

**400.3. Temporary Contractual Employment**

A. Professional/Non-Faculty

1. Tamala Stanley, Temporary Assistant Program Director of Cosmetology, OCC, effective March 17, 2011.

**400.4. Resignations**

A. Classified

1. Darby Dishong, Career Advisor, LTC, effective March 19, 2011.
2. Tressie Facculy-n-Gous, Library Assistant, OCC, effective April 30, 2011.

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

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

**AGENDA #16 – “Litigation”** – None.

**AGENDA #17 – “Acquisition & Disposition of Property”** – None.

**AGENDA #18– “Other Items”** – None.

**AGENDA #19 – “Adjournment”** – Student Trustee Laurel Pennington made a motion to adjourn. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:25 p.m.

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

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

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Resolution of Results of April 5, 2011 Election**

**Agenda Item #3**

**RESOLUTION DECLARING ELECTION RESULTS**

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

WHEREAS on April 5, 2011, an election was held for the purpose of electing two 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 5, 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:

Gary Carter	6,717	
Walter L. Koertge	3,909	
Brenda K. Culver	5,141	
William D. Sandiford	4,815	and;

WHEREAS Alice Mullinax will certify that Gary Carter and Brenda K. Culver were elected as trustees to serve a full 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 19, 2011 and that, Alice Mullinax is unable to officially certify the results before April 19, 2011 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 5, 2011 election as provided by Alice Mullinax, Richland County Clerk and Recorder, and Election Authority, and further declares that Gary Carter and Brenda K. Culver were duly elected to serve full terms as trustees.

ADOPTED THIS 19th Day of April, 2011.

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

ATTEST: \_\_\_\_\_  
Secretary, Board of Trustees  
Illinois Eastern Community Colleges

**Agenda Item #4**

**Adjournment of Board – Sine Die**

**Agenda Item #5**

**Organization of New Board**

- A. Appointment of Temporary Secretary**
- B. Oath of Office and Seating of Trustees Elected April 5, 2011**  
**Oath of Office and Seating of Student Trustee**
- C. Roll Call**
- D. Election of Chairman**
- E. Election of Vice-Chairman**
- F. Election of Secretary**
- G. Appointment of Ethics Officer**
- H. Resolution for Adoption of Rules, Regulations and Actions of Prior Boards**
- I. Resolution for Time and Place of Board Meetings**

**Agenda Item #5A**

**Appointment of Temporary Secretary**

**Agenda Item #5B**

**Oath of Office and Seating of Trustees Elected April 5, 2011**  
**Oath of Office and Seating of Student Trustee**

**Agenda Item #5B**

SECTION 3. OATH OR AFFIRMATION OF OFFICE

Each prospective holder of a State office or other State position created by this Constitution, before taking office, shall take and subscribe to the following oath or affirmation:

**"I do solemnly swear (affirm) 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."**

(Source: Illinois Constitution.)

Article XIII, Section 3.

**Agenda Item #5C**

**Roll Call**

**Agenda Item #5D**

**Election of Chairman**

**Agenda Item #5E**

**Election of Vice-Chairman**

**Agenda Item #5F**

**Election of Secretary**

**Agenda Item #5G**

**Appointment of Ethics Officer**

**Agenda Item #5H**

**Resolution of Adoption of Rules, Regulations and Actions of Prior Boards**

**Agenda Item #5H**

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.

ADOPTED THIS 19th Day of April, 2011.

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

ATTEST: \_\_\_\_\_  
Secretary, Board of Trustees  
Illinois Eastern Community Colleges

**Agenda Item #5I**

**Resolution for Time and Place of Board Meetings**

**Agenda Item #5I**

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2011:

Tuesday, May 17, 2011, 7 p.m., Olney Central College

Tuesday, June 21, 2011, 7 p.m., Wabash Valley College

Tuesday, July 19, 2011, 7 p.m., Frontier Community College

Tuesday, August 16, 2011, 7 p.m., Lincoln Trail College

Tuesday, September 20, 2011, 7 p.m., Olney Central College

Tuesday, October 18, 2011, 7 p.m., Wabash Valley College

Tuesday, November 15, 2011, 7 p.m., Frontier Community College

Tuesday, December 13, 2011, 7 p.m., Lincoln Trail College

**Agenda Item #6**

**Recognition of Visitors and Guests**

**Visitors and Guests  
IECEA Representatives**

**Agenda Item #7**

**Public Comment**

**Agenda Item #8**

**Reports  
Trustees  
Presidents  
Cabinet**

**Agenda Item #9**

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

**HR 400.10**

**Agenda Item #9**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 19, 2011  
RE: HR 400.10 Suspension Policy

Later in this Board meeting, the Board will consider the adoption of the District's Violence Prevention Plan, which includes the requirement of the filing of a "Behavioral Incident Report". This change will require an alteration of the Board's policy concerning suspension of employees and that change is incorporated in this new suspension policy.

In addition, the existing suspension policy is clarified to make certain that "contracted services" shall mean "duties" and that suspension can be "with or without pay", as is current policy.

I ask the Board's approval of this change in policy.

TLB/rs

Attachment

HUMAN RESOURCES-400

**Suspension (400.10)**

Date Adopted: February 18, 1997

Date Revised: April 19, 2011 (pending Cabinet and Board approval)

Any full-time employee may be temporarily suspended by the Chief Executive Officer/Chief Operating Officer for incompetency, physical or mental incapacity, unsatisfactory performance of ~~contracted services~~ duties, insubordination, misconduct, or for any other reason which in the opinion of the Chief Executive Officer/Chief Operating Officer is not becoming to any employee of the College District, or which indicates he/she is not qualified to perform his/her duties. Information gathered in the Behavioral Incident Report in connection with the District's Violence Prevention Plan may also be considered in determining appropriate suspension actions. The suspension, with or without pay, shall be for such time as may be necessary for investigation.

**Agenda Item #10**

**Policy Second Reading**

**None**

**Agenda Item #11**

**Staff Recommendations for Approval**

**Agenda Item #11A**

**Violence Prevention Plan**

**Agenda Item #11A**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 19, 2011  
RE: Violence Prevention Plan

In accordance with the Campus Security Enhancement Act of 2008 (110 ILCS 12/20) (b) (2), Illinois Eastern Community Colleges has developed a Violence Prevention Plan which outlines the multi-disciplinary and multi-jurisdictional violence prevention strategies, including the formation and implementation of a Threat Assessment and Behavioral Intervention Team (TABIT) with representatives from each college and the District Office.

Illinois Eastern Community Colleges is committed to ensuring the safety and security of its students, faculty, staff and visitors. The Violence Prevention Plan provides guidelines which specifically address IECC's position on the prevention, reduction, and management of violence.

The IECC Board of Trustees recognizes the importance of a college environment which is safe and free of crime. As outlined in the District's Campus Safety and Security Policy (500.17), Illinois Eastern Community Colleges prohibits any form of violence and appropriate disciplinary action will be enforced. Illinois Eastern monitors and cooperates with law enforcement agencies in an effort to keep students and employees apprised of reported crimes and arrests of students and employees which occur in the community that may impact the safety of students and employees.

The focus of the Violence Prevention Plan is prevention. The Cabinet will oversee and implement the Violence Prevention Plan. In the event that a violent act (assault, battery, weapons in the building, disturbances) is in the process of being committed, the colleges' Campus Emergency Plans provide a protocol for response. The Violence Prevention Plan will be available to all IECC employees on the Intranet and the Campus Emergency Plans will be available on each college website and on the Intranet. The Violence Prevention plan has been sent to you electronically.

I recommend the Board's acceptance of the IECC Violence Prevention Plan.

TLB/rs

**Agenda Item #11B**

**CTE Enhancement Plan FY 2012**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry Bruce  
DATE: April 19, 2011  
SUBJECT: Career & Technical Education Enhancement Plan FY2012- 2016

IECC is committed to high academic standards for career and technical education that sustains and advances excellence in teaching and learning. This proposed Career and Technical Education (CTE) Enhancement Plan is a tool to be utilized to enable IECC to achieve this commitment.

The administration has developed an equipment purchase program for FY2012 – 2016, in which the District would commit \$600,000 in expenditures each year.

The funds would be used to improve the quality and scope of current career and technical education programs and provide funding for the development of future career and technical education program needs. A copy of the proposed plan is attached.

I would request the Board's approval for the Career and Technical Education Enhancement Plan. After a thorough review of needs, specific expenditures over \$10,000 would need to be bid and approved by the Board of Trustees.

TLB/rs

Attachment

# Illinois Eastern Community Colleges

## District No. 529



### Career & Technical Education Enhancement Plan FY2012-2016



## TABLE OF CONTENTS

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IECC has assembled a group from all the colleges and Workforce Education for the Career and Technical Education (CTE) Enhancement Plan Committee.

### **CTE ENHANCEMENT PLAN COMMITTEE MEMBERS**

Terry Bruce,	CEO, Chairperson
Roger Browning,	CFO
Kathy Pampe,	Associate Dean of CTE
Tim Taylor,	President, FCC
Mitch Hannahs,	President, LTC
Rodney Ranes,	President, OCC
Matt Fowler,	President, WVC
Kathy Harris,	Dean, LTC
Tammy Fralicker,	Assoc. Dean of Nursing and Allied Health
Mike Thomas,	Dean, WED
Bo Cook,	Lead Instructor, Advanced Manufacturing
Chris Teague,	Lead Instructor, Telecom

Submitted to Cabinet: April 5, 2011

Submitted to Board of Trustees: April 19, 2011

## **Illinois Eastern Community Colleges MISSION STATEMENT**

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

### **PURPOSES**

The District is committed to high academic standards for pre-baccalaureate, career, and technical education that sustain and advance excellence in learning. The mission is achieved through a variety of programs and services that include, but are not limited to:

- educational programs, including pre-baccalaureate, career, and technical degrees and certificates that prepare a diverse student body for transfer to a four-year institution of higher education or entry into a multi-cultural global workplace;
- program, course, and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
- utilization of resource-sharing partnerships to expand, retrain, and strengthen the industrial base of southeastern Illinois;
- academic programs and institutional services that are reviewed and revised on a scheduled timeframe with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
- development of partnerships with pre-K through high schools allowing for the smooth transition and progression of students through life-long learning;
- adult and continuing education designed to meet the immediate and long-term needs of the residents in the District;
- programs in remedial education, which assist District residents in attaining skills and abilities needed to enter and complete college-level programs;
- student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, transferring to a four-year institution, entering employment, or completing certificate or course goals;
- curricula and services that are developed and updated, as necessary, to meet both short- and long-term needs of the residents of the District;
- community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring multi-cultural and diversity within our communities;
- professional enrichment and growth experiences for college, faculty, administrators, and staff which will improve and enhance instruction and service; and,
- resources, facilities, staff, and equipment to support all program and service components of the college district.

## CAREER & TECHNICAL EDUCATION (CTE) ENHANCEMENT PLAN FY 2012 – FY 2016

### EXECUTIVE SUMMARY

With the support and commitment of the Board of Trustees, staff, faculty and administration, IECC recognizes the need to enhance resources available throughout the district for Career and Technical Education programs. The FY 2012 – FY 2016 CTE Enhancement Plan serves as a vehicle to provide funding for the much needed enhancement of career and technical programs throughout the district and outlines current and future career and technical education needs. The goal of the plan is to improve the quality and scope of career and technical education programs within the constraints of a given budget, over a five year period FY2012 – 2016.

A CTE Enhancement Committee comprised of employees throughout the IECC District will provide input and guidance for the plan. This Committee will identify CTE needs to better serve the citizens of District 529 and develop a CTE Enhancement Plan that:

- is supported by the four colleges, workforce education, and district office and includes their full commitment to the implementation of the adopted plan.
- is cost-effective, with regard given to present and anticipated financial resources.
- is developed with input from key officers from each college, Workforce Education, and the district office.
- ensures investments in resources that will provide the sound, reliable infrastructure needed to enhance career and technical education programs throughout the district.
- focuses on major career and technical education needs outside of the normal operating budget and grant funds.

### CTE VISION FOR ILLINOIS EASTERN COMMUNITY COLLEGES

IECC has several existing career and technical education programs, and the need exists for more programs in the future. The district now must accomplish the task of upgrading and enhancing those programs that exist, and identifying those new programs that are needed, in order to maximize the educational benefits to the citizens of District 529.

The CTE Enhancement Plan is a document that will be updated on an annual basis. The plan is a blueprint for tomorrow that sets forth IECC's career and technical education vision, strategic directions, and action plans for achieving the empowerment of the district's community through career and technical education program offerings.

## **FIVE YEAR CTE ENHANCEMENT GOALS FY 2012 – FY 2016**

The improvements anticipated through the CTE Enhancement Plan are listed below as goals. The goals and activities of the CTE Enhancement Plan are not a wish list, but represent the cost for improvements, upgrades and other infrastructure needs necessary to provide the resources required by the IECC district to enhance current CTE program offerings and expand future CTE program offerings. These projects represent needs outside the normal operating budget and grant funds.

### **GOAL 1: ENHANCE INFRASTRUCTURE TO SUPPORT CURRENT CAREER AND TECHNICAL PROGRAM OFFERINGS**

**Activity 1:** Upgrade equipment or other infrastructure needs that supports current career and technical education programs throughout the district.

### **GOAL 2: PROVIDE INFRASTRUCTURE TO SUPPORT NEW CAREER AND TECHNICAL PROGRAM OFFERINGS**

**Activity 1:** Provide new equipment or other infrastructure needs that supports new career and technical education programs throughout the district.

Needs will be identified by the college Presidents, Deans, and the district Associate Dean of Career and Technical Education. The Associate Dean will work with the colleges on an on going basis to identify needs to enhance current CTE program offerings, and to identify new CTE program offerings that would benefit the citizens of District 529. Those current and future needs will be reported to the CTE Enhancement Committee and formulated into this annual CTE Enhancement Plan.

# CTE Enhancement Plan Budget FY 2012 – 2016

## 1 Enhance Current CTE Programs \* \*

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTALS
FCC	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
LTC	0	0	0	0	0	0
OCC	0	0	0	0	0	0
WVC	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Totals for Current CTE Programs</b>	<u>\$200,000</u>	<u>\$200,000</u>	<u>\$200,000</u>	<u>\$200,000</u>	<u>\$200,000</u>	<u>\$1,000,000</u>

## 2 Enhance Future CTE Programs \* \*

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTALS
FCC	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
LTC	0	0	0	0	0	0
OCC	0	0	0	0	0	0
WVC	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Totals for New CTE Programs</b>	<u>\$400,000</u>	<u>\$400,000</u>	<u>\$400,000</u>	<u>\$400,000</u>	<u>\$400,000</u>	<u>\$2,000,000</u>

\* \* There is no specific allocation per college. The CTE Enhancement Committee will evaluate each request submitted based upon the merits of such request. Each proposal will be evaluated based upon current and future need and the possibility of increased enrollment, realizing that to the extent enrollment increases all colleges benefit from increased revenue generated that is distributed back to the colleges through the budget formula.

**Agenda Item #11C**

**Activity Fee Allocations**

MEMORANDUM

TO: Board of Trustees  
FROM: Roger Browning  
DATE: April 19, 2011  
RE: FY12 Activity Fee Allocations

Annually, the Board adopts the allocation of student activity fees at three of the colleges. Attached is an analysis of these allocations and the recommendation for FY12. There are no changes from last year's recommendations. The allocation notes what percentage of each dollar will be turned over to an appropriate self-balancing account in the auxiliary fund.

Mr. Chairman, I request approval of the activity fee allocations.

RB/cr

Attachment



**Agenda Item #11D**

**Bid Schedule**

**Agenda Item #11D**

MEMORANDUM

TO: Board of Trustees  
FROM: Roger Browning  
DATE: April 19, 2011  
RE: FY2012 Bid Schedule

Annually, the Cabinet recommends a Bid Schedule in order for the district to plan, consolidate, and effectively manage the purchase of large cost items. Rather than purchasing these items intermittently throughout the year, it is more efficient and we tend to receive better pricing if we group these items together and purchase them at designated times. Attached is the recommended Bid Schedule for FY2012.

Mr. Chairman, I request approval of the FY2012 Bid Schedule.

RB/cr

Attachment

	IECC CATALOGS (AS REQUIRED) COMPUTERS (as needed), SOFTWARE PROJECTORS OFFICE SUPPLIES OP. & MAINT. EQUIP & SUPPLIES				INSTRUCTIONAL EQUIPMENT (Technical & Transfer)	COPIERS (as needed)			COMPUTERS (as needed), PROJECTORS				
	July 2011	Aug 2011	Sept 2011	Oct 2011	Nov 2011	Dec 2011	Jan 2012	Feb 2012	Mar 2012	April 2012	May 2012	June 2012	
Requisitions/Specifications due in CFO's office no later than:**	JUNE 3			SEPT 2	OCT 3			JAN 6					
Bids due from vendors: (Bid Opening)	JUNE 24			SEPT 23	OCT 28			JAN 27					
Bid recommendations due into CFO's office no later than:	JULY 1			OCT 3	NOV 4			FEB 3					
Board meeting dates:	JULY 19			OCT 18	NOV 15			FEB 21					
PO mailed, if approved:	JULY 20			OCT 19	NOV 16			FEB 22					

3/28/2011

\*\*Please note the deadline dates for specifications to be in the Chief Finance office for the indicated items. Of course, we encourage you to have these specifications prepared and forwarded to us before this deadline. We will process these specificati

**Agenda Item #11E**

**Phase IX Carryover Funds, Project Application**

**Agenda Item #11E**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: April 19, 2011

SUBJECT: Phase IX Carryover Funds, Project Application

The Board of Trustees issued \$3.675 million in Protection Health Safety (PHS) bonds in December 2007. Projects were submitted for bids and the Board approved the projects. Seventeen projects have been completed with PHS funds within the last three years. The approved projects were completed under projected costs. The District now has PHS funds remaining and available for one additional project at all colleges.

The Presidents have recommended that these remaining funds be used to provide digital and IP surveillance systems, cameras, and cabling.

This project application will be submitted to the Illinois Community College Board. If approved by the ICCB, the District would then bid, award and complete the projects. The project application for surveillance systems is attached.

I ask the Board's approval of this Capital Project Application Form for admission to the Illinois Community College Board.

TLB/rs

Attachment

(Revised 11/3/99)

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

District/College and District # Illinois Eastern Community Colleges District 529

Contact Person Mr. Roger Browning Phone # 618-393-2982

Project Title Security Surveillance Systems – District Wide

Project Budget \$144,000 ( ) check  here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2

Date April 12, 2011

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

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

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

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

**Section II**

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

**Section III**

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

**Security Surveillance Systems – District Wide**  
**Project Budget \$ 144,000**

**Programmatic Justification**

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

Open access is a hallmark of the community college system. Illinois Eastern Community Colleges (IECC) embraces this concept to improve and enrich the area it serves. However, open access presents a huge challenge in ensuring the safety of everyone at the four colleges, which continuously see the movement of people on to and away from the college grounds.

Safety of students, staff and visitors has always been a primary concern at IECC. This concern has led the district to the decision to purchase new surveillance cameras and recording devices for each of the four colleges that can provide a measure of deterrence and substantially extend and improve campus security.

Currently there are a few older low-resolution analog cameras throughout the District located at some of the building main entrances. However, these are very old and do not provide recognizable images in low-light conditions. Additionally, the District wants to establish camera coverage of each college's grounds – sidewalks and parking lots – where there currently is none.

**Scope of Work**

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

The surveillance system will consist of new high-resolution day/night cameras installed in various locations throughout the four colleges with recording devices installed in various buildings.

Surveillance cameras will be installed at both exterior and interior locations. The recorders will be programmed with motion detection, allowing the use of network video recorders (NVR's) for maximum storage time.

The NVR's will also have IP ports, allowing the easy replacement of the analog cameras with IP cameras in the future, without having to upgrade the rest of the surveillance infrastructure. The NVR's will save the video for approximately 30 days. College control centers will provide the ability to view all of the cameras located at each respective college simultaneously.

**Attachment #1  
Project Budget**

**Check One:**

- New Construction**
- Remodeling**

**Project Name**

Budget Amounts

New Construction

Remodeling

Land  
Site Development  
Construction (including Fixed Equipment)  
Mechanical  
Electrical  
General Conditions  
Contingency (10%)  
A/E Professional Fees  
Total

**Protection, Health, and Safety Project Name** Security Surveillance Systems – District Wide

Budget Amounts

Project Costs	<u>120,000</u>
Contingency	<u>12,000</u>
A/E Professional Fees	<u>12,000</u>
Total	<u>\$ 144,000</u>

(Revised 11/3/99)

**Attachment #2  
Funding Source**

**District/College Name** Illinois Eastern Community Colleges No. 529

**Project Name** Security Surveillance Systems – District Wide

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

Available fund balance                        X   Fund name (s): Protection, Health, and Safety -  
Excess funds from previously  
approved protection, health, and  
safety projects.

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

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

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

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

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

Capital Renewal Funding                      \_\_\_\_\_ Proposed Fiscal Year Source(s):

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

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

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)

Structural Integrity Certification (see attachment, if applicable)

Budget Certification (see attachment, always required)                      x  

Feasibility Study Identifying Need of the Project

Other Documentation which May Support the Justification  
of this Project

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

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

Approved by the Illinois Eastern Community Colleges Board of Trustees

Date

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

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

**PROTECTION, HEALTH, AND SAFETY PROJECT**

**Budget and Certification**

Name and address of architect/engineer providing the estimate:

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

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

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

\_\_\_\_\_  
April 12, 2011  
Date

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

Seal

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

Install surveillance cameras & recording devices	120,000
Contingency - 10%	12,000
A/E Compensation and reimbursables	<u>12,000</u>
Project Total	\$ 144,000

Note: Project not yet designed.

(Revised 11/3/99)

**Agenda Item #11F**

**Phase IX Carryover Funds Resolution**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 19, 2011  
SUBJECT: Phase IX Carryover Funds, Resolution

For PHS bond fund projects, the Board must approve both an Application and a Resolution which commits the Board to completion of the proposed projects.

I ask the Board's approval of the Resolution to Approve PHS Construction Projects.

TLB/rs

Attachments

## **Resolution to Approve PHS Construction Project**

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

WHEREAS, there is a need for security surveillance at all colleges within Illinois Eastern Community College District No. 529; and

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

WHEREAS, the project recommended is:

District Wide – Security Surveillance Systems

Total estimated cost including fees and contingency: \$ 144,000

WHEREAS, the Board certifies this project also meets the requirements of 805/3-20.3.01 of the Public Community College Act and is a necessary project for safety at each college and not a routine maintenance project.

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

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

Resolution adopted by roll call vote this 19th day of April 2010.

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

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

**Agenda Item #11G**

**Nursing Articulation Guide IECC and EIU**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 19, 2011  
RE: Nursing Articulation Guide - IECC and EIU

The District has an agreement which allows IECC nursing students to transfer easily into the BS Nursing Program at Eastern Illinois University (EIU).

Since the agreement was signed there have been substantial changes in nursing licensure requirements and to accommodate these changes, courses will have to be changed to meet the new requirements. In addition, the agreement sets forth application deadlines, requirements for submission of electronic writing portfolios, requirements for upper division classes, requirement of a foreign language, and must have a grade of C or better in specified English classes.

I ask the Board's approval of this Nursing Articulation Agreement.

TLB/rs

Attachment

**Transfer Guide**  
**AAS in Nursing to BS in Nursing**  
**Illinois Eastern Community Colleges and Eastern Illinois University**

*This is a suggested course pattern. Students must work with their advisor to develop a curriculum plan that meets their scheduling needs. Summer classes can also reduce the load during the fall and spring semesters.*

**First Year**

<b>First Semester</b>			
NUR 1201	10 <sup>1</sup>	(NUR Elective)	
PSY 1101	3	(PSY 1879G)	
LSC 2111	4	(BIO 2001G with LSC 2112)	
			17

<b>Second Semester</b>			
NUR 1202	10 <sup>1</sup>	(NUR Elective)	
ENG 1111	3	(ENG 1001G)	
PSY 2109	3 <sup>11</sup>	(See Footnote 11 below)	
LSC 2112	4	(BIO 2200 w/ LSC 2111)	
			20

**Second Year**<sup>12</sup>

<b>First Semester</b> <sup>2</sup>			
NUR 2201	10 <sup>1</sup>	(NUR Elective)	
SOC 2101	3	(SOC 1838G)	
LSC 2110	4	(BIO 1004G)	
			17

<b>Second Semester</b> <sup>3</sup>			
NUR 2202	10 <sup>1</sup>	(NUR Elective)	
NUR 2205	2 <sup>1</sup>	(NUR Elective)	
SPE 1101 <sup>8</sup>	3	(CMN 1310G)	
ENG 1121	3	(ENG 1002G)	
CHM 1120	4	(CHEM 1040G)	
or CHM 1130		(CHEM 1310G & 1315G)	
			22

**Third Year**

<b>First Semester</b>			
NUR 3103		3 <sup>4</sup>	
MAT 2250 G		4 <sup>9</sup>	
NUR 3303		3	
Professional Elective		3 <sup>5,6</sup>	(Upper Division)
Humanities/Fine Arts		3	
			16

<b>Second Semester</b>			
NUR 3604		4	
NUR 3703		3	
HUM or FA GEN ED		3	
Elective		2 <sup>5,6</sup>	(Upper Division)
			12

**Fourth Year**<sup>10</sup>

<b>First Semester</b>			
NUR 4106		6	
NUR 4203		3	
EIU 4		3 <sup>4</sup>	(Senior Seminar)
FA GEN ED		3	
Foreign Language		0-3 <sup>7</sup>	(If needed)
			15-18

<b>Second Semester</b>			
NUR 4506		6	
NUR 4604		4	
Elective		3	
Foreign Language		0-3 <sup>7</sup>	(If needed)
			13-16

<sup>1</sup> 32 semester hours of nursing electives transferred from associate degree or diploma programs will count towards the BS in Nursing.

<sup>2</sup> Apply to Eastern 1 year prior to enrollment.

<sup>3</sup> Apply to EIU RN to BS program by July 1<sup>st</sup> for Fall enrollment or November 15 for Spring enrollment.

<sup>4</sup> Students must submit three papers to the Electronic Writing Portfolio. Submissions may come from any EIU writing-centered or writing-intensive course, or from any other course for which students complete an appropriate writing assignment.

<sup>5</sup> Electives are chosen in consultation with Eastern Illinois University faculty advisor.

<sup>6</sup> Students must have 40 hours of Upper Division (3000 or above) credit.

<sup>7</sup> Two courses in a single Foreign Language is required for graduation. Students are exempt if they have completed 2 full years of a single high school Foreign Language with a "C" average. HEA 1201 and HEA 2201 at IECC will fulfill foreign language requirements.

<sup>8</sup> Recommend taking SPE 1101 during First Year, Second Semester.

<sup>9</sup> Recommend taking MAT 2250G equivalent at community college.

<sup>10</sup> Students must have 56 hours earned from a 4-year institution, and 42 hours earned at Eastern Illinois University.

<sup>11</sup> PSY 2109 meets Life Span Development required in Nursing Program.

<sup>12</sup> Must have a grade of "C" or better in ENG 1111 (ENG 1001G), ENG 1121 (ENG 1002G), and SPE 1101 (CMN 1310G).

**NOTE – Agreement is in effect from Fall 2010 to Fall 2014. Institutional Contacts are Eastern Illinois University: Dr. Renee Kidd-Marshall, rkiddmarshall@eiu.edu, 217-581-7048; and Illinois Eastern Community Colleges: Tammy Fralicker, 618-395-7777, Ext. 2136.**

**Agenda Item #11H**

**Technology Plan**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 19, 2011  
RE: Technology Plan

In 1996 the District initiated a program of improving internal telecommunication programs and the District's computer system. The District began expending \$440,000 per year on its five-year technology plan adopted in 2001. Since 2001, the District has adopted annually its forecast expenditures for the year and for each of the next four years. The District has committed \$600,000 for the FY2012 technology plan.

The Technology Plan for FY2012 through FY2016 was developed by the Technology Committee and established a blueprint that sets forth IECC's Information Technology vision, its strategic directions, and the action plans for supporting the academic experience of students and strengthening the educational mission of faculty and staff.

The Technology Plan is grouped into the categories of administrative systems, networking infrastructure, telecommunications, software, and other technology resources. The plan reviews the progress on FY2011 projects and sets the goals for FY2012-FY2016.

The Information Technology Systems Fact Sheets on pages 11-14 provides an overview on the Banner administrative software system, the network and servers, the District's on-line systems for on-line learning, including IECC's portal system Entrata and the Angel learning management system

The Technology Plan from 2012-2016 contemplates a consistent expenditure of \$600,000 in each of the fiscal years of 2012-2013 and \$540,000 for fiscal years 2014-2016 for a total anticipated expenditure of \$2,820,000.

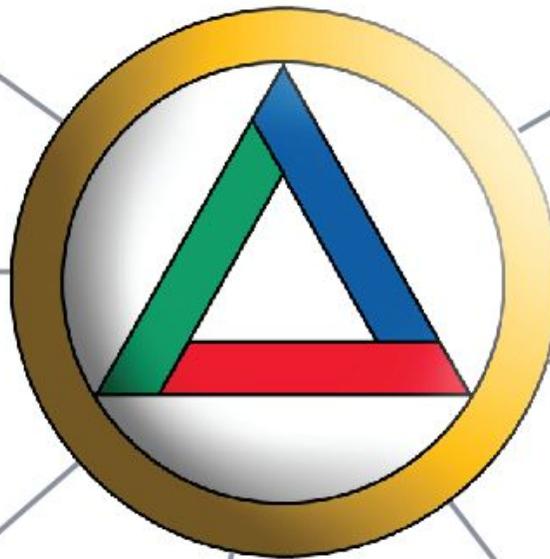
I ask the Board's approval of the Technology Plan.

TLB/rs

Attachment

# Illinois Eastern Community Colleges

## TECHNOLOGY PLAN FY 2012 - 2016



Frontier Community

Lincoln Trail

Olney Central

Wabash Valley

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## TECHNOLOGY COMMITTEE MEMBERS

The IECC staff and students wish to express a special thank you to the Technology Committee members and the technology staff

Jennifer Barthelemy, LTC  
Roger Browning, DO  
Charlotte Bruce, OCC  
Chris Cantwell, DO  
Alex Cline, DO  
Matt Fowler, WVC  
Kathy Harris, LTC  
John Howard, WE  
LaVonna Miller, FCC  
Wayne Morris, WVC  
Tim Taylor, FCC  
Kristi Urfer, OCC

## INFORMATION TECHNOLOGY STAFF

IECC is fortunate to have very skilled and dedicated professionals to support the technology needs of the district. These employees do an excellent job of implementing technology solutions in support of IECC's mission.

### District Office

Jack Dunn, Communications Analyst  
Jeff Gumbel, Coordinator of Web/Online Learning Services  
Carrie Hallam, IT Trainer/Support  
Jackie Shamhart, Helpdesk/Computer Technician  
Paul Tait, Network Technician  
Cindy Wingert, Database Specialist  
Jay Zwilling, Network/Web Technician

### FCC

Lawrence Ewing, IT Technician

### LTC

Chuck Bennett, IT Technician

### OCC

Chad Schuetz, IT Technician

### WVC

Bobby Moyes, IT Technician

Submitted to Cabinet:

Submitted to Board of Trustees:

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT No. 529**

**MISSION**

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

**PURPOSES**

The District is committed to high academic standards for pre-baccalaureate, career and technical education that sustain and advance excellence in learning. The mission is achieved through a variety of programs and services that include, but are not limited to:

- Educational programs, including pre-baccalaureate, career and technical degrees and certificates that prepare a diverse student body for transfer to a four-year institution of higher education or entry into a multicultural global workplace;
- program, course, and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
- utilization of resource-sharing partnerships to expand, retrain, and strengthen the industrial base of southeastern Illinois;
- academic programs and institutional services that are reviewed and revised on a scheduled timeframe with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
- development of partnerships with pre-K through high schools allowing for the smooth transition and progression of students through life-long learning;
- adult and continuing education designed to meet the immediate and long-term needs of the residents in the District;
- programs in remedial education, which assist District residents in attaining skills and abilities needed to enter and complete college-level programs;
- student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, transferring to a four-year institution, entering employment, or completing certificate or course goals;
- curricula and services that are developed and updated, as necessary, to meet both short- and long-term needs of the residents of the District;
- community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring multi-cultural and diversity within our communities;
- professional enrichment and growth experiences for college, faculty, administrators, and staff which will improve and enhance instruction and service; and,
- resources, facilities, staff, and equipment to support all program and service components of the college.

## TECHNOLOGY PLAN FY 2012-2016

### EXECUTIVE SUMMARY

With the support and commitment of the Board of Trustees, staff, faculty and administration, IECC continues to improve the technological resources available throughout the district. The FY 2012 – FY 2016 Technology Plan serves as a review of FY 2011 technology projects and outlines current and future technological needs. The goal of the plan is to improve technological services for faculty, staff, and students within the projected budget.

A Technology Committee comprised of employees throughout the IECC District provided input and guidance for the plan. This Committee identified technological resources needed to better serve the citizens of District 529 and developed a Technology Plan that:

- is supported by the four colleges, workforce education, and district office and includes their full commitment to the implementation of the adopted plan.
- is cost-effective, with regard given to present and anticipated financial resources.
- is developed with input from key officers from each college and the district office with full consideration given to the American Disabilities Act and the need to accommodate access for the physically challenged.
- ensures investments in technologies that will provide a sound, reliable infrastructure.
- focuses on major technology needs outside of the normal operating budget and grant funds.

### TECHNOLOGY VISION FOR ILLINOIS EASTERN COMMUNITY COLLEGES

IECC has actively built a substantial technology foundation rapidly adopting a significant amount of technology. The district must continue to upgrade technology in order to maximize the educational benefits to the citizens of District 529.

Technology changes on a regular basis, therefore, the Technology Plan is a “living” document that will be updated on an annual basis. The plan is a blueprint for tomorrow that sets forth IECC’s information technology vision, strategic directions, and action plans for achieving the empowerment of the district’s community through information technology. Empowering IECC through information technology entails supporting the academic experience for students, strengthening the mission of faculty and staff, and expanding the district’s ability to serve the community.

## FISCAL YEAR 2011 TECHNOLOGY PLAN ACCOMPLISHMENTS

The Technology Plan projects are grouped in the following categories: administrative systems, network infrastructure, telecommunications, software, and other technology resources. Below are status updates for the FY 2011 projects.

### STATUS UPDATE

#### Administrative Systems

<i>PROJECT</i>	<i>STATUS</i>	<i>NOTES</i>
Laptop Upgrades	<b>Completed in FY 2010</b>	Funds were available at the end of FY 2010 to replace the Trustee laptops. The funds budgeted for this project will be re-allocated.
Information Security Assessment	• <b>In Progress</b>	Plan to contract with vendor to perform an information security assessment.

#### Network Infrastructure

<i>PROJECT</i>	<i>STATUS</i>	<i>NOTES</i>
Network Equipment	• <b>In Progress</b>	Purchased network switches
Network Servers and Storage	• <b>In Progress</b>	Plan to replace Active Directory, SQL and Exchange servers.
Network Power Backup and Surge Protection	• <b>In Progress</b>	Plan to replace data center battery backup system. The current system has reached end of support life.

#### Telecommunications

<i>PROJECT</i>	<i>STATUS</i>	<i>NOTES</i>
Emergency Notification System	✓ <b>Completed</b>	Purchased the e2Campus emergency notification system.

#### Software

<i>PROJECT</i>	<i>STATUS</i>	<i>NOTES</i>
Computer Software Licenses	✓ <b>Completed</b>	The following District-wide software licenses were purchased: Microsoft Desktop Bundle, Antivirus, Ghost, Deepfreeze, Backup Exec, Angel, File Maker Pro, MARS, Survey Tracker and Compass.
Online Software Subscriptions	✓ <b>Completed</b>	The following district-wide LRC software subscriptions were also purchased: Lexis Nexis, The Chronicle of Higher Education, Facts on File, Literary Reference Center and CQ Researcher

### Other Technology Resources

<i>PROJECT</i>	<i>STATUS</i>	<i>NOTES</i>
Personal Computer Replacements	• <b>In Progress</b>	Plan to purchase computer and monitor replacements. See Appendix A.
Other Technology Needs	• <b>In Progress</b>	Purchased technology equipment and software based on campus needs.
Computer Projection Units	• <b>In Progress</b>	Purchased projectors for classroom use.

## **FIVE YEAR TECHNOLOGY GOALS FY 2012 – FY 2016**

The improvements and recommendations established through the Technology Plan are listed below as goals in the areas of administrative systems, network infrastructure, telecommunications, software, and other technology resources. The goals and activities of the Technology Plan are not a wish list, but represent the cost for improvements, upgrades and maintenance necessary to provide the technological resources required by the IECC district. These projects represent technology needs outside the normal operating budget and grant funds.

Note: Please refer to the budget on page 8 for years projects are scheduled.

### **GOAL 1: MAINTAIN AND UPGRADE SYSTEMS IN SUPPORT OF ADMINISTRATIVE OPERATIONS**

**Activity 1:** Upgrade the hardware that supports Banner, the centralized administrative software system. This system contains the core information required for day-to-day operations at IECC including financials, human resources, student records, and financial aid. Additional software demands from Banner upgrades, web access, online reporting, and imaging system access require additional computing capacity.

**Activity 2:** The IECC district utilizes laptops to communicate with the Board of Trustees. As with all personal computers, the laptops must be upgraded every four to five years.

**Activity 3:** Contract with vendor to perform an information security assessment. The assessment will evaluate IECC technology systems and practices to identify and mitigate possible security vulnerabilities.

### **GOAL 2: MAINTAIN AND UPGRADE THE DISTRICT'S NETWORK INFRASTRUCTURE**

**Activity 1:** Upgrade the existing local area network equipment. Increases in both instructional and administrative network applications drive the need for faster network access; therefore, we must annually upgrade the networking switches and routers to accommodate the traffic demands.

**Activity 2:** Expand wireless network access at each of the college campuses by purchasing additional access points and control switches.

**Activity 3:** Upgrade network servers and data storage equipment to support various applications throughout the district. See Appendix B for a detail equipment list.

**Activity 4:** Replace the central battery backup system located at the district office. The current system will no longer be eligible for vendor support after 2010.

**Activity 5:** Upgrade data backup systems at district office and college locations. Server data is copied to tape nightly and stored off-site for disaster recovery and business continuity purposes.

### **GOAL 3: ENHANCE THE CURRENT TELECOMMUNICATIONS NETWORK**

**Activity 1:** Purchase an emergency notification system that can send text and voice messages to cell phones.

#### **GOAL 4: UPGRADE SOFTWARE LICENSING**

**Activity 1:** As with all areas of technology, software applications change rapidly. IECC must teach and use the most current software applications to give both students and employees the tools needed to compete in today's marketplace. Applications such as the Microsoft Office Suite, Microsoft Windows and Norton Antivirus, just to name a few, are installed on almost every computer throughout the district. Angel, the district's course management software, also requires an annual licensing fee. Therefore, an annual line item to upgrade and maintain software applications is needed.

**Activity 2:** Many research materials are now available online and are accessible by purchasing annual software subscriptions. Purchasing access to the online materials as a district provides district-wide access to the information and takes advantage of quantity discounts. Subscriptions include: The Chronicle of Higher Education, CQ Researcher, and Lexis-Nexis Academic Universe.

**Activity 3:** Purchase a more robust, web-based reporting tool to enhance access to stored data.

**Activity 4:** Purchase an online catalog system to streamline catalog updates, printing and web site display.

#### **GOAL 5: MAINTAIN AND UPGRADE OTHER TECHNOLOGY RESOURCES**

**Activity 1:** Replace desktop computers that no longer meet minimum requirements. The lifecycle of a desktop computer ranges from three to five years depending on application requirements. A line item to ensure the replacement of outdated computers is critical.

**Activity 2:** Due to the elimination of the ICCB Advanced Technology Grant funding, the Committee recommends allocating funds to support technology needs previously funded by the grant. Purchases from this line item will be based on the Advanced Technology Grant guidelines and left to the discretion of the CEO, CFO, Director of IT, College Presidents, and College Deans. The distribution will be: FCC: \$25,000, LTC: \$25,000, OCC: \$25,000, WVC: \$25,000, WE: \$15,000.

**Activity 3:** Purchase computer projection units to display computer images on a large screen.

**Activity 4:** Provide access to advanced technology training for the technology staff. The rapid changes in hardware and software require ongoing technical training.

## Technology Plan Budget FY 2012 - 2016

### Administrative Systems

<u>Activity</u>	<u>Description</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>TOTALS</u>
1	HP 9000 Hardware Upgrade	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00
2	Laptop Upgrades	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
3	Information Security Assessment	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$10,000.00
	<b>Administrative Systems Totals</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$40,000.00</b>	<b>\$5,000.00</b>	<b>\$10,000.00</b>	<b>\$60,000.00</b>

### Network Infrastructure

<u>Activity</u>	<u>Description</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>TOTALS</u>
1	Network Equipment	\$25,000.00	\$30,000.00	\$25,000.00	\$30,000.00	\$40,000.00	\$150,000.00
2	Wireless Network Equipment	\$20,000.00	\$25,000.00	\$0.00	\$15,000.00	\$0.00	\$60,000.00
3	Network Servers and Storage	\$55,000.00	\$85,000.00	\$45,000.00	\$25,000.00	\$50,000.00	\$260,000.00
4	Network Power Backup and Surge Protection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Data Backup Systems	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00
	<b>Network Infrastructure Totals</b>	<b>\$100,000.00</b>	<b>\$140,000.00</b>	<b>\$70,000.00</b>	<b>\$95,000.00</b>	<b>\$90,000.00</b>	<b>\$495,000.00</b>

### Telecommunications

<u>Activity</u>	<u>Description</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>TOTALS</u>
1	Emergency Notification System	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$40,000.00
	<b>Telecommunications Totals</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$40,000.00</b>

### Software

<u>Activity</u>	<u>Description</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>TOTALS</u>
1	Computer Software Licenses	\$75,000.00	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	\$435,000.00
2	Online Software Subscriptions	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$125,000.00
3	Enterprise Reporting Solution	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90,000.00
4	Online Catalog System	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00
	<b>Software Totals</b>	<b>\$190,000.00</b>	<b>\$145,000.00</b>	<b>\$115,000.00</b>	<b>\$115,000.00</b>	<b>\$115,000.00</b>	<b>\$680,000.00</b>

### Other Technology Resources

<u>Activity</u>	<u>Description</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>TOTALS</u>
1	Computer Replacements	\$175,000.00	\$175,000.00	\$175,000.00	\$175,000.00	\$175,000.00	\$875,000.00
2	Other Technology Needs	\$115,000.00	\$115,000.00	\$115,000.00	\$115,000.00	\$115,000.00	\$575,000.00
3	Computer Projection Units	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$75,000.00
4	IT Training	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$20,000.00
	<b>Other Tech Resources Totals</b>	<b>\$305,000.00</b>	<b>\$305,000.00</b>	<b>\$305,000.00</b>	<b>\$315,000.00</b>	<b>\$315,000.00</b>	<b>\$1,545,000.00</b>
	<b>Totals</b>	<b>\$600,000.00</b>	<b>\$600,000.00</b>	<b>\$540,000.00</b>	<b>\$540,000.00</b>	<b>\$540,000.00</b>	<b>\$2,820,000.00</b>

## Appendix A – FY 2011 Computer Replacements

### FY 2011 Technology Plan Computer Replacements

Location	Description	Cost	Quantity	Total
DO	Desktop	\$612.20	3	\$1,836.60
FCC	Desktop	\$612.20	40	\$24,488.00
LTC	Desktop	\$612.20	50	\$30,610.00
OCC	Desktop	\$612.20	50	\$30,610.00
WVC	Desktop	\$612.20	45	\$27,549.00
WVC	Monitor	\$120.00	30	\$3,600.00
WE	Desktop	\$612.20	2	\$1,224.40
	<b>Computer Total</b>		<b>188</b>	<b>\$119,918.00</b>

## Appendix B – Server List

<b>Server Name</b>	<b>Description</b>	<b>Implementation Date</b>	<b>Estimated Replacement Date</b>	<b>Approx Cost</b>
INB/SSB	Banner Form and Self Service	February 1, 2007	FY2012	\$7,500.00
ESX-DR	Virtual Infrastructure Server for DR/VMWare		FY2012	\$14,000.00
SAN	Virtual Infrastructure Storage		FY2012	\$33,500.00
C1	Citrix - Move to Virtual Infrastructure	February 1, 2007	FY2012	\$0.00
C2	Citrix - Move to Virtual Infrastructure	February 1, 2007	FY2012	\$0.00
C3	Citrix - Move to Virtual Infrastructure	February 1, 2007	FY2012	\$0.00
ANGEL-FS	Angel File Server	February 1, 2007	FY2013	\$7,500.00
ANGEL-SQL	Ange SQL Server	February 1, 2007	FY2013	\$7,500.00
ANGEL-WEB	Angel Web Server	February 1, 2007	FY2013	\$5,000.00
VDI	Virtual Desktop Initiative		FY2013	\$50,000.00
FMS	FileMaker Database Server	February 1, 2007	FY2013	\$7,500.00
FMWEB	FileMaker Web Server	February 1, 2007	FY2013	\$7,500.00
VDI	Virtual Desktop Initiative		FY2014	\$45,000.00
MYFCC	Campus File Server	July 1, 2010	FY2015	\$5,000.00
MYLTC	Campus File Server	July 1, 2010	FY2015	\$5,000.00
MYOCC	Campus File Server	July 1, 2010	FY2015	\$5,000.00
MYWVC	Campus File Server	July 1, 2010	FY2015	\$5,000.00
MYDO	District File Server	July 1, 2010	FY2015	\$5,000.00
ADDO	Active Directory Server		FY2016	\$5,000.00
ADWVC	Active Directory Server		FY2016	\$5,000.00
EXCHANGE	District Mail Server		FY2016	\$10,000.00
MYLTCS	Campus File Server		FY2016	\$5,000.00
ESX3/ESX4	Virtual Infrastructure Servers/VMWare		FY2016	\$25,000.00

**TOTALS:**

<b>FY2012</b>	<b>\$55,000.00</b>
<b>FY2013</b>	<b>\$85,000.00</b>
<b>FY2014</b>	<b>\$45,000.00</b>
<b>FY2015</b>	<b>\$25,000.00</b>
<b>FY2016</b>	<b>\$50,000.00</b>



## Information Technology Systems Fact Sheet

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March 2011

Illinois Eastern Community Colleges continues to invest in technology services to support students, faculty and staff. This fact sheet provides a list of the major technology services supported by the district.

### **Banner Administrative Software System**

Banner is the integrated suite of applications used to support the business functions of the district. There are a total of 243,733 students in system with historical data back to 1974.

#### **Banner modules include:**

General	Web General
Student	Student Self-Service
Faculty and Advisors Self-Service	Financial Aid
Financial Aid Self-Service	Finance
Finance Self-Service	Accounts Receivable
Human Resources	Employee Self-Service
Position Control	Legato Integration
Legato App Xtender	Legato Web Xtender
Legato Scan Xtender	

The Banner system data is stored in a central Oracle database running on an HP 9000 server located at the District Office.

#### **Other applications related to the Banner product include:**

- Evisions Form Fusion for custom printing of transcripts and schedules
- Internet Native Banner forms server
- Payroll to finance processing
- Direct Deposit
- Bank Reconciliation
- SURS
- Unemployment
- Over 300 internal custom reports
- 25 state reports
- 10 federal reports
- 26 custom programs

## Network and Servers

The district's data network supports a multitude of applications including Banner, email, online services, Internet access, etc. Equipment required to support these services includes:

<u>52 Production Servers including:</u> 6 Active Directory Servers 6 File Servers 4 Student File/Application Servers 2 VMware Virtualization Servers and Equipment 9 Entrata and FileMaker Servers 11 Other Infrastructure Servers 11 Production Virtual Servers 3 Citrix Servers  10-15 Virtual test servers	5 Terabyte SAN for data storage 15 Firewalls 11 Routers 87 Network Switches - 5,352 Network ports 13 Wireless Access Points 20 T-1 Circuits 780 Employee Exchange email accounts Solar Winds Monitoring software
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## Online Systems

Online applications include the internal and external web pages, portal system, online learning management system, eportfolio system and online credit card payment system.

**Web Site** The IECC web site contains over 5,000 web pages and provides valuable information about the district and the colleges.

### **Entrata Portal System**

Entrata serves as a single sign on portal for students and provides faculty and staff with access to a wide variety of services. The system was developed in-house by Jeff Gumbel, Coordinator of Web and Online Learning Services.

**Students** have access to schedules, email account, college information, and link out to services such as Banner Web, e2Campus alerts, credit card payment, and Angel. They may also register online, pay tuition and fees, access grades, unofficial transcripts, financial aid, course work and material, testing, and much more.

**Faculty** access rosters, student information, submit 1st and 10 day rosters, progress and incomplete reports, submit final grades, and advising.

**Staff** utilize the system to submit time sheets, pay information, and tax forms.

Entrata statistics include:

- 20,628 total accounts
- 5,255 active accounts
- 7,281 logins on 1/10/2011 first day of classes
- 2,730 logins on an average weekday

## **Angel Online Learning Management System**

The Angel system manages all online course material and is used to provide supplemental information for face-to-face courses.

Online statistics include:

- 8,849 seats taken for Spring 2011
- 117 Online courses are being offered Spring 2011
- 3,855 online credit hours have been generated in Spring 2009
- Approximately 350-450 students take CIS 1104 Intro to Online Learning every semester
- Out of 2954 total courses listed for the Spring 2011 term, 679 of those are utilizing Angel at some level; approximately 23%.

## **Telephone Systems**

The current Nortel telephone system was installed in 1997 and has been continually upgraded. The system remains extremely reliable and provides excellent service. If Nortel is unable to remain in business, we will need to evaluate options for migrating to a new system

Telephone **statistics** include:

- 6 PBXs with over 600 telephone ports
- 911 Systems for each college
- College room mapping for emergency services
- Call Pilot Voice Mail

## **IECC Alerts**

IECC implemented the e2Campus emergency alert system to provide emergency and weather related alerts via text, email and voice messaging.

## **Help Desk**

The district provides a technology help desk to support both students and employees. Support is provided via telephone, email and online. The help desk tracking system was developed internally by IT staff.

Help desk **statistics** include:

- 173 submissions first day of classes
- Average 24 calls per day

## **Other Applications**

The IT Department staff also maintains and support other various applications. They include:

- Compass Testing
- Nursing Testing - LXR
- Zoomerang
- Uselect integration with IECC web site and Banner data
- efollett and bookstore web site setup
- Inventory system to track technology equipment

## Computer and Printer District-Wide Totals

- 1,350 desktop computers
- 294 notebook computers
- 278 printers
- 4 public labs
- 30 classroom labs
- 105 classrooms with computers and projectors

## Computer Labs by College

<p><b>Frontier</b> 1 open lab with 24 computers (LRC) 5 Classroom labs RLM 24 - 25 RLM 25 - 25 RLM 21 - 16 WDC 100 - 19 CB 107 - 4 17 rooms with a computer and projector</p>	<p><b>Lincoln Trail</b> 1 open lab with 16 computers (LRC) 1 semi-open lab with 16 computers (LSC) 8 classroom labs: WH 109 = 5 WH 112 = 26 WH 116A = 25 WH 117 = 6 WH 118 = 25 WH 119 = 23 SU 211 = 26 SU 220 = 11 OA 102 = 17 21 rooms with a computer and projector.</p>
<p><b>Olney Central</b> 1 open lab with 36 computers (including 6 assistive technology computers) 8 classroom labs: 204 – 24 205 – 24 206 – 24 207 – 24 208 – 20 209 – 15 210 – 18 WT801 – 14 42 rooms with a computer and projector.</p>	<p><b>Wabash Valley</b> 1 open lab with 30 computers 9 Classroom Labs MH 205 – 25 MH 202 – 17 MH 203 – 13 BMC 16 - 15 SB 30 - 8 AA 108 - 17 IB 4 - 17 MS 102 - 17 AG 104 - 10 25 Classrooms with computers and projectors</p>

**Agenda Item #11I**

**Ameren CIPS Appraisal Request**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 19, 2011  
SUBJECT: Ameren CIPS Appraisal Request

The taxing bodies that receive real estate tax collections from Jasper County through its assessment of the Ameren CIPS power plant located near Newton have historically agreed to share the cost of the appraisal and any legal fees for assessment of the Ameren property.

Ameren is alleging that the value of the property has been decreased because of a lessening in the production of electricity.

The taxing bodies normally share the cost of the appraisal based upon the taxing bodies' percent of total collection of taxes. The share for IECC is approximately 7.5%.

Although the estimated cost for the review of an appraisal done by Ameren is estimated to cost \$4,500.00 and \$7,000.00, the cost of this review to the District therefore could be \$337.50 to \$525.00.

Depending upon the extent of litigation of the upcoming appraisal, the expenditures could go to \$100,000.00, although such a total is very unlikely. A meeting is scheduled for April 29<sup>th</sup> to resolve the differences between Ameren and the taxing bodies.

I ask the Board to continue the District's agreement with the taxing bodies to pay the District's percentage share of costs of assessment and litigation of the Ameren CIPS facility located at Newton.

TLB/rs

**Agenda Item #11J**

**Student Handbook for Medical Office Assistant/Medical Coding Program**

**Agenda Item #11J**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 19, 2011  
RE: Medical Office Assistant and Medical Coding Associate

The Medical Office Assistant/Medical Coding Program has expanded and continues to offer quality education to those interested in developing a Medical Office Assistant Degree or a Medical Coding Associate Certificate. Because of the testing requirements, certification guidelines and minimum admission requirements, the faculty in these programs felt it necessary to develop a handbook. The handbook covers background checks and fingerprinting, requirements of certification, testing and application fee information, certificate outcomes and objectives, course sequencing, standards for academic honesty, attendance rules, the need for confidentiality, the requirements of drug free schools and communities act and professional behaviors. This new handbook is effective Summer Term 2011.

The lead instructors Amie Mayhall and Shasta Bennett have spent many hours and have done excellent work in preparing the handbook for these two programs. I seek the Board's approval for the new Medical Office Assistant and Medical Coding Associate Handbook.

TLB/rs

Attachment

**Olney Central College**  
**Medical Coding Associate**  
**&**  
**Medical Office Assistant**  
**Handbook**  
(Effective Summer 2011)



**Olney Central College**  
**305 North West Street**  
**Olney, IL 62450**  
**618-395-7777**

**Toll Free 866-622-4322**

**OLNEY CENTRAL COLLEGE  
EFFECTIVE SUMMER SEMESTER 2011**

**General Introduction to Medical Coding Associate and Medical Office Assistant**

Welcome to Illinois Eastern Community Colleges and the Olney Central College Medical Coding Associate Certificate or Medical Office Assistant Degree! It is important to read the college catalog, course syllabi and this handbook as students will be expected to adhere to the policies and guidelines found in these documents. The College reserves the right to change policies and guidelines as needed to facilitate program and student outcomes.

Our mission is to ensure the professional success of our graduates in the fields of Medical Coding and Medical Office. However, student dedication, attendance and participation in courses required for each program are critical to success. Please feel free to contact Ms. Mayhall or Ms. Bennett if you have questions during the course of the program.

Amie Mayhall  
Medical Office Instructor  
mayhalla@iecc.edu  
618-395-7777 ext. 2229

Shasta Bennett  
Medical Office Instructor  
bennetts@iecc.edu  
618-395-7777 ext. 2231

**BACKGROUND CHECK AND FINGERPRINTING**

Personal history may affect eligibility for employment as a Medical Coder or a Medical Office Assistant. Employers in healthcare organizations are required to perform background and fingerprint checks prior to employment. As students will be placed in various medical settings for internship or practicum, a background check and fingerprinting are required of all students in the Medical Coding Associate and Medical Office Assistant programs. Paperwork related to this process will be handled by the program faculty and the cost of this process is \$28.00.

A response of yes to any of the questions below may result in being denied an internship or practicum site by the clinical facility.

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)?
2. Have you been convicted of a felony?
3. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition that presently interferes with your ability to practice your profession?

4. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere?
5. Have you ever been discharged, other than honorably, from the armed service or from a city, county, state or federal position?
6. Have you ever had an administrative finding of Abuse, Neglect, or Theft?

## **MEDICAL CODING ASSOCIATE**

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### **MEDICAL CODING ASSOCIATE CERTIFICATION INFORMATION**

Most employers in the coding field will require certification to be considered for employment. The Certified Coding Associate (CCA) designation is a nationally accepted standard of achievement in the health information management (HIM) field. The CCA is the only HIM credential worldwide currently accredited by the National Commission for Certifying Agencies (NCCA).

The Olney Central College Medical Coding Associate Program is a three semester program leading to a certificate and prepares students for the Certified Coding Associate exam/certification. Information pertaining to this exam can be found at <http://www.ahima.org/certification/cca.aspx>. The application fee for the CCA exam is \$199.00 for AHIMA members and \$299.00 for non-members.

New students are admitted to the program in the fall semester. Prior to awarding the Medical Coding Associate certificate, all financial obligations to the college must be paid in full. **In addition, all courses required for the Medical Coding Associate Certificate must be completed with a grade of “C” or better.**

#### **Continuing Education**

Every two years, certified coders are required to complete fourteen (14) hours of continuing education.

### **MEDICAL CODING ASSOCIATE CERTIFICATE OUTCOMES AND OBJECTIVES**

- ❖ Coding Outcomes:
  - Code diagnosis statements in ICD-9 or ICD-10 at 95% accuracy in each category.
  - Code procedures and supplies in CPT and HCPCS at 95% accuracy in each category.
  - Code case studies from actual health records with 90% accuracy.
- ❖ Identify common diseases and disorders in each body system and understand the etiology of the diseases.
- ❖ Medical Database Usage:
  - ❖ Accurately create a new patient and case in a medical database at 100% accuracy.
  - Create a new encounter for a patient and record findings at 100% accuracy.
- ❖ Identify reimbursement methodologies and understand the differences in healthcare plans.
- ❖ Identify common drug names and uses.

- ❖ Understand the different entities of healthcare and the history of each delivery system.
- ❖ Develop effective communication skills, poise, and a positive attitude.
- ❖ Exhibit confidence in procedures and decision making by utilizing learned practical skills and acquired theory.
- ❖ This program focuses upon the development of technical competencies, attitude, values, and appreciation critical to successful employment in the medical coding field.
- ❖ Demonstrate academic knowledge relevant to success and progress in the field of medical coding.
- ❖ Develop employment skills to insure the ability to retain skills and advancement in the field of medical coding.
- ❖ Develop life skills to assist students in recognizing the need to contribute to the welfare of the community.

### **MEDICAL CODING ASSOCIATE COURSE SEQUENCE**

The sequence of courses required to complete the Olney Central College Medical Coding Associate Certificate are listed below. If general education courses are taken out of sequence, graduation will be delayed. Due to stringent requirements in the AHIMA based certification exam, Human Anatomy and Physiology must have been successfully completed within the last 5 years. Program pre-requisites must be completed with a minimum grade of “C” and consist of:

BOC 1201 or 1202 - Beginning or Intermediate Keyboarding

DAP 1201 – Business Computer Systems

HEA 1225 – Intro. to Medical Terminology (or Human Anatomy & Physiology I **and** II)

LSC 1101 – General Biology I

<b>Fall Start Only Fall Semester</b>		<b>Spring Semester</b>		<b>Summer Semester</b>	
<b>MED 2204 – Healthcare Delivery</b>	<b>4</b>	<b>HEA 2266 – Med Ins &amp; Coding II</b>	<b>3</b>	<b>MED 2209 – Advanced Coding</b>	<b>4</b>
<b>BOC 2262 – Med. Office Procedures</b>	<b>4</b>	<b>LSC 2112 – Human Anat. &amp; Phys. II</b>	<b>4</b>	<b>MED 2298 – Coding Practicum</b>	<b>3</b>
<b>LSC 2111 – Human Anat. &amp; Phys. I</b>	<b>4</b>	<b>MED 2206 – Intro to Human Pathophysiology</b>	<b>3</b>	<b>MED 2211 – Certification Prep/ Hospital</b>	<b>1</b>
<b>HEA 2264 – Med. Ins. &amp; Coding I</b>	<b>3</b>	<b>MED 2208 – Med Reimbursement</b>	<b>3</b>	<b><u>OR</u></b>	
<b>MED 2207 – Intro to Pharmacology</b>	<b>1</b>	<b>HEA 2215 – Elect. Med. Records</b>	<b>3</b>	<b>MED 2212 – Certification Prep/ Physician</b>	<b>1</b>
<b>Semester Hours</b>	<b>16</b>	<b>Semester Hours</b>	<b>16</b>	<b>Semester Hours</b>	<b>8</b>

# MEDICAL OFFICE ASSISTANT

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## MEDICAL OFFICE ASSISTANT CERTIFICATION INFORMATION

Certification in the medical office field is highly recommended. The National Certified Medical Office Assistant (NCMOA) designation certified by the National Center for Competency Testing is available for graduates of our Medical Office Assistant Degree. As an independent certification agency, the National Center for Competency Testing is able to provide certification and continuing education products and services for individuals, schools, or programs irrespective of their allegiance to any specific professional organization or accreditor. NCCT is used for testing and continuing education by more than 850 facilities and organizations across the country.

Information pertaining to this exam can be found at <http://www.ncctinc.com/Certifications/>. The application fee for the student exam is \$90.00 and the test can be taken on a testing date at Olney Central College.

Students are also encouraged to take relevant Microsoft Office Specialist exams. These exams are administered at Olney Central College with prior payment and scheduling through Amie Mayhall or Shasta Bennett. The fee for the exams varies based on the number of exams administered. Available exams include: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, and Microsoft Outlook.

All academic requirements must be met prior to earning the Medical Office Assistant Degree. In addition, all financial obligations to the college must be paid in full.

## MEDICAL OFFICE ASSISTANT OUTCOMES

- ❖ Consistently key 50 WPM or above with 3 or less errors on a five-minute timing.
- ❖ Demonstrate a thorough knowledge of computer skills including, but not limited to: Word, Excel, Access, Medical Software (I.E. Medisoft, Medical Manager, MediNotes, MedCin)
- ❖ Format the following documents accurately: Business Letter, Table, Memo, Reports, Agenda and Minutes, Itinerary, News Release, Medical Reports, History and Physical Report, Operative Report, Pathology Report, Radiology Report, Discharge Summary, Insurance and Coding Documents and CMS 1500 Claim.
- ❖ Complete three patient simulations for clinical procedures and submit the reports with 80% or better scores.
- ❖ Demonstrate successful business communication skills through submission of a high quality letter and memo that have been composed by the student.
- ❖ Successfully complete one year of applicable internship. Students must demonstrate skills in the area of study shown through a summary PowerPoint presentation, brochure and letter of completion from the internship supervisor.

- ❖ Demonstrate the ability to solve the following Healthcare Statistics: Inpatient Census, Inpatient Bed Count, Total Bed Count Days, Length of Stay, Average Length of Stay, Death Rates (gross, net, postoperative, anesthesia, maternal, newborn, and fetal), Net Autopsy Rate and Infection Rate.
- ❖ Summarize program experiences in a 1,000 word report. The report should include what the student has learned as well as how they anticipate using this knowledge.
- ❖ Develop effective communication skills, poise, and a positive attitude.
- ❖ Exhibit confidence in procedures and decision making by utilizing learned practical skills and acquired theory.
- ❖ This program focuses upon the development of technical competencies, attitude, values, and appreciation critical to successful employment in the medical office field.
- ❖ Demonstrate academic knowledge relevant to success and progress in the field of medical office.
- ❖ Develop employment skills to insure the ability to retain skills and advancement in the field of medical office.
- ❖ Develop life skills to assist students in recognizing the need to contribute to the welfare of the community.

### **MEDICAL OFFICE ASSISTANT PROGRAM SEQUENCE**

The demand for well-trained medical office assistants is increasing due to the expansion of medical services, medical agencies, and the increase of required medical records maintenance.

Beginning Keyboarding is a pre-program requirement and cannot be used as an elective. The student will be placed in keyboarding courses according to previous experience, training, and ability. Beginning and intermediate courses may be waived; the advanced course is required. Elective classes must be taken in lieu of waived courses. This degree is available online.

<b>Year 1, Fall Semester</b>		<b>Year 1, Spring Semester</b>	
<b>BOC 1202 – Intermediate Keyboarding</b>	<b>3</b>	<b>BOC 2203 – Advanced Keyboarding</b>	<b>3</b>
<b>BOC 1206 – Employment Methods</b>	<b>1</b>	<b>BOC 2262 – Medical Office Procedures</b>	<b>4</b>
<b>HEA 2215 – Electronic Medical Records</b>	<b>3</b>	<b>BOC 2263 – Medical Transcription I</b>	<b>3</b>
<b><u>OR</u></b>		<b>CIS 1210 – e-Portfolio Mechanics</b>	<b>.5</b>
<b>BUS 2202 – Records Management</b>	<b>3</b>	<b>ENG 1212 – Technical Writing</b>	<b>3</b>
<b>CIS 1104 – Intro to Online Learning</b>	<b>.5</b>	<b>HEA 1212 – Clinical Processes</b>	<b>3</b>
<b>DAP 2202 – Word Processing I</b>	<b>3</b>	<b>LSC 2264 – Anat. for Med. Secretaries</b>	<b>3</b>
<b>ENG 1111 – Composition I</b>	<b>3</b>		
<b>GEN 1207 – e-Portfolio Development</b>	<b>.5</b>		
<b>HEA 1225 – Intro to Medical Terms.</b>	<b>3</b>		
<b>Semester Hours</b>	<b>17</b>	<b>Semester Hours</b>	<b>19.5</b>

<b>Year 2, Fall Semester</b>		<b>Year 2, Spring Semester</b>	
<b>BOC 2268 – Medical Office Sem. I</b>	<b>1</b>	<b>BOC 2270 – Medical Office Internship/Sem II</b>	<b>3</b>
<b>BOC 2269 – Med. Office Internship I</b>	<b>2</b>	<b>BOC 2265 – Medical Transcription II</b>	<b>3</b>
<b>HEA 2264 – Med. Insurance &amp; Coding I</b>	<b>3</b>	<b>HEA 2266 – Medical Insurance &amp; Coding II</b>	<b>3</b>
<b>CIS 1278 – Spreadsheet</b>	<b>3</b>	<b>CIS 1286 – Database</b>	<b>3</b>
<b>PSY 1101 – General Psychology I</b>	<b>3</b>	<b>GEN 2207 – e-Portfolio Assessment</b>	<b>.5</b>
<b>SPE 1101 – Fund. of Effective Speaking</b>	<b>3</b>	<b>HEA 2210 – Stat Analysis of Health Data</b>	<b>4</b>
<b>Semester Hours</b>	<b>15</b>	<b>Semester Hours</b>	<b>16.5</b>

# **PROGRAM GUIDELINES FOR MEDICAL CODING ASSOCIATE AND MEDICAL OFFICE ASSISTANT**

## **Academic Dishonesty**

Cheating and plagiarism are unacceptable in any environment. Plagiarism is defined as writing that has been copied from someone else and is then presented as your own work. Cheating and/or plagiarism may result in a grade of “F”, dismissal from the program and/or disciplinary action.

## **Attendance**

- Students should contact the instructor and/or supervisor if they will not be in attendance.
- Schedule all personal business and medical appointments outside of scheduled class time.
- As a general rule, medical office and coding instructors allow 1 class absence per credit hour of the course; however, students should check individual instructor policies.
- Chronic absences may result in lower grades or withdrawal from the program by the instructor.

## **Chronic Communicable Disease**

Based on Illinois Department of Financial and Professional Regulation guidelines, no teacher or school administrator shall knowingly permit any person suffering from a serious communicable disease as defined in 77 Ill. Adm. Code 690 to work on the premises, or knowingly permit a student with a serious communicable disease to serve a patron .

Any case of communicable disease reported to the administration will be investigated. Appropriate action will be taken to protect students, clients and college personnel on the basis of qualified medical advice.

## **Confidentiality**

During Internship, students will be exposed to extremely confidential information. Confidentiality of patient information is critical. Any breach of confidentiality will result in disciplinary action. Students will abide by the HIPAA (Health Insurance Portability and Accountability Act) law and the confidentiality policy at each internship location. Information concerning HIPAA can be found at this website <http://www.hhs.gov/ocr/privacy/>.

## **Drug Free Schools and Communities Act**

The IECC Board of Trustees recognizes the importance of a college environment that is free of substance abuse. The college environment includes students, employees, and other persons participating in IECC District 529 sponsored classes, programs, services and other activities or events. Substance abuse is defined as the unauthorized possession, sale, transfer, purchase or use of alcohol, unlawful narcotics, cannabis or any other twenty-seven (27) controlled substances.

Substance abuse within the college environment is prohibited. Students and employees involved in substance abuse within the college environment are subject to disciplinary action. Any illegal substance abuse will result in involvement of law enforcement officials.

### **Equal Opportunity Policy**

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

### **Eating and Drinking**

Eating and drinking are prohibited in the classroom.

### **Expected Professional Behaviors**

Students are expected to conduct themselves in a professional manner. Failure to do so may result in dismissal from the program.

- Be courteous to all with whom you come in contact.
- Use appropriate English and grammar at all times. Do not use profanity.
- Respect yourself, instructors and fellow students.
- Honesty is required at all times.
- Confidentiality of patient information will be maintained at all times.
- Cooperate with the individuals you work with each day.
- Exhibit a positive attitude.
- No facial piercings, except for ears.
- Students are encouraged to cover tattoos to the best of their ability.
- Good personal hygiene is required at all times.
- Cell phone usage is not allowed in the classroom or at the internship site.

### **Graduation**

Students must successfully complete all required courses to earn a certificate or degree from Olney Central College. Also, a cumulative grade point average of 2.0 is required for the Medical Coding Associate Certificate and Medical Office Assistant Degree.

### **Internships**

Specific guidelines pertaining to internship requirements, guidelines, and procedures will be distributed during the Medical Office Seminar or Practicum course. Prior to the semester you intend to enroll in the internship course, please check with Ms. Mayhall to discuss internship locations.

## **Readmission to the Program**

Students who leave the program and wish to be readmitted to a later fall term will be admitted on a space available basis. Previous enrollment does not guarantee readmission.

## **Transcripts**

Transcripts will not be released until all financial obligations to the college have been met.

## **Transfer Information**

If you wish to transfer credit to IECC toward a degree or certificate, transcripts can be evaluated if the credit was earned at institutions accredited by The Higher Learning Commission (A Commission of the North Central Association of Colleges and Schools) or similar regional accrediting agencies. If the transcript indicates a cumulative grade-point average below 2.0, only course grades of *C* or above will be accepted. The Commission may be contacted at the HLC website at [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org) or by phone at 312/263-0456. For questions concerning a transfer institution, contact the Student Services Office at 618-395-7777.

A student requesting transfer to Olney Central College is responsible for contacting prior institutions and requesting an official transcript be mailed directly to: Olney Central College, Record's Office, 305 North West Street, Olney, IL 62450.

## **Withdrawing from the Program**

If a student determines it is necessary to discontinue enrollment in this program, it is essential to officially withdraw from classes. Failure to officially withdraw with staff in the Student Services Office will result in a grade of "F" being assigned for any course.

# MEMORANDUM OF UNDERSTANDING

Medical Coding Associate and Medical Office Assistant students are expected to read, understand and accept responsibility for the guidelines and policies in the handbook for these programs, course syllabi, and the Illinois Eastern Community Colleges catalog.

Olney Central College believes it is important to provide the information below to all Medical Coding Associate and Medical Office Assistant students. Students do not always confide conviction information with their advisor or faculty but still need to be aware of the ramifications if pursuing education in this field with a felony conviction. The information below provides general information for those who have been convicted of a felony.

Students with felony convictions are often not considered for employment in this field. After discussing this issue with area employers, the instructors have found applicants with felony convictions are often withdrawn from employment consideration. Felony convictions appear on the IDPH portal. If the felony is a disqualifying conviction, a waiver may be submitted to IDPH to appeal the disqualifying event from consideration.

If you have a felony conviction, you should talk to the faculty advisor before choosing to pursue the Medical Office Assistant Degree or Medical Coding Associate certificate.

My signature below indicates I understand and agree to abide by the information found in the documents indicated above. Olney Central College reserves the right to revise information in this document as needed in order to meet the needs of the program. Students will be notified of changes to this document.

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Student Signature	Printed Student Name	Date
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Medical Office Instructor Signature or Medical Office and Medical Coding Associate Advisor	Date
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Sign and submit this page of the handbook by July 1, 2011 to:  
Amie Mayhall  
Olney Central College  
305 N. West Street  
Olney, IL 62450  
mayhalla@iecc.edu

**Agenda Item #11K**

**Revisions to Student Handbook for Radiography Program**

**Agenda Item #11K**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 19, 2011  
RE: Radiography Handbook Revisions

The Radiography Program Handbook has been in effect several years and needs to be revised to reflect changes in the program. These changes include the definition of participation in professional development activities, change cell phone policy to technology policy, replaced a grievance procedure with a complaint policy, updated the learning resource center section, defined examination and quizzes and grades pertaining thereto, defined written assignments, rewrote policy on attendance, added sections currently in the clinical guide, revised the dismissal requirements, and inserted specific policies that are emphasized by National standards. All of these changes are to become effective Summer Term 2011. The Radiography Handbook has been sent to you electronically.

I ask the approval of the Board for these Radiography Handbook revisions.

TLB/rs

**Agenda Item #11L**

**Revisions to Student Handbook for Nursing Program**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 19, 2011  
RE: Nursing Student Handbook Revisions

Tammy Fralicker, Associate Dean of Nursing and Allied Health and her Nursing faculty have proposed several revisions to the Nursing Student Handbook to be effective with the Fall Semester 2011.

Those changes include updated standards of professional conduct reflected in changes in the current Illinois Nurse Practice Act Rules and Regulations, an approved definition of assignments and when assignments are late, a new testing policy, a new drug dosage calculation policy, a revised dress code, an updated health status requirement, a revised program cost sheet, and new information on the learning resource center. The Nursing Student Handbook has been sent to you electronically.

I ask the Board's approval of the revisions to the Nursing Student Handbook.

TLB/rs

**Agenda Item #11M**

**Affiliation Agreements**

**Agenda Item #11M**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 19, 2011  
RE: Affiliation Agreements

What follows are twenty affiliation agreements dealing with Basic Nurse Assistant, Health Information Management, Pharmacy Technician, and Medical Assistant.

I ask the Board's approval of the following list of affiliation agreements:

Basic Nurse Assistant (WVC) – United Methodist Village – Lawrenceville  
Health Information Management (LTC) – Sikorski Chiropractic Clinic - Robinson  
Health Information Management (LTC) – Crawford Memorial Hospital - Robinson  
Pharmacy Technician (LTC) – Harmon's Drug Store - Oblong  
Pharmacy Technician (LTC) – Medicine Shoppe – Marshall  
Pharmacy Technician (LTC) – Scott Drug - Bridgeport  
Pharmacy Technician (LTC) – CVS – Lawrenceville  
Pharmacy Technician (LTC) – CVS - Olney  
Pharmacy Technician (LTC) – Crawford Memorial Hospital – Robinson  
Medical Assistant (LTC) – Dr. Rachel Winters – Lawrenceville  
Medical Assistant (LTC) – Union Hospital – Terre Haute  
Medical Assistant (LTC) – UAP Clinic AP & S – Terre Haute  
Medical Assistant (LTC) – Sullivan Family Practice – Sullivan  
Medical Assistant (LTC) - Richland Memorial Hospital – Olney  
Medical Assistant (LTC) – Lathrop Foot and Ankle Comfort – Robinson  
Medical Assistant (LTC) – Jasper County Health Department – Newton  
Medical Assistant (LTC) – Clay County Health Medical Clinic – Flora  
Medical Assistant (LTC) – Crawford Memorial Hospital – Robinson  
Medical Assistant (LTC) – Acute Medical Care – Robinson  
Medical Assistant (LTC) – Dr. David Rotman - Robinson

TLB/rs

Attachments

Wabash Valley College  
Basic Nurse Assistant Training Program

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 19 day of April, 2011,  
by and between WABASH VALLEY COLLEGE, for its Basic Nurse Assistant Training  
Program, and United Methodist Village  
(Agency)

Lawrenceville IL (hereinafter referred to as AGENCY).  
(City) (State)

WITNESSETH THAT:

WHEREAS, WABASH VALLEY COLLEGE desires to make use of the AGENCY'S  
facilities for clinical laboratory practice by students of the Basic Nurse Assistant Training  
Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and  
instructors(s) of WABASH VALLEY 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 for observation and participation by the students and instructor(s)  
of the WABASH VALLEY COLLEGE Basic Nurse Assistant Training 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  
instructor(s) of the Basic Nurse Assistant Training course on behalf of Wabash  
Valley College and the Director of the Nursing Service on behalf of the  
AGENCY. The plan and program will be organized and agreed to by said

persons prior to the commencement of the courses.

3. WABASH VALLEY COLLEGE instructors will be responsible for the teaching and guidance of the students in the clinical nursing laboratory practices, and will be available to the students. The specific assignment of the learning experiences to specific students will be made and arranged by the instructor on behalf of WABASH VALLEY COLLEGE, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY.
4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Instructor(s) on behalf of WABASH VALLEY COLLEGE will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing students.
5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein, will be the responsibility of WABASH VALLEY COLLEGE and will comply with the policies of the health AGENCY. Students who have physical or emotional disabilities which may negate success in clinical practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in clinical practice may participate in the contemplated program if approved by the AGENCY.
6. The instructor(s) participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. Each new instructor of WABASH VALLEY COLLEGE participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to

supervising students in the AGENCY.

7. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
8. Neither party hereto will be paid any monetary reimbursement as such by the other party hereto 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. Instructor(s) and students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
9. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of instructor(s) and students.
10. A review of the agreement will be made as necessary, or upon request, by either party. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in WABASH VALLEY COLLEGE'S Basic Nurse Assistant Training Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their clinical laboratory experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

AGENCY

WABASH VALLEY COLLEGE/ IECC

\_\_\_\_\_  
Director of Nursing Services

\_\_\_\_\_  
Dean of Instruction

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

\_\_\_\_\_  
President

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

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 17 day of May, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Health Information Management (HIM) Program (hereinafter referred to as LTC) and Sikorski Chiropractic Clinic, Robinson, IL. (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

to any assignment for practice at the AGENCY.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2011.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/26/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of May, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Health Information Management (HIM) Program (hereinafter referred to as LTC) and Crawford Memorial Hospital, Robinson, IL . (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. HIM Faculty and HIM students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2011.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/26/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of May, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Harmon's Drug Store, Oblong, IL (hereinafter referred to as AGENCY) *[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of pharmacy service for observation and participation by the students and faculty of LTC'S Pharmacy Technician Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical pharmacy technician laboratory practice, and will be available to the pharmacy technician students.

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician students.
5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of the AGENCY, and will comply with the policies of the health AGENCY.

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

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

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

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

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2011.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/13/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of May, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Medicine Shoppe, Marshall, IL (hereinafter referred to as AGENCY).  
[Identify Above: Agency, City, and State]

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of pharmacy service for observation and participation by the students and faculty of LTC'S Pharmacy Technician Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical pharmacy technician laboratory practice, and will be available to the pharmacy technician students.

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician students.
5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of the AGENCY, and will comply with the policies of the health AGENCY.

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

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

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

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

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2011.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/13/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of May, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Scott Drug, Bridgeport, IL 62417 (hereinafter referred to as AGENCY).

*[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of pharmacy service for observation and participation by the students and faculty of LTC'S Pharmacy Technician Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical pharmacy technician laboratory practice, and will be available to the pharmacy technician students.

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician students.
5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of the AGENCY, and will comply with the policies of the health AGENCY.

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

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

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

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

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2011.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/13/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of May, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and CVS, Lawrenceville, IL (hereinafter referred to as AGENCY).

*[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of pharmacy service for observation and participation by the students and faculty of LTC'S Pharmacy Technician Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical pharmacy technician laboratory practice, and will be available to the pharmacy technician students.

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician students.
5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of the AGENCY, and will comply with the policies of the health AGENCY.

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

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

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

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

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2011.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/13/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of May, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and CVS, Olney, IL (hereinafter referred to as AGENCY).

*[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of pharmacy service for observation and participation by the students and faculty of LTC'S Pharmacy Technician Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical pharmacy technician laboratory practice, and will be available to the pharmacy technician students.

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician students.
5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of the AGENCY, and will comply with the policies of the health AGENCY.

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

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

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

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

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2011.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/13/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of May, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Crawford Memorial Hospital, Robinson, IL (hereinafter referred to as AGENCY).  
[Identify Above: Agency, City, and State]

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of pharmacy service for observation and participation by the students and faculty of LTC'S Pharmacy Technician Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical pharmacy technician laboratory practice, and will be available to the pharmacy technician students.

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician students.
5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of the AGENCY, and will comply with the policies of the health AGENCY.

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

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

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

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

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2011.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:6/13/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 17 day of May, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program(CMA) (hereinafter referred to as LTC) and Dr. Rachel Winters, Lawrenceville, IL (hereinafter referred to as AGENCY).  
*[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for 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 CMA students of LTC for the desired purpose,

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2011.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of May, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Union Hospital, Terre Haute, IN (hereinafter referred to as AGENCY).  
*[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2011.

AGENCY

LINCOLN TRAIL COLLEGE

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

\_\_\_\_\_  
Certified Medical Assist Faculty Member

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

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

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

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

psq:6/26/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of May, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and UAP (AP&S), Terre Haute, IN (hereinafter referred to as AGENCY).  
*[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2011.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of May, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Sullivan Family Practice, Sullivan, IN (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2011.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of May, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Richland Memorial Hospital, Olney, IL (hereinafter referred to as AGENCY).  
*[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2011.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of May, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Lathrop Foot and Ankle Comfort, Robinson, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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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 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.
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Medical Services Director

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Certified Medical Assistant  
Faculty Member

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of May, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Jasper County Health Department, Newton, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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AGENCY

LINCOLN TRAIL COLLEGE

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Medical Services Director

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Certified Medical Assistant  
Faculty Member

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

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

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

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

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of May, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program(CMA) (hereinafter referred to as LTC) and CCH Medical Clinic, Flora, IL (hereinafter referred to as AGENCY).  
*[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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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.
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AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of May, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (hereinafter referred to as LTC) and Crawford Memorial Hospital, Robinson, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical certified medical assistant laboratory practice, and will be available to the medical assistant students.

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Administrative Supervisor on behalf of the AGENCY will be responsible for maintaining proper standards of certified medical assistant care and safeguard of patients assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to certified medical assistant students.
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Prior to the use of any AGENCY facilities, under the contemplated program, LTC will furnish the AGENCY, upon request, a medical record, proof of insurance, and a letter of good standing for each participating student showing that said student fully complies with the requirements required by the AGENCY.

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AGENCY

LINCOLN TRAIL COLLEGE

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

\_\_\_\_\_  
Certified Medical Assist Faculty Member

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

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

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

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

psq:6/26/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of May, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Acute Medical Care, Robinson, IL (hereinafter referred to as AGENCY).  
*[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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AGENCY

LINCOLN TRAIL COLLEGE

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Medical Services Director

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Certified Medical Assistant  
Faculty Member

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16 day of May, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Dr. David Rotman, Robinson, IL (hereinafter referred to as AGENCY).

*[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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CMA Faculty Member

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College Dean

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Chairman, Board of Trustees  
Illinois Eastern Community Colleges

psq:6/26/06

**Agenda Item #12**

**Bid Committee Report**

## BID COMMITTEE REPORT

April 19, 2011

### IECC

1. Uninterruptible Power Supply

### International

2. Used 2009 or Newer Mini-Van

### Olney Central College

3. Used 2008 or Newer 15-Passenger Van

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Bid Recommendation – Uninterruptible Power Supply

DATE: April 19, 2011

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 bid received from **D & B Power Associates, Inc.** located in St. Charles, Illinois for **\$17,854.00** and the optional on- site startup assembly 7 x 24 for **\$1,326.00**.

Uninterruptible Power Supply IECC			
Company	Bid	Optional On-Site Startup/Assembly	
		APC SKU# w/strtp 7 x 24	APC SKU# w/strtp 5 x 8
CDW-G Vernon Hills, IL	\$19,095.21	\$1,425.75	\$895.25
<b>D &amp; B Power Associates, Inc. St. Charles, IL</b>	<b>17,854.00</b>	<b>1,326.00</b>	836.00
Tiger Direct Raleigh, NC	19,503.03	1,458.80	913.70

Respectfully submitted,

Terry Bruce  
 Alex Cline  
 Harry Hillis, Jr.

Source of Funds: Technology Plan

Department: Information Technology

Rationale for Purchase: Replacing battery backup unit in the data center.

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

## UNINTERRUPTIBLE POWER SUPPLY MINIMUM SPECIFICATIONS:

**Model:** APC Symmetra LX 16kVA PXR Scalable to 16kVA N+1  
Ext. Run Tower, 208/240V

<u>APC SKUs:</u>	<u>QTY</u>
sya16kpxr	1
sybt5	4
sypm4kp	1
syapd1	2
sypd11	2
ap7582	1
wupgonsitefw-sy-16	1

### Output

Output Power Capacity:	12.8 kW / 16 kVA
Max Configurable Power:	12.8 kW / 16 kVA
Nominal Output Voltage:	120V,208V
Output Voltage Note:	Configurable for 120/208 or 120/240 output voltage
Output Voltage Distortion:	Less than 5% at full load
Output Frequency (sync to mains)	47 - 63 Hz Crest Factor up to 5 : 1
Waveform Type	Sine wave
Output Connections	(1) Hard Wire 4-wire (2PH + N +G)
Bypass Internal Bypass	(Automatic and Manual), Optional External Bypass

### Input

Nominal Input Voltage	208V
Input Frequency	45 - 65 Hz (auto sensing)
Input Connections	Hard Wire 4-wire (2PH+N+G)
Input voltage range for main operations	96 - 138 (Line to Neutral)V
Other Input Voltages	240V
Input Total Harmonic Distortion	Less than 7% for full load

### Batteries and Runtime

Battery Type	Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leak-proof
Internal Batteries	Populated with 13 internal battery modules
Power Modules	Populated with 5 power modules

### Communications and Management

Interface Port(s)	DB-9 RS-232, Smart-Slot
Available SmartSlot™ Interface Qty	1
Pre-Installed SmartSlot™ Cards	AP9619
Control panel	Multi-function LCD status and control console
Audible Alarm	Audible and visible alarms prioritized by severity
Emergency Power Off (EPO)	Yes

### Conformance

Regulatory Approvals	CSA, FCC Part 15 Class A,UL 1778
Standard Warranty	2 years repair or replace

**Total Equipment Bid:** \_\_\_\_\_

**OPTIONAL SERVICES**

**ON-SITE STARTUP / ASSEMBLY**

**APC SKU# wstrtup7x24 –sy-116ut**

**Bid:** \_\_\_\_\_

**APC SKU# wstrtup5x8-sy-16**

**Bid:** \_\_\_\_\_

**Warranty and Support:**

Vendor is to be IECC support contact on all warranty issues. Vendor shall have the sole responsibility to contact any and all manufacturers with warranty issues during warranty period. Warranty issues are to be resolved within two weeks or unit(s) will be subject to return for credit or replacement with unit(s) of same or better value. Shipping, delivery, handling, and any restocking fees charges on units(s) returned for credit or replacement shall be the responsibility of the vendor. Vendor shall determine method of shipment. Warranty shall include 30 day unconditional return privilege and 2 years parts/labor.

Failure to give detailed explanation/documentation of proposed equipment being supplied will be possible cause for rejection of bid. Complete documentation for all hardware and software must be provided. Failure to provide shall constitute reason for unconditional return of the system /systems with no restocking charge.

Any exception to warranty & support requirements or failure to provide shall constitute reason for unconditional return of the system/systems with no restocking charge. Any exception to warranty & support requirements or failure to comply will be considered non-responsive.

**All freight shipping, delivery and handling charges are to be included in bid total. Shipping must include delivery to inside the Data Center located at 233 E. Chestnut Street in Olney, IL 62450. The quotation as submitted on this form will remain firm for six weeks from the date quotation is received by Illinois Eastern Community Colleges.**

SIGNATURE \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE: PLEASE SUBMIT BID IN DUPLICATE**

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – Used 2009 or Newer Mini-Van  
DATE: April 19, 2011

The Bid Committee **recommends rejecting all bids**. The District reserves the right to approve or reject bids “considering conformity with specifications, terms of delivery, quality and serviceability”. The low bid received did not meet the quality requirements of District vehicles. Upon inspection the low bid vehicle had a very strong tobacco smoke odor and this made the vehicle unusable and was therefore rejected by the bid committee.

Respectfully submitted,

Terry Bruce  
Roger Browning  
Pam Madden  
Harry Hillis, Jr.

Source of Funds: Auxiliary Fund  
Education Fund

Department: International

Rationale for Purchase: Van is needed to upgrade fleet. Vans will be used by staff.

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

**International  
Used 2009 or Newer Mini-Van  
BID TABULATION**

Company	Year/Make/Model	Mileage	Bid	Total Bid
Eagleson Automotive Center, Olney IL	2010 Dodge Caravan	9,000	\$ 21,970	\$ 21,970
Max Dye, Inc., Salem IL	2010 Chrysler Town & Country	29,100	\$18,805	\$ 18,805
Max Dye, Inc., Salem IL	2010 Dodge Caravan	26,500	\$18,805	\$ 18,805
Robinson Ford, LLC, Robinson IL	2011 Dodge Caravan	0	\$ 26,311	\$ 26,311
Robinson Ford, LLC, Robinson IL	2010 Chrysler Town & Country	29,088	\$ 18,771	\$ 18,771

**Used 2009 or newer mini-van meeting the following specifications: (In stock)**

No more than 30,000 miles  
Remainder of original factory warranty  
Center and rear fold-into-floor seats (preferable)  
V-6 engine  
Automatic transmission  
Power brakes  
Power steering  
Power locks  
Front and rear heat and air conditioning  
Cruise control  
AM/FM radio  
Floor mats front and rear  
Body and interior to be in excellent condition

NOTE: Following Board approval, bid will be awarded on April 19th, 2011.

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

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – Used 2008 or Newer 15-Passenger Van  
DATE: April 19, 2011

The Bid Committee recommends acceptance of the bid received that meets all specifications from **Eagleson Automotive Center**, Olney, IL for a 2010 Chevy Express with 10,100 miles for a total bid of **\$ 24,825**.

Respectfully submitted,

Terry Bruce  
Roger Browning  
Rodney Ranes  
Harry Hillis, Jr.

Source of Funds: Education Fund

Department: Faculty/Staff

Rationale for Purchase: Van is needed to upgrade fleet. 1999 Dodge 15- Passenger Van, with 122,500 miles is being traded in on the purchase. Vans will be used by faculty and staff.

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



**Used 2008 or newer 15-Passenger Van meeting the following specifications: (In stock)**

**No more than 30,000 miles**  
**Specify Remaining Warranty**  
**Gas V8 (350 Cu. In. or Larger)**  
**Automatic 4-Speed**  
**Power Brakes with ABS**  
**Power Steering**  
**Cruise Control**

**Tilt Steering Wheel (optional)**  
**AM/FM Radio**  
**Tinted Glass (optional)**  
**Rubber Floor Mats (optional)**  
**Front and Rear Heat**  
**Front and Rear Air Conditioning**  
**Intermittent Wipers (Optional)**  
**No Sliding Doors**

**To include trade-in of 1999 Dodge 15- Passenger Van, with 122,500 miles - can be seen at Olney Central College in Olney, Illinois.**

NOTE: Following Board approval, bid will be awarded on April 19th, 2011.

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

**Agenda Item #13**

**District Finance**

**Financial Report  
Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
March 31, 2011**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$5,989,875.11
Operations & Maintenance	\$418,775.98
Operations & Maintenance (Restricted)	\$119,335.13
Bond & Interest	\$309,688.37
Auxiliary	\$795,932.25
Restricted Purposes	(\$534,048.96)
Working Cash	\$203,917.08
Trust & Agency	\$380,975.15
Audit	(\$15,113.23)
Liability, Protection & Settlement	\$320,679.05
<b>TOTAL ALL FUNDS</b>	<b>\$7,990,015.93</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**March 31, 2011**

	<b>ALL FUNDS</b>
	<b>Fiscal Year 2011</b>
<b>ASSETS:</b>	
CASH	7,990,016
IMPREST FUND	22,000
CHECK CLEARING	12,500
INVESTMENTS	18,190,000
RECEIVABLES	3,323,687
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	651,529
OTHER ASSETS	1,197,396
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>31,387,128</b>
<b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	186,657
ACCOUNTS PAYABLE	44,360
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	794,761
OTHER LIABILITIES	936,271
<b>TOTAL LIABILITIES:</b>	<b>1,962,049</b>
<b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	3,030,328
PR YR BDGTED CHANGE TO FUND BALANCE	506,945
<b>FUND BALANCES:</b>	
FUND BALANCE	22,163,930
RESERVE FOR ENCUMBRANCES	3,723,876
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>29,425,079</b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>31,387,128</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF March 31, 2011

ALL FUNDS

FY 2011  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	7,773,321
STATE GOVT SOURCES	8,020,938
STUDENT TUITION & FEES	13,820,209
SALES & SERVICE FEES	2,629,845
FACILITIES REVENUE	7,120
INVESTMENT REVENUE	137,238
OTHER REVENUES	141,300
TOTAL REVENUES:	32,529,971

EXPENDITURES:

INSTRUCTION	8,639,638
ACADEMIC SUPPORT	313,583
STUDENT SERVICES	939,275
PUBLIC SERV/CONT ED	45,991
OPER & MAINT PLANT	2,107,684
INSTITUTIONAL SUPPORT	5,682,505
SCH/STUDENT GRNT/WAIVERS	5,118,651
AUXILIARY SERVICES	3,528,964
TOTAL EXPENDITURES:	26,376,291

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	2,125,000
TOTAL TRANSFERS AMONG FUNDS:	2,125,000

NET INCREASE/DECREASE IN NET ASSETS	8,278,680
-------------------------------------	-----------

**Illinois Eastern Community Colleges**  
**Operating Fund - Income Statement**  
**CASH BASIS**  
**July 1, 2010 -- March 31, 2011**

<b>REVENUES:</b>	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
Local Government Sources	2,483,556	1,065,738	3,549,294
State Government Sources	5,957,686	2,063,252	8,020,938
Net Tuition and Fees	6,959,721	-	6,959,721
Sales & Service Fees	19,531	-	19,531
Facilities Revenue	-	6,570	6,570
Investment Revenue	80,313	20,268	100,581
Other Revenues	87,294	75	87,369
<b>TOTAL REVENUES:</b>	<b>15,588,101</b>	<b>3,155,903</b>	<b>18,744,004</b>
<b>EXPENDITURES:</b>			
Salaries	10,550,812	577,376	11,128,188
Employee Benefits	1,341,526	105,179	1,446,705
Contractual Services	201,231	174,571	375,802
Materials	818,955	171,992	990,947
Travel & Staff Development	142,532	2,731	145,263
Fixed Charges	173,633	190,060	363,693
Utilities	85,725	791,533	877,258
Capital Outlay	46,876	14,878	61,754
Other	68,299	1,621	69,920
<b>TOTAL EXPENDITURES:</b>	<b>13,429,589</b>	<b>2,029,941</b>	<b>15,459,530</b>
<b>TRANSFERS :</b>			
Funding Bond Proceeds	2,125,000	-	2,125,000
Interfund Transfers	(1,095,182)	-	(1,095,182)
<b>TOTAL TRANSFERS:</b>	<b>1,029,818</b>	<b>-</b>	<b>1,029,818</b>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<b>3,188,330</b>	<b>1,125,962</b>	<b>4,314,292</b>



**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**March 31, 2011**

	FY 2011		FY 2010		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	11,128,188	54.11%	11,758,117	56.08%	(629,929)
Employee Benefits	1,446,705	7.03%	1,644,069	7.84%	(197,364)
Contractual Services	375,802	1.83%	481,038	2.29%	(105,236)
Materials	990,947	4.82%	924,660	4.41%	66,287
Travel & Staff Development	145,263	0.71%	141,580	0.68%	3,683
Fixed Charges	363,693	1.77%	351,481	1.68%	12,212
Utilities	877,258	4.27%	871,727	4.16%	5,531
Capital Outlay	61,754	0.30%	143,267	0.68%	(81,513)
Other	5,177,087	25.17%	4,652,136	22.19%	524,951
	<u>20,566,697</u>	<u>100.00%</u>	<u>20,968,075</u>	<u>100.00%</u>	<u>(401,378)</u>

**Agenda Item #14**  
**Chief Executive Officer's Report**

**Agenda Item #15**

**Executive Session**

**Agenda Item #16**

**Approval of Executive Session Minutes**

**Written Executive Session Minutes**

**Audio Executive Session Minutes**

**Agenda Item #17**

**Approval of Personnel Report**

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Terry L. Bruce

**DATE:** April 15, 2011

**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1, 400.2., 400.4., 400.5. and 400.6. will be mailed under separate cover.

## **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Change-In-Status**
- 400.3. Special Assignment**
- 400.4. Approval of Proposed Non-College Employment (EXTERNAL REPORT)**
- 400.5. Approval of 6-month unpaid Leave of Absence**
- 400.6. Retirements**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Professional/Non-Faculty

1. Roselene Quick, Director of Academic Advising and Recruitment, LTC, effective April 21, 2011.

### B. Faculty

1. Reno Bemont, Welding Instructor, effective August 16, 2011.

### C. Classified

1. Molly Hardiman, International Student Liaison, DO(LTC), effective July 1, 2011.

## 400.2. Change-In-Status

### A. Administrative

1. Kathy Harris, Interim Dean of Instruction to Dean of Instruction, effective April 20, 2011.

### B. Faculty

1. Kristi Urfer, Interim Dean of Instruction to Accounting Instructor, effective May 14, 2011.
2. John Kendall, Temporary Accounting Instructor to Accounting Instructor, effective May 14, 2011.
3. Mark Doerries, Temporary Vocal Music Instructor to Vocal Music Instructor, effective May 14, 2011.

**400.3. Special Assignment**

**A. Faculty**

1. Kristi Urfer, Director of Online Learning, effective May 14, 2011, \$10,000 per fiscal year plus 6 hours release time each academic year.

**400.4. Approval of Proposed Non-College Employment (EXTERNAL REPORT)**

**400.5. Approval of 6-month Unpaid Leave of Absence**

**400.6. Retirements**

**A. Faculty**

1. John (Mike) Nutter, Workforce Education Instructor, effective May 1, 2011.
2. Gary Adams, Chemistry Instructor, effective May 30, 2011.

**Agenda Item #18**

**Collective Bargaining**

**Agenda Item #19**

**Litigation**

**Agenda Item #20**

**Acquisition and Disposition of Property**

**Agenda Item #21**

**Other Items**

**Agenda Item #22**

**Adjournment**

**Locally Funded & PHS Projects  
Projects Schedule**

	Funding Source	Estimated Budget								
FCC Classroom Remodeling	Local	\$392,000	██████████							
<b>GRAND TOTAL</b>		<b>\$392,000</b>	<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Fully Accepted</b>

3/31/2011