

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

August 16, 2011



Location:

**Lincoln Trail College
11220 State Highway 1
Robinson, Illinois 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**

August 16, 2011

7:00 p.m.

Lincoln Trail College

1. Call to Order & Roll Call.....Chairman Fischer
2. Disposition of Minutes.....CEO Bruce
3. Recognition of Visitors and GuestsBruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
 - Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval).....Bruce
 - A. Campus Safety and Security Policy (500.17)
7. Policy Second ReadingBruce
 - A. None
8. Staff Recommendations for Approval
 - A. Tentative Budget..... Browning
 - B. Tax Abatement for Champion Laboratories, Inc.Bruce
 - C. Textbook Rental Fee Change - Frontier.....Bruce
 - D. Enrollment Management Plan.....Bruce
 - E. Articulation Agreement with Franklin UniversityBruce
 - F. Affiliation Agreement with Hefner, Eberspacher & Tapella – Admin. Info Tech..... Bruce
 - Affiliation Agreement with Crawford Memorial Hospital - PhlebotomyBruce
 - Affiliation Agreement with Richland Memorial Hospital – Phlebotomy.....Bruce
 - Affiliation Agreement with Daviess County Hospital – PhlebotomyBruce
 - Affiliation Agreement with Good Samaritan Hospital – Phlebotomy.....Bruce
9. Bid Committee ReportBruce
 - A. None

- 10. District Finance
 - A. Financial Report..... Browning
 - B. Approval of Financial Obligations..... Browning
- 11. Chief Executive Officer’s ReportBruce
- 12. Executive SessionBruce
- 13. Approval of Executive Session Minutes
 - A. Written Executive Session MinutesBruce
 - B. Audio Executive Session Minutes.....Bruce
- 14. Approval of Personnel ReportBruce
- 15. Collective BargainingBruce
- 16. Litigation.....Bruce
- 17. Acquisition and Disposition of Property.....Bruce
- 18. Other Items
- 19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in Foundation Hall, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, July 19, 2011.

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

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

John D. Brooks, Gary Carter, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson “Jr.,” Marilyn J. Wolfe. Trustees absent: Miranda Steinman, student trustee. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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.
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, June 21, 2011 were presented for disposition.

Board Action to Approve Minutes: Trustee William Hudson made a motion to approve minutes of the June 21, 2011 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 and 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: Trustees reported on the recent campus visits in their communities by Illinois Lt. Gov. Sheila Simon.

#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)” –

#6-A. Threat Assessment Policy (100.25): At the April Board meeting, the Trustees adopted the District’s Violence Prevention Plan. Under that plan, the Board must adopt a policy to implement that written prevention plan. The District has already accomplished these new policy requirements.

Recommendation: The CEO recommended adoption of the following new policy dealing with Threat Assessment and Violence Prevention.

BOARD OF TRUSTEES – 100

Threat Assessment and Violence Prevention Program (100.25)

Date Adopted: July 19, 2011

The Board of Trustees of Illinois Eastern Community Colleges District #529 is committed to using its best efforts to provide faculty, staff, and students with an environment that is safe, secure and free from threats, intimidation and violence. In order to maintain a safe campus environment, it is important to promote an atmosphere that encourages learning and productive employment. The Board will maintain a written Violence Prevention Plan that:

*encourages prevention, intervention, response, and post-incident activity;

- *establishes a Threat Assessment and Behavioral Intervention Team;
- *outlines the reporting process for concerning behavior;
- *establishes an assessment process;
- *recommends intervention strategies; and
- *establishes guidelines for faculty and staff on responding to student misconduct.

Board Action: Trustee Gary Carter made a motion that second reading be waived and that the new Threat Assessment and Violence Prevention Program Policy 100.25 be adopted as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

#8-A. 2011-2012 IECC Catalog: Pam Schwartz reviewed the 2011-2012 IECC Catalog. The catalog sets forth all the courses, programs, degrees and certificates, along with the District policy that applies to the operation of IECC and its students. Throughout the year, the Board is asked to approve changes to the catalog. Those changes are added as they occur to the electronic version of the District’s catalog on the IECC website. This amended electronic version becomes the binding document for the District’s relationship with students, faculty, and staff. High school counselors continue to use the catalog when advising students and it has become an up-to-date listing of courses, degrees, programs and policy statements. The District will print 3,300 catalogs for a price of \$9,576.11. The CEO recommended approval to print a new version of the catalog, incorporating already approved changes.

Board Action: Trustee Marilyn Wolfe made a motion to approve printing of the 2011-2012 IECC Catalog as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. 2011-2013 Marketing Plan: Pam Schwartz reviewed the 2011-2013 IECC Marketing Plan. The District develops a marketing and information plan every two years. The plan sets forth: The publications that will be prepared by the colleges and the District; the colleges and District web presence and social media that will be utilized; the reports that will be prepared by the colleges and the District; the training and resources that will be utilized; the public relations efforts; the paid advertising that will be purchased by the colleges and the District; the various printing flyers, business cards, and postcards; and the graphic and photography standards that will be met. In addition, the Marketing Plan sets forth the goals that each college and the District office have set for activities during the next two years. The CEO recommended approval of the 2011-2013 District Marketing Plan.

Board Action: Trustee Brenda Culver made a motion to approve the 2011-2013 IECC Marketing Plan as recommended. Trustee William Hudson seconded the motion and on a recorded

roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Applied Music Rate: The District, through negotiation with the faculty union, establishes a rate for applied music individual instruction. Many music students request and receive individual instruction from IECC instructors and the Board establishes the rate of compensation for such individual instruction. The District and the Union last changed the rate in December 2008 when the Board took action to set the rate of \$143 per student per credit hour effective with the Spring Semester 2009. The faculty union has signed a Memorandum of Agreement to increase the individualized applied music rate to \$153 per student per credit hour, effective with the Fall Semester 2011. The CEO recommended that the Board agree to this increase as outlined.

Board Action: Trustee Gary Carter made a motion to approve the Memorandum of Agreement with the Illinois Eastern Colleges Education Association, IEA-NEA, to increase the individual applied music rate to \$153 per student credit hour, effective with the Fall Semester 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Agreement with University of Illinois-Chicago On-Line Nursing Degree: OCC President Rodney Raney and FCC President Tim Taylor have worked with the University of Illinois-Chicago to have an on-line Bachelor's Degree in Nursing (BSN) offered to students in the IECC district. Students will now be able to get an Associate Degree in Nursing (ADN) from IECC and then complete a BSN on-line with the University of Illinois-Chicago. The CEO recommended approval of this new Memorandum of Agreement for the On-Line Bachelor's Degree in Nursing by the University of Illinois-Chicago, effective Fall Semester 2011. This memorandum is nonbinding, but it reflects the strong commitment on the part of the UIC RN-BSN program and IECC to build a flexible relationship that responds to student needs while moving toward the mutual goal of increasing the number of nurses who earn the BSN degree in the Southeastern Illinois region. The agreement will be reviewed annually by both parties in terms of program participation and outcomes.

Board Action: Trustee Marilyn Wolfe made a motion to approve the Memorandum of Agreement for the On-Line Bachelor's Degree in Nursing by the University of Illinois-Chicago, effective Fall Semester 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Course Fee Revision – PNC 1215: Nursing students (NUR) and Practical Nurse Certificate students (PNC) take the same exit course, but are charged different amounts for the modular fees, the lab fees, and review fees. In an effort to make these course fees consistent in both NUR and PNC courses, fees need to be changed for PNC 1215 students. The course review fee would go from the current \$25 to \$50, the course lab fee would increase from the current \$25 to \$50 and the module fee would increase from the current \$8 to \$9. These increases also reflect the

increased cost of NCLEX software for the review courses. The CEO recommended approval of these new fees, effective Fall Semester 2011.

Board Action: Trustee William Hudson made a motion to approve the new fees for PNC 1215 students 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Course Fee Revision – CMI 1203: IECC currently offers CPR courses throughout the District. Students who successfully complete the course are given an American Red Cross CPR certification card. The American Red Cross has increased the cost of the card from \$5 to \$6. The District currently charges the student \$5 for the certification card. The CEO recommended approval to increase the course fee of CMI 1203 to cover this increased cost, effective Fall Semester 2011.

Board Action: Trustee Brenda Culver made a motion to increase the course fee of CMI 1203 to \$5 as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. Practical Nursing Readmission Requirements: IECC graduates in the Practical Nursing Certificate Program (PNC) often seek admission to the college for enrollment in the Associate Degree in Nursing Program (ADN). President Rodney Ranes and the Allied Health Nursing Administration and Faculty seek approval to require Practical Nursing Certificate graduates to take NUR 1205 prior to entering courses, if they completed the PNC program two or more years earlier. The policy would be implemented by adding the following language to the Practical Nursing Certificate section of the college catalog: “If there will be two or more years between completion of the Practical Nursing Program and entry into the Associate Degree Nursing Program, the student must complete NUR 1205 prior to entering nursing courses”. The CEO recommended approval of this change in admission into the ADN Program by PNC graduates.

Board Action: Trustee Brenda Culver made a motion to adopt the foregoing change in admission requirements into the ADN Program by PNC graduates as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H. Agreement with Teen Parent Program – Clay , Jasper, Richland, North Wayne: The IECC District, through Olney Central College, provides services to pregnant and parenting teens in the school districts located in Clay, Jasper, Richland and North Wayne. The school districts pay a total of \$8,000 for this service. The District makes visits on a monthly, bi-weekly or weekly basis, depending on the needs of students and the schools. The Director of the program writes grants to assist in providing special programs and services for pregnant and parenting teens. In addition, the college provides field trips, carry-in luncheons and workshops. The District also refers students to various social service agencies for additional help. The District has successfully

operated this program for more than a decade. The CEO recommended approval of the contract with the Clay, Jasper, Richland and North Wayne school districts for the period July 1, 2011 through June 30, 2012.

Board Action: Trustee Brenda Culver made a motion to approve the Teen Parent Program contract with school districts in Clay, Jasper, Richland and North Wayne as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9– “Bid Committee Report” –

#9-A. IECC – Janitorial Supplies, Consumables & Office Copy Paper: The CEO presented the recommendation of the Bid Committee to accept bids from the following vendors for janitorial supplies, consumables and office copy paper:

Amsan Southern Illinois, Herrin, IL, \$417.42; Bears Distributing, Centralia, IL; \$1,538.88; Black & Company, Effingham, IL, \$2,013.50; Grainger, Indianapolis, IN, 962.16; Hillyard Cleaning Solutions, Maryland Hts, MO, \$2,534.27; HP Products, Indianapolis, IN, \$5,428.81; Industrial Soap, St. Louis, MO, \$5,601.78; Landmark Supply, Marion, IL, \$7,504.86; Pro-Tex-All, Evansville, IN, \$7,804.16; Quill Corp., Lincolnshire, IL, \$1,089.39; Royal Wholesale, Mt. Vernon, IL, \$680.80. Grand Total: \$35,576.03.

Source of Funds: Operations & Maintenance and Educational Fund. Department: Maintenance.

Board Action: Trustee Gary Carter made a motion to accept the bids as outlined for janitorial supplies, consumables and office copy paper 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. 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 June 30, 2011. The Treasurer reported that the District ended the 2011 fiscal year with a balance, despite being owed money by the state.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for July 2011, totaling \$1,579,845.50, 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 July 2011, in the amounts listed, and payments from the revolving fund for June 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees

voting nay: None. Trustees absent: Miranda Steinman, student trustee. 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. Performance Based Funding.
2. Change in Funding Formula.
3. Champion Laboratories Tax Abatement.
4. Enrollment: As of July 19, 2011, Summer Term total reimbursable headcount enrollment is 6,381, compared to 5,589 at this same time one year ago. Reimbursable Hours are 16,941.50, compared to 17,747.00 one year ago. Reimbursable full-time equivalency is 1,129.43, compared to 1,183.80 one year ago.

Champion Laboratories Tax Abatement: CEO Terry Bruce informed the trustees that Champion Laboratories, Albion, will request a five-year partial tax abatement as part of an incentive package to keep the company in Albion. He recommended that he be directed to work with Champion Laboratories and the company’s attorneys to prepare a resolution to be considered by the Board of Trustees at the August 16, 2011 regular meeting.

Board Action: Trustee Brenda Culver made a motion to direct the CEO to work with Champion Laboratories and the company’s attorneys to prepare a tax abatement resolution to be considered by the Board of Trustees at the August 16, 2011 regular meeting. Trustee Michael Correll seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted.

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, June 21, 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. Sharon Hoffee, Nursing Instructor, effective August 15, 2011.
- B. Professional/Non-Faculty
 1. Linda Sargent, Coordinator, Literacy Development, FCC, effective August 15, 2011, contingent upon continued grant funding.
- C. Classified
 1. Jennifer Balding, Office Assistant, OCC, Effective July 25, 2011.

400.2. Change in Status

A. Administrative

1. Jeffery Cutchin, Assistant Dean, Student Services, FCC, to Dean of Instruction, OCC, effective September 6, 2011.

B. Classified

1. Linda Horn, Office Assistant, OCC, to Program Advisor, Allied Health, OCC, effective July 20, 2011.

400.3. Administrative Guidelines Change

A. Administrative Guidelines Change for Full-Time Bargaining Unit Faculty

1. Individual Applied Music Rate	
<u>Rate</u>	<u>Effective Date</u>
\$153 per student/per credit hour	Fall 2011

B. Administrative Guidelines Change for Part-Time Faculty

1. Individual Applied Music Rate	
<u>Rate</u>	<u>Effective Date</u>
\$153 per student/per credit hour	Fall 2011

400.4. Annual Review of FMLA Taken During 2011 Fiscal Year

A. Birth of Child

1. 12 weeks
2. 11 weeks
3. 8 weeks

B. Adoption of Child

1. 5 weeks

C. Personal Illness

1. 12 weeks
2. 3 weeks
3. 5 weeks
4. 12 weeks

D. Family Illness

1. 12½ days, intermittent
2. 4 days, Intermittent

400.5. Resignation

A. Classified

1. Misti Hinterscher, Upward Bound Counselor, DO/OCC, effective July 9, 2011.

Board Action to Approve Personnel Report: Trustee Marilyn Wolfe made a motion to approve the Personnel Report as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. 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” – Trustee John Brooks made a motion to adjourn. Trustee Gary Carter seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The 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 8:30 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Public Comment

Agenda Item #5

Reports

A. Trustees

B. Presidents

C. Cabinet

Coal Mining Technology/Telecom

Agenda Item #6

Policy First Reading (and Possible Approval)

Campus Safety and Security Policy (500.17)

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 16, 2011
RE: Policy Revision Sex Offender Registration Act

The General Assembly passed and the Governor signed Public Act 97-0155, which requires colleges and universities to have sexual offenders register with the college's Director for Campus Security and Public Safety.

IECC currently does not have such a position and for compliance with the statute, the Board needs to create this new position, which will not be compensated.

The following policy revision complies with the requirements of the statute.

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

TLB/rs

Attachment

STUDENT PERSONNEL - 500

Campus Safety and Security Policy (500.17)

Date Adopted: October 26, 1992

Date Revised: July 17, 2001

Date Revised: August 19, 2008

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of a college environment which is safe and free of crime. Programs of crime prevention, college security procedures, and programs to prevent drug and alcohol abuse have been implemented to promote a crime-free environment. Information regarding these programs is available from your college office of student services. The college environment includes all students, employees and other persons participating in Illinois Eastern classes, programs, services and other activities and events.

Illinois Eastern encourages all students and employees to report all on-campus **INCIDENTS** of criminal activity, including but not limited to, murder, rape, sexual assault, robbery, aggravated assault, burglary, and motor vehicle theft, along with on-campus **ARRESTS** for liquor law violations, drug law violations, and weapons possessions to the President or his/her designee. Students and employees are encouraged to report all crimes considered to be a threat to students and employees so that Illinois Eastern can determine if preventive measures can be implemented to prevent recurrence of a particular crime.-Reporting is also requested for evening classes and college events occurring at places other than college property.

Illinois Eastern custodial and maintenance staff or other college personnel are responsible for the security, access, and maintenance of all college buildings and grounds. As such, custodial and maintenance staff or other college personnel will be present on campus during all times that classes are in session. The Board of Trustees appoints a Director for Campus Security and Public Safety for compliance with Illinois Public Act 97-0155 (730 ILCS 150/3)—Sex Offender Registration Act. Illinois Eastern administration also monitors and evaluates campus safety on an ongoing basis.

The possession and/or use of firearms, ammunition, fireworks, dangerous materials, or combustible materials, except by law enforcement officials or used for approved course work, is strictly prohibited on campuses and in any Illinois Eastern Community Colleges building. Violators will be reported to local law enforcement agencies and can face immediate expulsion or dismissal from the college.

The possession, use, and sale of alcoholic beverages or illegal drugs by anyone while participating in Illinois Eastern classes, programs, services and other activities and events is strictly prohibited. Violators will be reported to local law enforcement agencies and can face immediate expulsion or dismissal from the college.

Illinois Eastern will monitor and cooperate 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 college community. Upon demand, Illinois Eastern will provide appropriate disciplinary information to victims of violent crimes. Campus crime statistics will be made available upon request to all students, employees, and the college community, as well as to student applicants and prospective employees. An annual report will be published each year and will be made available to the college community and public.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Tentative Budget

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
DATE: August 16, 2011
RE: FY2012 Tentative Budget

As required by action taken by the Board, a tentative budget was made available to the public on August 5th and will remain available for public inspection through the scheduled September 20th Budget Hearing and Board meeting. Publication of the budget's availability and notice of the Public Hearing on the Budget was made in district newspapers.

The tentative fiscal year 2012 budget was sent to the Board of Trustees under separate cover. The tentative budget document represents the current and best judgment of the district administration relative to anticipated revenues for fiscal year 2012. It was based on information available at the time of publication. If new information becomes available, changes will be made to the final budget and those changes will be reviewed with the Board on September 20th prior to approval of a final budget.

As required by law, a Public Hearing on the Budget will be held on September 20, 2011 and following the hearing, a final budget will be presented to the Board for its approval.

I ask that the Board of Trustees approve the tentative budget as presented.

TLB/rs

Agenda Item #8B

Tax Abatement for Champion Laboratories, Inc.

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 16, 2011
RE: Tax Abatement for Champion Laboratories, Inc.

At the July 19th Board of Trustees meeting, the Board of Trustees directed the CEO to prepare a Tax Abatement Resolution that the Board would consider and adopt at the August 2011 Board meeting. The resolution would require the abatement of 40% of the real estate taxes due and payable to the College District by Champion Laboratories, Inc. Such abatement would continue for a total of five years.

What follows is the resolution ordering the County Clerk of Edwards County to abate 40% of the ad valorem property taxes on property owned by Champion Laboratories Inc., or its successor, for a period not to exceed five years.

Champion Laboratories currently pays the District approximately \$26,000 per year in property taxes. A 40% reduction would reduce that amount by \$10,400 per year.

I ask the Board's approval of the tax abatement resolution.

TLB/rs

Attachment

TAX ABATEMENT RESOLUTION

The Board of Trustees of ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT 529 does hereby adopt the following Resolution:

Illinois Eastern Community College District #529 operates in the counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne, and White. The District is operated by a seven member elected Board of Trustees and is authorized to collect ad valorem property taxes within the community college district.

The Illinois Eastern Community College Board of Trustees is empowered by Illinois Compiled Statutes 35 ILCS 200/18-165 upon majority vote of the Board to order the County Clerk of any County within the District to abate any portion of the taxes on property of an industrial or commercial firm in the State of Illinois.

The Board of Trustees recognizes that Champion Laboratories, Inc. is an important employer within Edwards County, Illinois and within the community college district; and,

The Board of Trustees of IECC wishes to aid Champion Laboratories, Inc. in its efforts to retain employment in the local area; and,

The Board of Trustees collects from Champion Laboratories, Inc. approximately \$26,000 per year in ad valorem real estate taxes on property located in Edwards County; and,

The Board of Trustees has committed, by the passage of a Letter of Intent on July 19, 2011, to abate 40% of these taxes collected in Edwards County each year for a period of five years; and,

Therefore, the Board of Trustees hereby directs the County Clerk of Edwards County, Illinois, to abate 40% of the ad valorem taxes imposed upon real property owned by Champion Laboratories, Inc. or its successor, beginning with ad valorem real estate taxes assessed in calendar year 2011 and due and payable in calendar year 2012, and that such abatement shall continue for a period not to exceed five years.

That the Secretary to the Board of Trustees of Illinois Eastern Community College District 529 shall file a certified copy of this resolution with the County Clerk of Edwards County.

Upon roll call vote _____ Trustees voted aye:

Upon roll call vote _____ Trustees voted nay:

Passed and approved by the ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT 529 at its regular Board of Trustees meeting held on August 16, 2011 in Robinson, Illinois.

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT 529

BY: _____
Chairman

ATTEST:

Secretary to the Board

Agenda Item #8C

Textbook Rental Fee Change – Frontier

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 16, 2011
RE: Textbook Rental Fee Change – Frontier

Since the creation of Frontier Community College in 1976, students have been able to attend without the purchase of books through the utilization of a book rental system. With the commencement of an activity fee, book rentals were provided using activity fee proceeds until 2003. Beginning in 2003, a book rental fee of \$10 was established for all classes of 3 credit hours or more. In spite of this change, Frontier continues to lose money on the textbook rental program. In fiscal year 2010, the loss was \$85,312.02.

In addition to program costs there are also program operational challenges and student issues with the textbook rental program dealing with the delivery, collection, return of textbook and charges placed on student accounts.

After a great deal of study by the Frontier administration, it is proposed that the District change the Frontier rental fee structure from a \$10 flat fee to a 33% of the net price of new book fee. The current tuition based activity fee would continue. Further, to solve operational difficulties, the Booklog, a point of sale accounting system, would be purchased to manage the book collection and check out and return of books.

A typical freshman student, taking four transfer classes (Composition, General Biology, General Psychology, and Interpersonal Communications) would have a rental fee of \$40 under the current system. Under the proposed 33% of cost program, the same student will pay \$100 for the four courses.

The proposed new book rental program will improve the fiscal sustainability of the operation, increase accuracy of book check out and book return processes, improve accurate charges to student accounts, and improve the quality of educational resources by using more current textbooks. The proposed change would be implemented, if approved by the Board, in the Spring of 2012.

I ask the Board's approval of the new proposed 33% rental fee for Frontier.

TLB/rs

Agenda Item #8D

Enrollment Management Plan

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 16, 2011
RE: Enrollment Management Plan

Enrollment of students is key to fulfilling the District's mission of providing excellence in teaching, learning, public service, and economic development by the four colleges in the Illinois Eastern Community College system. Since the District's creation in 1966, it has been the policy to increase enrollment and provide high quality education to students within our twelve county District. The District has maintained enrollment and has seen enrollment growth over a sustained period of time even though the population of the twelve counties served by the District has been in decline for some years and the size of most of the high school districts served by the District have seen a reduction in the number of annual graduates.

Over the past year, the District has seen a decline in enrollment. Because of this, the administration sought to develop a comprehensive plan to address this issue of declining enrollment. Beginning in the fall of 2010, a decision was made to develop an Enrollment Management Plan (EMP). The Enrollment Management Plan has been sent to you electronically.

For IECC, enrollment management is a systematic, intentional, comprehensive, and district-wide process aimed at optimizing student access and success by identifying enrollment goals designed to improve the District's administrative processes, student services, market analysis, and curriculum planning. Through enrollment management, the District will be in a better position to identify optimal enrollment for the District and better manage marketing, student recruitment, student satisfaction, student retention and persistence, completion rates, tuition pricing, financial aid, academic and career counseling, and curriculum improvement.

The purpose of the IECC Enrollment Management Plan is to provide a uniform strategic set of processes for the District Office and four colleges to use to better manage and optimize student enrollment. In essence, the plan will enable IECC colleges to capture enrollments that heretofore, for one reason or another, have been missed. It is envisioned that the plan will be a dynamic document that will be changed and/or updated as the quantitative and qualitative data analyses indicate are warranted.

Operational implementation of the Enrollment Management Plan may necessitate the acquisition of additional personnel resources. If the data indicate it to be warranted, it possibly will require a new full-time District Office employee, such as a Director of Institutional Research or Director of Enrollment Management, who would have operational responsibility for tracking and analyzing the data and then reporting, as necessary, to recommend the implementation of District and college changes.

The Enrollment Management Plan should result in the development of new recruitment strategies, the creation of marketing strategies, and the implementation of new institutional performance requirements. The end result will be that the District will conduct an extensive analysis of all of its educational programs. That analysis will include a thorough program cost analysis and a review of the effectiveness of programs offered so that each college can consider discontinuing ineffective and inefficient educational programs and will lead to the creation of dynamic new educational programs.

I ask the Board's approval of this Enrollment Management Plan.

TLB/rs

Agenda Item #8E

Articulation Agreement with Franklin University

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: August 16, 2011

RE: Articulation Agreements with Franklin University

Since February 15, 2000, Illinois Eastern, through its four colleges, has had an alliance with Franklin University. Over a decade ago, IECC joined with Franklin to create the possibility of receiving an on-line bachelor's degree through use of IECC's facilities and Franklin University's on-line courses. It became known as the new ABC's of Education—An Associate's Degree+ Bridge Courses+ Completion Program (BS Degree).

IECC students complete 60 hours for an Associate's Degree and then complete 24 credit hours of IECC Bridge Courses followed by approximately 40 credit hours of on-line Bachelor Degree Completion Program courses delivered by Franklin University.

Since the beginning of the program, Franklin University has compensated IECC for its participation in the program. However, changes in Federal Title IV Financial Aid regulations governs incentive compensation and no longer allows alliances as presently created.

Franklin University remains committed to its community college partners and Franklin University will continue to offer a completion scholarship program. The new proposed articulation agreement will cover articulation of credit earned at IECC colleges and provides for an easy transition into the Franklin Program and Bachelor's Degree completion. Franklin University will continue to offer our faculty and staff tuition discounts for Bachelor and Master's Degrees pursued through Franklin University and will offer scholarship opportunities to our graduates.

Given the success IECC has had with Franklin University for over a decade, I ask the Board's approval of these new proposed articulation agreements with each of our four colleges. A sample articulation agreement is provided.

TLB/rs

Attachment

Articulation Agreement

“College” and Franklin University

The purpose of this document is to establish an articulation agreement between “College” and Franklin University, a private non-profit university. Subject to “College’s” compliance with the requirements set forth herein, this agreement guarantees admission to Franklin University, transferability of credits, and a seamless transition for “College” graduates seeking a baccalaureate degree.

“College” and Franklin University enter into this articulation agreement in the spirit of cooperation and mutually recognize each other as quality institutions of higher learning. Each institution is dedicated to serving students from all walks of life, regardless of race, national origin, religion, sex, disability, color, age, marital status, or other non-merit factors.

Transfer:

Upon application, Franklin University will guarantee acceptance of all “College” graduates with an Associate in Arts, Associate in Science or Associate of Applied Science degree. Transfer students from “College”, upon acceptance will have junior standing at Franklin University.

Students transferring from “College” may transfer additional credits (up to a maximum of 84 semester credit hours) toward their baccalaureate degree. Students must complete a minimum of 40 credit hours at Franklin University to be eligible for the Bachelor of Science degree (minimum 124 semester hours). A Curriculum Equivalency guide will be created by Franklin University each academic year for “College”. “College” programs and courses will be identified that will effectively transfer to Franklin and prepare “College” students for success in the Franklin University programs.

Financial Aid Consortium:

Franklin University and “College” will enter into a Financial Aid Consortium, by complying with the necessary information sharing, to entitle students in these programs to the appropriate federal, state and institutional assistance. This process includes annual reporting of tuition fees and academic calendar dates.

Privacy and Data Security:

Both parties will comply with the Family Educational Rights and Privacy Act, Gramm-Leach-Bliley Act of 1999 and all associated regulations, taking necessary steps to ensure that confidential personal information is not disclosed or distributed, including the maintenance of a security plan consistent with industry standards to protect the confidentiality and integrity of personal information, and to protect against unauthorized access to such information. Information will be shared, in compliance with all applicable laws and regulations, as needed to allow transferring students to participate in the articulation program and to track student interest, persistence and success.

Indemnification:

- A. To the extent permitted by law, “College” shall indemnify, defend, and hold harmless Franklin University, its agents and employees, from any claims, demands, or causes of action arising out of the negligent acts or omissions of “College”, its agents or employees, in the performance of “College’s” obligations under this agreement.
- B. To the extent permitted by law, Franklin University shall indemnify, defend, and hold harmless “College”, its agents and employees, from any claims, demands, or causes of action arising out of the negligent acts or omissions of Franklin University, its agents or employees, in the performance of Franklin University’s obligations under this agreement.

Jurisdiction and Venue:

The parties of this agreement each specifically consent to jurisdiction in Ohio/Franklin County in connection with any dispute between the parties arising out of this agreement or pertaining to the subject matter hereof.

Term:

This agreement is for a period of five years from the date of execution and shall automatically renew for successive one year periods unless a party gives notice of non-renewal 9 months in advance of the expiration of the then-applicable term.

Franklin University reserves the right to modify the terms and conditions of this Agreement or to discontinue the articulation program at any time. Notice of modification or intentions to discontinue shall come in writing from one President to the other at least nine months prior to the date on which any action would be taken. In the event that the program is discontinued, Franklin University and "College" will continue to provide services to all currently enrolled students through graduation or discontinued enrollment.

This agreement and attached addendum are effective only under the condition that both institutions maintain current accreditation by a regional accrediting association as recognized by the U.S. Department of Education. In the event that an institution loses its accreditation, this agreement and addendum will terminate immediately.

The parties agree to the provisions of any Addendums to Agreement, which are hereby incorporated by reference and made a part of this Agreement.

"College"

Date

Franklin University
201 South Grant Avenue
Columbus, OH 43215

David R. Decker, President

Date

Articulation Agreement Financial Addendum

“College” and Franklin University

“College” and Franklin University have entered into an Articulation Agreement designed to provide access to baccalaureate degrees for the students, faculty, staff and alumni of “College” (the “CCA program”). “College” and Franklin University will work together to promote the awareness of the CCA program among students, faculty, staff, and the community of “College”.

Franklin University will provide the following services to “College”:

- ❑ Offer a faculty/staff tuition discount program for those “College” employees pursuing their bachelor’s or master’s degree through Franklin University.
- ❑ Offer Franklin University’s introductory course, PF 321 Learning Strategies, at no cost to faculty and staff.
- ❑ Offer scholarship opportunities to CCA transfer students, including but not limited to the Undergraduate CCA Scholarship.

This addendum modifies and supplements the attached articulation agreement.

“College”

Date

Franklin University
201 South Grant Avenue
Columbus, OH 43215

David R. Decker, President

Date

Agenda Item #8F

Articulation Agreements with:

**Hefner, Eberspacher & Tapella
Crawford Memorial Hospital
Richland Memorial Hospital
Daviness County Hospital
Good Samaritan Hospital**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 16, 2011
RE: Affiliation Agreements

What follows are five affiliation agreements dealing with Phlebotomy and Administrative Information Technology.

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

Hefner, Eberspacher & Tapella (Charleston) – Administrative Information Technology
Crawford Memorial Hospital (Robinson) – Phlebotomy
Richland Memorial Hospital (Olney) – Phlebotomy
Daviess County Hospital (Washington, IN) – Phlebotomy
Good Samaritan Hospital (Vincennes, IN) - Phlebotomy

TLB/rs

Attachments

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
OLNEY CENTRAL COLLEGE
ADMINISTRATIVE INFORMATION TECHNOLOGY PROGRAMS**

AGENCY AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Administrative Information Technology Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE) and HEFNER, EBERSPACHER, and TAPELLA, LLC. (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Administrative Information Technology Program, and

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

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

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

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

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

5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

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

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

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

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

year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program or Administrative Information Technology 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 experience needed for graduation at the AGENCY.

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

AGENCY
Hefner, Eberspacher & Tapella, LLC
Charleston, IL

OLNEY CENTRAL COLLEGE

Chair, IECC Board of Trustees

President, Olney Central College

Dean, Olney Central College

Administrator, Agency

Internship Program Coordinator

Chief Executive Officer,
Illinois Eastern Community Colleges

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

September 4, 2008

**AFFILIATION AGREEMENT
BETWEEN**

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

AND

**Crawford Memorial
1000 N Allen Street
Robinson, IL 62454-1167**

THIS AGREEMENT made and entered into this 15th day of July 2011, by and between
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,
Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529)
and **Crawford Memorial Hospital** (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

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

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

3. DISTRICT #529 faculty will:

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

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

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

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

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

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

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;
10. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.
11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.
12. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
13. An annual review of the agreement will be made. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Phlebotomy Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their phlebotomy laboratory experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 15th day of July 2011.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

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

Adopted 6-2005

**AFFILIATION AGREEMENT
BETWEEN**

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

AND

**Richland Memorial Hospital
800 Locust Street
Olney, IL 62450-2553**

THIS AGREEMENT made and entered into this 15th day of July 2011, by and between
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,
Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529)
and Richland Memorial Hospital (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

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

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

3. DISTRICT #529 faculty will:

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

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

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

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

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

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

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;
10. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.
11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.
12. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
13. An annual review of the agreement will be made. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Phlebotomy Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their phlebotomy laboratory experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 15th day of July 2011.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

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Adopted 6-2005

AFFILIATION AGREEMENT BETWEEN

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

AND

Daviess County Hospital
1314 E Walnut Street
P.O. Box 0760
Washington, IN 47501

THIS AGREEMENT made and entered into this 1st day of June, 2011 by and between
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,
Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529)
and **Daviess County Hospital d/b/a/ Daviess County Hospital** (hereinafter referred
to as AGENCY):

WITNESSETH THAT:

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

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

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

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

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

program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 faculty will:

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

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

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

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

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

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff.

DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

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

10. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.

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

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

13. An annual review of the agreement will be made each spring. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Phlebotomy Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their phlebotomy laboratory experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the **1st day** of **June, 2011**.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

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

Adopted 6-2005

**AFFILIATION AGREEMENT
BETWEEN**

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

AND

GOOD SAMARITAN HOSPITAL
520 SOUTH 7TH STREET
VINCENNES, IN 47591-1038

This AGREEMENT, made and entered into this _____ day of _____ by and between ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, Olney Central College, hereinafter referred to as the "College", and Good Samaritan Hospital, hereinafter called the "Clinical Agency",

WITNESSETH:

WHEREAS, the College operates a Phlebotomy Technician Program and in which its students learn to become proficient in the skills and techniques of phlebotomy, with such students hereinafter for convenience being referred to as Phlebotomy Technician students or individually as Phlebotomy Technician student; and

WHEREAS, the Clinical Agency maintains and operates a healthcare facility and laboratory and is suited for clinical education of Phlebotomy Technician students; and

WHEREAS, the purpose of this AGREEMENT is to guide and direct a working relationship between the College and the Clinical Agency in providing clinical education experiences for the Phlebotomy Technician students; and

WHEREAS, it is the desire of the College and the Clinical Agency to cooperate in developing, promoting and operating an Phlebotomy Technician Program which programs shall hereinafter be referred to as the "Programs", with the College providing instruction and leadership in the training of Phlebotomy Technician

students entering into this field and with the Clinical Agency providing clinical education experiences; and

WHEREAS, the Clinical Agency will derive benefit from services rendered by the students during the course of the time spent in their respective clinical education experiences.

NOW, THEREFORE, for and in consideration of the premises and the mutual AGREEMENTs of the parties do hereby agree as follows:

1. TERM OF AGREEMENT

The term of this AGREEMENT shall be two (2) years commencing, notwithstanding the date hereof, on the _____ **day of** _____, **20**__ and terminating on the _____ **day of** _____, **20**__. The parties agree that this AGREEMENT is to be effective immediately and to remain in effect for two years, (subject to annual review), until such time as either party to this AGREEMENT shall terminate same by delivery to the other of a written notice of not less than twelve (12) months prior to the _____ day of _____ of the second year. However, said termination shall not be effective as to any students then enrolled and participating in the educational programs and they shall be allowed to continue their clinical use of the Clinical Agency facilities until their educational studies are completed. It is understood that the parties hereto may revise or modify this AGREEMENT by written amendments whenever the same shall be mutually agreed upon.

2. COLLEGE'S RESPONSIBILITIES

A. The College assumes full responsibility for the planning, execution, and functioning of the Programs, including, but not limited to, the programming, administration, development of curriculum content, appointment classroom instructor, establishment of requirements and criteria for certificate completion, and criteria for graduation of Phlebotomy Technician students enrolled in the Program.

B. To provide written objectives for the Phlebotomy Technician clinical education experience to the Clinical Agency.

C. To provide the Clinical Agency in advance with information regarding the levels of competency, previous experience and necessary

phlebotomy clinical education experience requirements of each Phlebotomy Technician student assigned to the Clinical Agency for a clinical education experience.

D. To keep all records and reports of Phlebotomy Technician students' clinical education experiences.

E. To be responsible for all information of a confidential nature to which the Phlebotomy Technician students may be exposed, and the College agrees to thoroughly instruct all Phlebotomy Technician students on the necessity for respecting the confidential nature of all information which may come to their knowledge in regards to patients of the Clinical Agency and patient's records which may come into their hands.

F. To schedule and coordinate, through its instructor and the Clinical Agency, the rotation of Phlebotomy Technician students in the clinical setting.

G. To send only instructors and/or students who are, to the College's knowledge, in good health at the time of reporting to the Clinical Agency for participation in the clinical education experience. The College further agrees to ensure that any students assigned to the Clinical Agency will have: **(1)** documentation of no significant "negative tuberculin skin test" within one (1) year of the affiliation with the Clinical Agency and annually thereafter from date of first skin test. This shall also apply to any instructor, or **(2)** for all past skin test reactors, medical documentation of completion of an adequate course of therapy or a medical statement dated within one (1) year of affiliation with the Clinical Agency, indicating that the faculty member or Phlebotomy Technician student is free of signs and symptoms of tuberculosis; **(3)** proof of immunity to rubella, either by serologic testing (titer) or by documented history of vaccination at one year or older and **(4)** documentation of hepatitis B vaccination or signed disclaimer.

The College will also retain the above data on each faculty member and Phlebotomy Technician student assigned to the Clinical Agency, which verifies that all assigned students assigned to the Clinical Agency have met the above criteria.

H. To give sufficient notice to the Clinical Agency of the student assignments prior to attending clinical.

I. To withdraw Phlebotomy Technician students from the assigned clinical education experience when, in the College's judgment, the nursing clinical education experiences are not meeting the needs of the students.

J. To assign Phlebotomy Technician students on a non-discriminatory basis without regard to race, sex, creed, national origin, or physical handicap.

3. CLINICAL AGENCY'S RESPONSIBILITIES

A. To provide the Phlebotomy Technician students with the experience necessary for completion of the Phlebotomy Technician clinical education requirements of the Programs and to meet the philosophies and objectives of the College and the Clinical Agency.

B. To provide necessary first aid and/or emergency medical and nursing care to a Phlebotomy Technician student while said student is undergoing the Phlebotomy Technician clinical education experience on the premises of the Clinical Agency, provided, however, that the Phlebotomy Technician student will be responsible for paying the Clinical Agency its usual and customary charges for such care.

C. To maintain the standards required for accreditation by the Joint Commission on Accreditation of Health Care Organizations, if applicable.

4. GENERAL PROVISIONS

A. The liaison between the College and the Clinical Agency for the Programs shall be the College's Phlebotomy Technician Program Director.

B. The College and the Clinical Agency shall cooperate to provide assessments of the effectiveness of Phlebotomy Technician student use of clinical facilities toward the end of providing maximum benefit for the Phlebotomy Technician students.

C. Neither the College nor the Clinical Agency consider any Phlebotomy Technician student as an employee of the Clinical Agency, but rather, for

all purposes, each Phlebotomy Technician student is considered to be a student of the College who is an individual in the clinical phase of his/her professional education. Accordingly, it is understood that the Clinical Agency will not provide any financial compensation to the Phlebotomy Technician students during their respective clinical education experiences, notwithstanding the fact that the Clinical Agency may derive some benefit from services performed by the Phlebotomy Technician students during the course of the phlebotomy clinical education experiences.

D. Phlebotomy Technician students assigned for clinical education experiences under the terms of this AGREEMENT shall not provide services to patients in the Clinical Agency apart from those rendered under supervision of the Clinical Agency for their educational value in accordance with the objectives of the Phlebotomy Technician clinical education experience as set forth in this AGREEMENT.

F. The rules and regulations of the Clinical Agency shall be applicable to each assigned Phlebotomy Technician student during the clinical education experience.

G. The College maintains the privilege of visiting the Clinical Agency before, after, and/or during any phlebotomy clinical education experience.

H. The Clinical Agency retains the ultimate responsibility for patient care and related duties.

I. The College and the Clinical Agency agree that in every aspect of the Program and the Phlebotomy Technician clinical education experiences provided for under this AGREEMENT, they and each of them will adhere to a policy of non-discrimination on the basis of race, sex, creed, national origin, physical handicap, age, or political affiliation.

5. **STUDENTS' OBLIGATIONS**

A. To follow the schedule established by the College.

B. To provide health insurance, and be accountable for payment of all medical treatment required by the Phlebotomy Technician student from the

Clinical Agency during the course of the Phlebotomy Technician students' clinical education experiences at the agency.

C. To complete health forms which may be requested by the Clinical Agency; to follow administrative policies of the Clinical Agency; to provide the necessary and appropriate uniform required but not provided by the Clinical Agency; to notify the Clinical Agency upon arriving and to report to the designated individual of the Clinical Agency.

D. To work toward meeting the goals and objectives set forth by the College and the Clinical Agency.

6. LIABILITY AND INSURANCE PROTECTION

The College, at its sole cost and expense shall procure and maintain a policy of Professional Liability Insurance with limits of at least \$1,000,000 per claim, \$1,000,000 annual aggregate, and shall provide Clinical Agency with insurance certificate copy. The coverage of such Professional Liability Insurance shall extend to and cover all liability incurred by employees, Phlebotomy Technician students and faculty and students and faculty of the College to the extent that such liability arises out of and during the course of their respective activities under the terms of this AGREEMENT. If such coverage does not extend to and cover liability incurred by the Phlebotomy Technician students, then, the College shall cause each Phlebotomy Technician student assigned for phlebotomy clinical education experiences at the Clinical Agency to obtain and maintain in force during the term of his/her assignment at the Clinical Agency, personal professional liability insurance in an insurer satisfactory to the Clinical Agency for limits not less than \$1,000,000 per claim, \$3,000,000 in the aggregate annually. Such insurance, whether included in the coverage of the College's professional liability insurance or provided personally by a Phlebotomy Technician student shall cover incidents, claims and suits arising from activities performed pursuant to this AGREEMENT during the AGREEMENT period, as well as those claims and suits arising pursuant to this AGREEMENT but reported after this AGREEMENT has been terminated. To the extent that such insurance is personally provided by a Phlebotomy Technician student, the College agrees that a certificate in evidence of that insurance protection will be on file with the College prior to the time that the Phlebotomy Technician student commences activities pursuant to this AGREEMENT. Further, the College, at its

sole cost and expense shall procure and maintain policies of Comprehensive General Liability Insurance, including Products' Liability, Completed Operation and Blanket Contractual Liability, Worker's Compensation Insurance, and Automobile Liability Insurance, or, satisfy the Clinical Agency that it is self-insured for liability that would be covered by any such insurance. The Comprehensive General Liability coverage shall be with limits of at least \$1,000,000 each occurrence for bodily injury and with limits of at least \$250,000 each occurrence for property damage. The Workers' Compensation coverage shall provide for all employees of the College providing services under the terms of this AGREEMENT, covering any liability under the Indiana Workers' Compensation Act and the Indiana Occupational Disease Act and including not less than \$100,000 Employers' Liability coverage. The Automobile Liability coverage shall be with limits of at least \$1,000,000 Combined Single Liability per occurrence. All such policies of insurance (including but not limited to the Professional Liability Insurance) shall be with companies acceptable to the Clinical Agency. All of such policies of insurance shall provide that the insurance carrier under each policy is required to give the Clinical Agency not less than thirty (30) days written notice prior to cancellation of any policy. Prior to the expiration and/or cancellation of any such policy, the College shall secure replacement of such insurance coverage, upon the same terms and provisions, and furnish the Clinical Agency with a memorandum certificate as heretofore described.

7. INDEMNITY

The College agrees to indemnify the Clinical Agency, its affiliates and their respective officers, directors, employees, and agents against, and hold the same harmless from all liability, losses, damages, obligations, judgments, claims, causes of action and expenses associated therewith (including judgments, settlements, court costs and attorney's fees) resulting from or arising out of, directly or indirectly, any negligent or intentional act or omission by College, its faculty or students. This covenant shall survive any termination of this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands the day and year first above written.

AGENCY

Good Samaritan Hospital

President/CEO

COLLEGE

Illinois Eastern Community Colleges,
District #529
Olney Central College

Phlebotomy Instructor

Associate Dean of Nursing & Allied
Health

President, Olney Central College

Chairman, Board of Trustees

Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

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

FUND	BALANCE
Educational	\$5,552,206.52
Operations & Maintenance	\$79,602.06
Operations & Maintenance (Restricted)	\$87,376.19
Bond & Interest	\$428,655.12
Auxiliary	(\$81,047.16)
Restricted Purposes	(\$368,565.73)
Working Cash	\$175,078.19
Trust & Agency	\$402,553.94
Audit	(\$15,111.02)
Liability, Protection & Settlement	(\$51,412.72)
TOTAL ALL FUNDS	\$6,209,335.39

Respectfully submitted,

Roger Browning, Treasurer

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

	ALL FUNDS
	Fiscal Year 2012
ASSETS:	
CASH	6,209,335
IMPREST FUND	22,000
CHECK CLEARING	12,500
INVESTMENTS	18,190,000
RECEIVABLES	9,000,995
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	577,237
OTHER ASSETS	469,089
TOTAL ASSETS AND OTHER DEBITS:	34,481,156
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	184,788
ACCOUNTS PAYABLE	57,932
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	300,170
TOTAL LIABILITIES:	542,890
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	3,097,822
PR YR BDGTED CHANGE TO FUND BALANCE	(389,237)
 FUND BALANCES:	
FUND BALANCE	17,242,793
RESERVE FOR ENCUMBRANCES	13,986,888
TOTAL EQUITY AND OTHER CREDITS	33,938,266
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 34,481,156

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

ALL FUNDS

FY 2012
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	351,476
STATE GOVT SOURCES	1,164,282
STUDENT TUITION & FEES	5,308,995
SALES & SERVICE FEES	157,927
FACILITIES REVENUE	0
INVESTMENT REVENUE	0
OTHER REVENUES	0
TOTAL REVENUES:	6,982,680

EXPENDITURES:

INSTRUCTION	264,449
ACADEMIC SUPPORT	17,200
STUDENT SERVICES	56,856
PUBLIC SERV/CONT ED	2,832
OPER & MAINT PLANT	271,651
INSTITUTIONAL SUPPORT	605,886
SCH/STUDENT GRNT/WAIVERS	1,182,418
AUXILIARY SERVICES	571,457
TOTAL EXPENDITURES:	2,972,749

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	4,009,931
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Illinois Eastern Community Colleges
Operating Fund - Income Statement
CASH BASIS
July 1, 2011 -- July 31, 2011

REVENUES:	Education Fund	O & M Fund	Total Operating Funds
Local Government Sources	140,077	60,033	200,110
State Government Sources	637,927	526,355	1,164,282
Net Tuition and Fees	806,211	-	806,211
Sales & Service Fees	1,804	-	1,804
Facilities Revenue	-	-	-
Investment Revenue	-	-	-
Other Revenues	450	-	450
TOTAL REVENUES:	1,586,469	586,388	2,172,857
EXPENDITURES:			
Salaries	366,632	31,562	398,194
Employee Benefits	95,064	6,224	101,288
Contractual Services	63,818	20,159	83,977
Materials	66,537	10,059	76,596
Travel & Staff Development	3,046	257	3,303
Fixed Charges	98,904	175,771	274,675
Utilities	7,251	20,969	28,220
Capital Outlay	-	-	-
Other	2,731	-	2,731
TOTAL EXPENDITURES:	703,983	265,001	968,984
TRANSFERS :			
Interfund Transfers	-	-	-
TOTAL TRANSFERS:	-	-	-
NET INCREASE/DECREASE IN NET ASSETS	882,486	321,387	1,203,873

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
July 31, 2011

	<u>FY 2012</u>		<u>FY 2011</u>		<u>Increase</u>
	<u>Amount</u>	<u>% of Total</u>	<u>Amount</u>	<u>% of Total</u>	<u>(Decrease)</u>
Salaries	398,194	18.57%	366,567	22.27%	31,627
Employee Benefits	101,288	4.72%	98,236	5.97%	3,052
Contractual Services	83,977	3.92%	17,479	1.06%	66,498
Materials	76,596	3.57%	53,792	3.27%	22,804
Travel & Staff Development	3,303	0.15%	1,659	0.10%	1,644
Fixed Charges	274,675	12.81%	272,077	16.53%	2,598
Utilities	28,220	1.32%	56,209	3.41%	(27,989)
Capital Outlay	-	0.00%	-	0.00%	-
Other	1,178,075	54.94%	780,010	47.39%	398,065
	<u>2,144,328</u>	<u>100.00%</u>	<u>1,646,029</u>	<u>100.00%</u>	<u>498,299</u>

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

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

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: August 11, 2011

RE: Personnel Report

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

INDEX

- 400.1. Change-in-Status**
- 400.2. FY11-12 Educational Level Changes**
- 400.3. Approval of Proposed Non-College Employment (External Report)**
- 400.4. Retirements**
- 400.5. Resignations**

PERSONNEL REPORT

400.1. Change-in-Status

A. Administrative

1. Mary Atkins, Coordinator, Registration & Records, FCC, to Director of Business, FCC, effective October 22, 2011
2. Jan Wiles, Advisor, FCC, to Assistant Dean, Student Services, FCC, effective September 6, 2011

400.2. FY11-12 Educational Level Changes

A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
1. John Day	M	M+12	\$1,000
2. Pauletta Gullett	AA+32	B	\$1,000
3. Anne Hustad	M+36	M+48	\$1,000
4. Carmen Jones	M	M+24	\$2,000
5. Amie Mayhall	M+36	M+48	\$1,000

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

400.4. Retirements

A. Administrative

1. LaVonna Miller, Director of Business, FCC, effective October 22, 2011

B. Classified

1. Sherie (Denise) Hilliard, Administrative Assistant, FCC, effective October 1, 2011

400.5. Resignations

A. Classified

1. Sara Bergbower, Office Assistant, OCC, effective August 15, 2011
2. Stephanie Durham, Administrative Assistant to the President, WVC, effective August 6, 2011
3. Christine (Tina) Weber, Jobs Advisor, OCC, effective September 6, 2011

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Adjournment

**Locally Funded & PHS Projects
Projects Schedule**

	Funding Source	Estimated Budget								
FCC Classroom Remodeling	Local	\$392,000								
District Wide - Surveillance Systems	PHS	\$144,000								
GRAND TOTAL		\$536,000	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

7/31/2011