

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**August 20, 2013**



**Location:**

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

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**August 20, 2013**

**7:00 p.m.**

**Wabash Valley College  
Cafeteria**

1. Call to Order & Roll Call ..... Chairman Fischer
2. Disposition of Minutes ..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
6. Policy First Reading (and Possible Approval) ..... Bruce
  - A. HR Policy 400.1 Selection and Employment
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Consideration of Ameren Settlement ..... Bruce
  - B. Deed of Property to the District ..... Bruce
  - C. FY2014 Tentative Budget ..... Bruce
  - D. Employee Health Insurance Benefits ..... Bruce
  - E. Affiliation Agreement with Good Samaritan Regional Health – ADN ..... Bruce
  - F. Affiliation Agreement with St. Mary’s Hospital Centralia – ADN ..... Bruce
  - G. Affiliation Agreement with St. Mary’s Hospital Mt. Vernon – ADN ..... Bruce
9. Bid Committee Report ..... Bruce
  - A. Frontier Community College  
Engine Trainer
10. District Finance
  - A. Financial Report ..... Browning
  - B. Approval of Financial Obligations ..... Browning

11. Chief Executive Officer's Report ..... Bruce
12. Executive Session ..... Bruce
13. Approval of Executive Session Minutes  
    A. Written Executive Session Minutes ..... Bruce  
    B. Audio Executive Session Minutes ..... Bruce
14. Approval of Personnel Report ..... Bruce
15. Collective Bargaining ..... Bruce
16. Litigation ..... Bruce
17. Other Items
18. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, July 16, 2013.

**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. Trustees absent: Marilyn J. Wolfe, Mike Guseynov, 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. (Marilyn Wolfe was absent due to illness.)

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.  
Chris Cantwell, Dean, Academic & Student Support Services/Chief Academic Officer.  
LeAnn Hartleroad, Associate Dean, Institutional Development.  
Kathy Harris, Dean of Instruction, Lincoln Trail College.  
Jeff Cutchin, Dean of Instruction, Olney Central College.  
Alex Cline, Director of Information & Communications Technology.  
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 18, 2013 were presented for disposition.

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

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

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

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

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

**AGENDA #5 – “Reports”** –

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

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

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

**AGENDA #6 – “Policy First Readings (and Possible Approval)”** –

**#6-A. Transfer Credit (500.9):** To meet compliance standards of both Federal and Higher Learning Commission criteria, the district’s policy on acceptance of Transfer Credit earned at other institutions of higher learning needs to be clarified. The district needs to define how it will accept credits earned at other post-secondary institutions. The acceptance of these credits shall meet IECC’s standards for academic content and rigor, which will be determined by an evaluative process administered by the Dean of Instruction.

If the credit comes from an institution currently on academic probation from the Higher Learning Commission, then the acceptance shall include a verification of whether or not the

student's experience at the other institutions is appropriately commensurate with similar IECC courses with respect to academic content, rigor, scope, and relevance.

The CEO recommended approval of the revised Transfer Credit Policy 500.9.

(A copy of the revised Transfer Credit Policy 500.9 was presented and is made a part of the minutes by this reference.)

**Board Action:** Trustee Brenda Culver made a motion to waive second reading and adopt the revised Transfer Credit Policy 500.9 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. Trustees voting nay: None. Trustees absent: Marilyn Wolfe, Mike Guseynov, student trustee. The motion having received 6 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. 2013 Program Review Report:** Chris Cantwell reviewed the 2013 Program Review Report. The report contains a detailed review of specific career and technical education programs and an academic transfer discipline based on quality, cost, and need. This report also includes a review of cross-disciplinary instruction and student and academic support services.

During this year's review of programs and services, the District and the colleges reviewed 32 career and technical education degrees and certificates as well as mathematics and computer science, adult education and ESL instruction, assessment of student learning, admissions and recruiting, the international student program, and registration, records and Entrata.

As a result of the District's program review, programs and services are continually reviewed with a focus on quality, cost, and need. Program review provides an opportunity to update curricula to accommodate changes in the field and identify resource needs as well as assess support services that contribute to academic programs and the achievement of IECC's mission.

The report will be submitted to the Illinois Community College Board.

**Board Action:** Trustee Gary Carter made a motion to approve the 2013 Program Review Report as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson. Trustees voting nay: None. Trustees absent: Marilyn Wolfe, Mike Guseynov, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. 2013-2014 IECC Catalog:** LeAnn Hartleroad reviewed the 2013-2014 IECC Catalog. The catalog sets forth the courses, programs, degrees and certificates, and establishes the District policies that apply to the operation of the District and its students.

Throughout the year, the Board has approved changes to the catalog, which are added as they occur, to the electronic version of the District's catalog on the IECC website. This amended electronic version becomes the binding document for the District's relationship with students, faculty, and staff.

High school counselors continue to use the catalog when advising students. The District will print 2,220 catalogs at a cost of \$6,343.50.

**Board Action:** Trustee William Hudson made a motion to approve IECC's 2013-2014 Catalog and authorize printing of 2,220 copies 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. Trustees voting nay: None. Trustees absent: Marilyn Wolfe, Mike Guseynov, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. International Program Transportation Fee:** International Students are provided transportation to and from class and on special field trips. To pay for the cost of drivers and vans, each International student currently pays \$200 per semester for the transportation service. Because of increased costs, the Director of IECC's International Program has requested that this fee be increased to \$250 per semester effective in the Fall Semester 2013.

The CEO recommended approval to increase the International Program Transportation Fee to \$250 per semester hour effective in the Fall Semester 2013.

**Board Action:** Trustee Michael Correll made a motion to approve increasing the International Program Transportation Fee to \$250 per semester hour 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. Trustees voting nay: None. Trustees absent: Marilyn Wolfe, Mike Guseynov, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Lease with IDES/CMS for LWIA:** At the June meeting, the Board of Trustees approved a continuation of a lease with the Illinois Department of Employment Security (IDES) and the Illinois Department of Central Management Services (CMS). Information on renewal of the lease had not been received before the June meeting.

After follow-up by the IECC staff assigned by LWIA, the Department did provide the lease renewal information to the district. IECC currently pays, through its LWIA grant, the sum of \$1,018.16 per month. The new proposed lease amount is for \$1,624.70 per month. This increase is based upon a formula utilized by the State of Illinois. Last year, IDES and CMS gave the District a lower rental rate because of the financial situation of the LWIA grant. This year, new staff at IDES/CMS would not recognize any financial exigencies.

The CEO recommended approval of the new lease with IDES/CMS for \$1,624.70 per month.

**Board Action:** Trustee Brenda Culver made a motion to approve the revised lease with IDES/CMS for LWIA 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. Trustees voting nay: None. Trustees absent: Marilyn Wolfe, Mike Guseynov, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. Tuition Specials to Increase Enrollment:** IECC's Deans and the Cabinet have been discussing the possibility of offering special tuition rates for Fall and Spring semesters and for the summer term. The District is working on specific parameters and requirements for these tuition specials and students would still be responsible for applicable fees, textbooks and supplies.

The District is seeking Board approval to explore the possibility of having special tuition rates for the Fall of 2013. Based upon the success of these special tuition rates, the Board would be asked for approval for special tuition rates for the Spring of 2014 and the Summer of 2014.

The CEO recommended approval for authorization to study and grant special tuition rates based upon the best estimate of how special rates can be utilized as an incentive to increase enrollment.

**Board Action:** Trustee Brenda Culver made a motion to authorize the administration to study and grant special tuition rates based upon the best estimate of how special rates can be utilized as an incentive to increase enrollment. 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. Trustees voting nay: None. Trustees absent: Marilyn Wolfe, Mike Guseynov, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. Affiliation Agreement with Lathrop Foot & Ankle Comfort Podiatry – Certified Medical Assistant:** IECC wishes to enter into a new affiliation agreement with Lathrop Foot & Ankle Comfort Podiatry Group, located in Robinson, Illinois. This affiliation agreement is for the LTC Certified Medical Assistant Program and is the standard affiliation agreement utilized by the district. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the LTC Certified Medical Assistant Program with Lathrop Foot & Ankle Comfort Group, Robinson, Illinois, 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. Trustees voting nay: None. Trustees absent: Marilyn Wolfe, Mike Guseynov, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-G. Affiliation Agreement with Terre Haute Regional Hospital – Associate Degree Nursing:** IECC wishes to enter into a new affiliation agreement with Terre Haute Regional Hospital, located in Terre Haute, Indiana. This affiliation agreement is for the Associate Degree in Nursing Program and is the standard affiliation agreement utilized by the district. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Associate Degree Nursing Program with Terre Haute Regional Hospital, Terre

Haute, Indiana, 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. Trustees voting nay: None. Trustees absent: Marilyn Wolfe, Mike Guseynov, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-H. Affiliation Agreement with Marion Veterans Medical Center – Associate Degree Nursing:** IECC wishes to enter into a new affiliation agreement with the Marion Veterans Medical Center, located in Marion, Illinois. This affiliation agreement is for the Associate Degree in Nursing Program and is the standard affiliation agreement utilized by the district. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Associate Degree Nursing Program with the Marion Veterans Medical Center, Marion, Illinois, 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. Trustees voting nay: None. Trustees absent: Marilyn Wolfe, Mike Guseynov, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-I. Observation Agreement with Good Samaritan Surgery Center – Associate Degree Nursing:** IECC wishes to enter into a new observation agreement with Good Samaritan Surgery Center, located in Mt. Vernon, Illinois. This observation agreement is for the Associate Degree in Nursing Program and is the standard affiliation agreement utilized by the district. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the observation agreement for the Associate Degree Nursing Program with the Good Samaritan Surgery Center, Mt. Vernon, Illinois, 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. Trustees voting nay: None. Trustees absent: Marilyn Wolfe, Mike Guseynov, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #9 – “Bid Committee Report”** – The Bid Committee presented the following recommendation, followed by Board action as indicated:

**#9-A. Industrial Air Cleaning System for the Welding Shop at Lincoln Trail College:** The Bid Committee recommended acceptance of the low bid that meets all specifications, from Diversified Air Systems, Inc., Louisville, KY, for a total bid of \$16,521.00. Their bid price includes sufficient air cleaning capacity and motor starters. The lowest bidder, All-Lift Systems, Inc. misses the required *specified bid spec* CFM rate by 2,314 CFM. Adding an additional filtration unit to meet the specification would put them at a greater cost than Diversified Air Systems, Inc.

Bid award is subject to grant approval by William Rainey Harper College.

Department: Welding Shop. Source of Funds: TAACCCT William Rainey Harper College Grant. Rationale for Purchase: To provide better ventilation for welders.

**Board Action:** Trustee Brenda Culver made a motion to accept the recommendation of the Bid Committee to accept the bid of Diversified Air Systems, Inc. for an Industrial Air Cleaning System for the Welding Shop at LTC 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. Trustees voting nay: None. Trustees absent: Marilyn Wolfe, Mike Guseynov, student trustee. The motion having received 6 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, 2013. State grants due IECC for the Education Fund total \$4,562,976.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for July 2013, totaling \$1,633,555.32, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Trustee Gary Carter made a motion to approve payment of district financial obligations for July 2013, in the amounts listed, and payments from the revolving fund for June 2013. 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. Trustees voting nay: None. Trustees absent: Marilyn Wolfe, Mike Guseynov, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “Chief Executive Officer's Report”** – CEO Terry L. Bruce Presented a report on enrollment: Comparing July 2012 to July 2013, IECC reimbursable head count is up 11.77% while reimbursable FTE is down .09%.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** –

**#13-A. Written Executive Session Minutes:** No executive session was held during the regular meeting, Tuesday, June 18, 2013.

**#13-B. Audio Recordings of Executive Sessions:** No executive session was held during the regular meeting, Tuesday, June 18, 2013.

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

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

##### **A. Faculty**

1. Carla Cadwalader, Early Childhood Education Instructor, effective August 8, 2013.

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

1. Tim Gallion, TRiO Upward Bound Counselor, DO/LTC, effective August 5, 2013, contingent upon position availability and continued grant funding.

2. Haley Mullins, TRiO Upward Bound Counselor, DO/LTC, effective August 5, 2013, contingent upon continued grant funding.

#### **400.2. Change in Status**

##### **A. Classified**

1. Erin Volk, TRiO Upward Bound Counselor, DO/LTC, to TRiO Student Support Services Academic Counselor, DO/LTC, effective July 17, 2013, contingent upon continued grant funding.

#### **400.3. Approval of Proposed Non-College Employment**

Brenda Grove, United Methodist Village, Lawrenceville, IL, approximate time per academic year 280 hours.

Brenda Grove, Robinson Correctional Center, Robinson, IL, approximate time per academic year 100 hours.

Brenda Grove, Lakeland College/Lawrence Correctional Center, Sumner, IL, approximate time per academic year 100 hours.

Ruby Houldson, Lakeland College, Mattoon, IL, approximate time per academic year, 40 hours (1 night per week).

Ruby Houldson, Excelsior College (online), Albany, NJ, approximate time per academic year, 60 hours (1 class/quarter).

Ruby Houldson, Argosy University (online), Phoenix, AZ, approximate time per academic year, 60 hours (1 class/quarter).

#### **400.4. Annual Review of FMLA Taken During 2013 Fiscal Year**

##### **A. Birth of Child**

1. 12 weeks
2. 10 weeks, partial intermittent
3. 8 weeks

##### **B. Personal Illness**

1. 12 weeks

2. 12 weeks

D. Family Illness

1. 10 weeks

#### **400.5. Special Assignment**

A. Academic

Carla Cadwalader, Lead Inst., Early Childhood Development, \$450 (2013-2014).  
Carla Cadwalader, Small World, \$200/month.

#### **Personnel Report Addendum**

#### **400.6. Adjustment to Comply with PA 97-0968**

A. Administrative

1. Robert (Bob) Boyles.

B. Classified

1. Susan (Renee) Smith.

#### **400.7. Resignation**

A. Classified

1. Vavette Pritchard, Nursing Program Advisor, OCC/WVC, effective August 3, 2013.

#### **400.8. Retirement**

A. Professional/Non-Faculty

1. John Frazier, Assistant Program Director, Hainan Project, DO, effective August 1, 2013.

**#14-A. Board Action to Amend Personnel Report:** Trustee William Hudson made a motion to amend the Personnel Report, to add an addendum containing Sections 400.6, 400.7, and 400.8, as recommended. Trustee Michael Correll seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

**#14-B. Board Action to Approve Amended Personnel Report:** Trustee Michael Correll made a motion to approve the amended 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. Trustees voting nay: None. Trustees absent: Marilyn Wolfe, Mike Guseynov, student trustee. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**AGENDA #16 – “Litigation”** – None.

**AGENDA #17 – “Other Items”** – None.

**AGENDA #18 – “Adjournment”** – Trustee Brenda Culver made a motion to adjourn. Trustee William Hudson seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:05 p.m.

Approved:      Chairman: \_\_\_\_\_

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

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

**A. Visitors and Guests**

**B. IECEA Representatives**

**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports**

**Trustees  
Presidents  
Cabinet**

**Agenda Item #6**

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

**HR Policy 400.1 Selection and Employment**

**Agenda Item #6A**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 20, 2013  
RE: Selection and Employment Policy – HR Policy 400.1

SURS Return-to-Work, Public Act 97-0968, went into effect August 1, 2013 and states that if the District were to hire an affected annuitant and the annuitant performs any work for the District, the District would be responsible for the affected annuitant's entire annual annuity. Currently the Board delegates the hiring authority of part-time employees to the Chief Executive Office or his designee and the Presidents of each college have been delegated the authority to hire part-time employees at their respective colleges.

Because of the impact of Public Act 97-0968, the District can no longer follow this practice. The District's Human Resource Department is now required to look up every employee the District hires and verify if the employee is or is not a SURS annuitant, and then if they are an annuitant we must report to SURS they are working for us and monitor their wages. Under current procedures the District could have a person begin employment part-time that is an affected annuitant and not know it until they have started working and then the District would be liable for their annual annuity payment. This determination must be made prior to the time that employment begins.

The Board is being asked to approve the attached policy revision which gives the CEO and the Director of Human Resources the sole authority to hire part-time employees so the District can avoid hiring an affected annuitant and avoid an annual annuity payment.

TLB/rs

Attachment

## HUMAN RESOURCES - 400

### **Selection and Employment (400.1)**

Date Adopted: February 18, 1997

Revised: July 18, 2012

Revised: May 21, 2013

Revised: August 20, 2013 (*pending Cabinet and Board approval*)

#### Full-Time Employees

Employees of the College District shall be employed by the Board of Trustees upon recommendation of the Chief Executive Officer/Chief Operating Officer. A recommendation for hire will be made only after completion and receipt of an acceptable criminal background check. Completion of a criminal background check for part-time employment will meet this requirement if done within 24 months of consideration for full-time employment.

EMPLOYEES OF THE COLLEGE DISTRICT SHALL BE AT-WILL EMPLOYEES AND EITHER THE BOARD OF TRUSTEES OR THE EMPLOYEE CAN TERMINATE THIS AT-WILL RELATIONSHIP WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE, AT ANY TIME, EXCEPT AS PROVIDED BY SPECIFIC CONTRACT TERMS AND ANY APPLICABLE LAWS. No supervisor, managerial employee, administrator or representative of Illinois Eastern Community Colleges has the authority to enter into any agreement with any individual for employment for any specified period or to make any promises contrary to the employment-at-will policy. Only the Board of Trustees has such authority. Resignations and retirements by full-time employees are deemed accepted by the employee's supervisor and Chief Executive Office at the time of receipt by the supervisor.

#### Part-Time Employees

The Board of Trustees ~~delegates to~~ designates only the Chief Executive Officer/Chief Operating Officer ~~or his designated representatives~~ and the Director of Human Resources the authority to employ, dismiss, or terminate part-time employees on an as-needed basis. The Chief Executive Officer and Director of Human Resources may delegate authority to discipline, dismiss or terminate such part-time employees; , and to accept letters of retirement or resignation upon their receipt by the supervisor. Within 30 days of initial hire, part-time employees shall have had completed an acceptable criminal background check.

Should a part-time employee have 24-months of inactivity between work assignments, an additional acceptable criminal background check is required prior to resuming part-time employment duties.

f

PART-TIME EMPLOYEES OF THE COLLEGE DISTRICT SHALL BE AT-WILL EMPLOYEES AND EITHER THE EMPLOYER OR THE PART-TIME EMPLOYEE CAN TERMINATE THIS AT-WILL RELATIONSHIP WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE, AT ANY TIME. No supervisor, managerial employee, administrator or representative of Illinois Eastern Community Colleges has the authority to enter into any agreement with any individual for employment for any specified period or to make any promises contrary to the employment-at-will policy. ~~Only the Board of Trustees has such authority.~~

#### Annuitants Returning to Work

Annuitants of the State Universities Retirement System who return to work for Illinois Eastern Community Colleges may not work for another employer covered by the State Universities Retirement System.

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Consideration of Ameren Settlement**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 20, 2013  
RE: Consideration of Ameren Settlement

The taxing bodies of Jasper County have worked to establish an acceptable assessment of the Ameren Power Plant located at Newton. The taxing year of 2009 has been in dispute. Ameren has appealed the Jasper County Board of Review's decision on assessment to the Illinois Property Tax Appeal Board (PTAB). The matter is set for hearing before PTAB on August 26<sup>th</sup>. Both the taxing bodies and Ameren agreed to mediation of the assessment of 2009 and that mediation hearing occurred on August 13<sup>th</sup> and 14<sup>th</sup> at the Ameren Office Building located in Collinsville.

At the mediation hearing, the taxing bodies of Jasper County were represented by Dan Cox of the Jasper County School District, Ed Mitchell of the Jasper County Board, Paul Woods Jasper County Assessor, and Terry Bruce, CEO of Illinois Eastern Community Colleges. The other taxing bodies including Wade Fire Protection District, Newton Public Library District, South Muddy and Wade Township agreed to allow these individuals to represent their interest in the matter.

The mediation lasted 14.4 hours with retired Judge Timothy J. Slavin acting as mediator and the mediation resulted in a written Memorandum of Understanding and was approved by all parties to the mediation.

The parties have settled the 2009 assessment and have also agreed to the assessment amounts of the subject property of 2010, 2011, and 2012. The final stipulation and agreed order is being drafted by the attorneys representing Ameren and the taxing bodies. Once the agreed order is prepared, it will be filed with PTAB and the Jasper County Board of Review. The final order will be available for the Board's review at the Board meeting.

The Board and all other taxing bodies involved will be asked to consider and approve or disapprove the agreed order.

TLB/rs

**Agenda Item #8B**

**Deed of Property to the District**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 20, 2013  
RE: Deed of Property to the District

In May 1984, the Frontier Community College Foundation acquired land from the City of Fairfield to be used for educational purposes of the District. This land is commonly known as the Fairfield Industrial Park subdivision. Subsequent to that acquisition, the District built the College's Textbook/Library building on Lot's # 15 and 21 of that land. In 2010, the Foundation conveyed to the District a 90'X90' section of the land where the Textbook/Library sits.

Earlier this spring, after reviewing architecture renderings for Phase 10 work to be conducted on the Textbook/Library, it was noticed that parking lot being constructed would extend to land still owned by the Frontier Community College Foundation. Since this issue was realized, the District has been working with the Foundation to convey the ownership of the land involved so that the District's interest in operating, maintaining, and improving the Textbook/Library is consistent with Illinois statutes and Illinois Community College Board Fiscal guidelines. Essentially an additional 75'X90' plot of land to the north of what is currently owned by the District is being conveyed. As such, a deed has been prepared that would convey the following described real estate:

RE: Part of Lots number 15 in the Fairfield Industrial Park Plat filed for record in Plat Book B at page 112, Wayne County, Illinois, subject to the utility easements reserved in said plat:

Beginning at a point on the West line 45 feet North of the Southwest Corner of Lot 15 in Fairfield Industrial Park, thence East 90 feet running parallel with the South Line of Lot 15 to a point, thence North 75 feet running parallel with the West line of Lot 15 in Fairfield Industrial Park to a point, thence West to a point on the West line of Lot 15 being 75 feet North of the Point of beginning, thence South along the West line of Lot 15 to the point of beginning.

I ask the Board's acceptance of this deed of property to the District.

TLB/rs

**Agenda Item #8C**

**FY2014 Tentative Budget**

**Agenda Item #8C**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 20, 2013  
RE: FY2014 Tentative Budget

Prior Board action required that the tentative budget be made available to the public by August 9<sup>th</sup> and mailed to the Board of Trustees. The tentative budget will remain available for public inspection through the scheduled September 17<sup>th</sup> 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 fiscal year 2014 tentative 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 2014. 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 17<sup>th</sup> prior to approval of a final budget.

As required by law, a Public Hearing on the Budget will be held on September 17, 2013 and following the hearing, a final budget will be presented to the Board for its approval.

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

TLB/akb

**Agenda Item #8D**

**Employee Health Insurance Benefits**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 20, 2013  
RE: Employee Health Insurance Benefits

In anticipation of the Affordable Care Act, the administration is evaluating the District's health insurance program and is recommending the following changes.

Currently, IECC pays for 100% of the employee premium for those employees who elect the District health plan and work a full-time schedule of 40 hours per week, or are hired as a member of the faculty bargaining unit. If a full-time employee or a member of the faculty bargaining unit elects the Optional plan, or elects to add dependent coverage to either the District or Optional plan, then IECC will pay an amount equal to 100% of the District plan employee only premium towards their coverage.

Due to mandated changes in the Affordable Care Act for large employers, the administration is recommending that the District modify its health care plan to make employees who average 30 hours per week eligible for health care coverage beginning January 1, 2014.

In addition, the administration proposes to establish two Tiers of employees in regard to employer contributions.

TIER I – Employees who average 40 hours of service per week and members of the faculty bargaining unit. There would be no change to the employer contribution for this employee tier.

TIER II – Employees who average 30 – 39.9999 hours of service per week. The District would pay 0% of the employee premium for this tier, no matter which health plan (District or Optional) that the employee elects. In addition, the District would pay 0% of the employee premium towards any dependent coverage that was elected. This tier would not qualify for dental or life insurance coverage. Eligibility for HSA contributions would be determined by the Board at the time HSA contributions are established, normally in October of each year.

I recommend that the Board adopt the following resolution. The resolution allows the CEO and CFO to work with Blue Cross Blue Shield of Illinois to make these changes to the District's health insurance plan, and I also recommend that the Board establish separate employer contributions for TIER I and TIER II employees as outlined.

TLB/rs  
Attachment

RESOLUTION

WHEREAS, the Affordable Care Act requires employers with 50 or more employees to provide health insurance to certain employees; and

WHEREAS, the Affordable Care Act requires employers to provide health insurance to those part-time employees averaging at least 30 hours of service per week; and

WHEREAS, the District faces substantial penalties if a part-time employee averages at least 30 hours of service per week and the District has not offered them insurance; and

WHEREAS, it is the administration's interpretation that the District can offer health insurance at the employee's own expense, to part-time employees who average at least 30 hours and less than 40 hours of service per week; and

THEREFORE, the District administration requests that the Board approve the offering of a plan of health insurance, at the employee's own expense, to the District's part-time employees who average at least 30 hours of service per week and less than 40 hours of service per week; and

THEREFORE, that the Chief Executive Officer Terry Bruce and the Chief Finance Officer Roger Browning are hereby requested to develop a plan of health insurance for such part-time employees and that it be offered to those employees effective January 1, 2014.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

\_\_\_\_\_  
Illinois Eastern Community College District #529

By: \_\_\_\_\_  
Chairman, Board of Trustees

**ATTEST:**

\_\_\_\_\_  
Secretary, Board of Trustees

**Agenda Item #8E**

**Affiliation Agreement with Good Samaritan Regional Health – ADN**

**Agenda Item #8E**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 20, 2013  
RE: Affiliation Agreement with Good Samaritan Regional Health Center - ADN

IECC wishes to enter into an affiliation agreement with Good Samaritan Regional Health Center, located in Mt. Vernon, Illinois.

This affiliation agreement is for the Associate Degree in Nursing Program.

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

TLB/rs

Attachment

## SCHOOL AFFILIATION AGREEMENT

This Agreement is made and entered into this 1st day of July, 2013, by and between Illinois Eastern Community Colleges, District #529, with sites known as Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College (hereinafter "SCHOOL") and **Good Samaritan Regional Health Center**, a non-profit Illinois corporation (hereinafter "FACILITY").

WHEREAS, SCHOOL, in conferring credentials upon its students, must provide and certify completion of certain practical learning and/or clinical experience, some of which may involve interaction with patients; and

WHEREAS, SCHOOL desires that certain of its students ("Students") and, when appropriate, certain of its faculty members, be permitted to visit and utilize the premises of FACILITY to afford such Students the opportunity to have practical learning and clinical experiences at FACILITY; and

WHEREAS, FACILITY recognizes the need for and desires to aid in the educational development of SCHOOL for students studying in Medical related fields, is an operating facility for the provision of health care services to its patients, and is willing to permit SCHOOL'S faculty and Students to participate in training services on its premises to the extent it is reasonable, proper, and professionally acceptable for them to do so.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

1. DUTIES OF SCHOOL.

Prior to assigning Students to FACILITY, SCHOOL shall:

- 1.1 Designate a member of its faculty ("Faculty Coordinator") to coordinate this Agreement with a designated member of FACILITY's staff, and obtain FACILITY's written or verbal approval of such Faculty Coordinator, which such approval FACILITY shall not unreasonably withhold. The coordination may include on-site visits when practical and a continuing exchange of information on progress of the program. SCHOOL shall obtain and provide verification of a criminal background check of the Faculty Coordinator as provided by Illinois law for health care workers if the Faculty Coordinator will be on Facility's site or will have access to Facility's patient medical records or patients. If the Faculty Coordinator will not be on FACILITY's site and will not have access to patient medical records or patients, then a criminal background check will not be required. In the event adverse information is obtained from the criminal background check, SCHOOL shall share information from the criminal background check with FACILITY. Failure to provide the information obtained shall disqualify the designated Faculty Coordinator from participation at FACILITY. The results of the criminal background check must be satisfactory to FACILITY.

- 1.2 Recommend for affiliation only those Students who have successfully completed all necessary requirements of SCHOOL's educational program and any appropriate professional requirements, and who have knowledge and skills consistent with an ability to properly discharge the clinical duties or functions associated with the clinical experiences in which the Students will participate;
- 1.3 Be responsible for orienting Students to those applicable policies and procedures provided by FACILITY to SCHOOL, including standards of The Joint Commission, and Student's responsibilities for the cost of his/her food, transportation, clothing and medical expenses, and to such other policies, procedures, rules and regulations as SCHOOL deems appropriate;
- 1.4 Provide FACILITY with the names, health status reports, including records of any immunizations required by FACILITY, and other pertinent information about each Student to be assigned to FACILITY before the beginning date of the Student's assignment at FACILITY;
- 1.5 Obtain FACILITY'S written approval of Students and periods of affiliation;
- 1.6 Advise Students to maintain the confidential nature of all information which may come to them with regard to patients and FACILITY records during the duration of the program and obtain from each Student a Statement of Confidentiality in the form attached to this Agreement as Exhibit 1;
- 1.7 Keep all records and reports on each Student's experience;
- 1.8 Represent and certify that its teaching program for Students involved under this Agreement is accredited if accreditation is required. SCHOOL will be responsible for notifying FACILITY within ten (10) days in the event such accreditation is cancelled, withdrawn or otherwise terminated; and
- 1.9 Obtain evidence of health insurance from each Student prior to that Student's assignment at FACILITY.
- 1.10 Obtain and provide verification of a criminal background check as provided by Illinois law for health care workers for each Student prior to that Student's assignment at FACILITY. In the event adverse information is obtained from the criminal background check, SCHOOL shall provide the information to FACILITY after obtaining an Authorization and Release from the STUDENT. In the event such Authorization and Release is not given by the STUDENT, the STUDENT shall be disqualified from participation at FACILITY. The results of the check must be satisfactory to FACILITY.

2. DUTIES OF FACULTY COORDINATOR. SCHOOL, through the Faculty Coordinator, shall;

- 2.1 Select, in cooperation with designated FACILITY personnel, the appropriate clinical experiences for Students;
- 2.2 Guide, coordinate and evaluate Students' performance at all times while Students are affiliated with FACILITY;
- 2.3 Meet with FACILITY personnel at such times as either party shall deem appropriate, to evaluate Students' performance and clinical experiences; and
- 2.4 Ensure that Students participate in ongoing training with respect to the learning and clinical experiences at the FACILITY, including but not limited to, being advised of any changes in FACILITY's policies and procedures, which may impact Student's expenses hereunder.

3. DUTIES OF FACILITY.

During this Agreement FACILITY shall;

- 3.1 Provide practical learning and/or clinical experiences to Students assigned to FACILITY;
- 3.2 Maintain primary responsibility at all times for patient care and total health services;
- 3.3 Cooperate with the Faculty Coordinator in the selection of any appropriate clinical experiences for Students;
- 3.4 Provide physical space for faculty members and Students to hold conferences and for their apparel and personal effects;
- 3.5 Provide SCHOOL with any applicable policies and procedures and inform SCHOOL, through the Faculty Coordinator, of any new applicable procedures and/or policies or any changes in procedures and/or policies which may affect the affiliation described hereunder; and
- 3.6 Allow Students to perform services for patients only under the supervision of a qualified FACILITY's staff member in the student's related field of study. Students shall work, perform assignments, participate in ward rounds, clinics, staff meetings, and in-service educational programs at the discretion of their qualified FACILITY's staff member that is designated by FACILITY.

4. TERMINATION OF STUDENT AFFILIATION. Upon the request of FACILITY, SCHOOL shall withdraw a Student or SCHOOL's Faculty Coordinator or a faculty member from FACILITY in the discretion of FACILITY, with or without cause, provided, however, FACILITY shall provide SCHOOL with written notice. Within a reasonable time following the

request for removal of the person, SCHOOL and FACILITY will discuss the situation leading up to the removal request.

5. INSURANCE.

5.1 SCHOOL will maintain for each Student and faculty member assigned to FACILITY professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. If SCHOOL procures professional liability coverage that is not on an "occurrence basis," SCHOOL or Student shall, at all times, maintain insurance coverage for medical professional liability directly or indirectly resulting from acts or omissions of SCHOOL or SCHOOL's employees and agents (including Student), occurring in whole or in part during the term of this Agreement ("Continuing Coverage"). In addition, SCHOOL shall maintain general liability insurance on an occurrence basis for SCHOOL and all its Students, employees and faculty members participating in training programs at FACILITY. The limits for general liability shall be One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. SCHOOL shall also maintain workers' compensation insurance for any employees of SCHOOL performing services under this Agreement. SCHOOL shall furnish FACILITY with a certificate of insurance before the beginning date of each Student's assignment at the FACILITY. Such certificate of insurance shall provide that FACILITY shall receive thirty (30) days' written notice prior to the effective date of any cancellation of such insurance.

5.2 It is understood that coverage of FACILITY and SCHOOL's Students, employees, and faculty, including Faculty Coordinator, under the above-referenced policies, or an acceptable substitute therefor, shall be a continuing condition of this Agreement. SCHOOL shall be responsible for satisfying any deductible or self-insured retention required by its liability coverage.

6. TERM AND TERMINATION.

This Agreement shall be effective on June \_\_, 2013 for a term of five (5) years. Notwithstanding the foregoing, either party may terminate this Agreement with or without cause at any time during the term by giving sixty (60) days' prior written notice, effective on the date stated therein, provided Students assigned to FACILITY shall be given an opportunity to complete their affiliation if reasonably practicable.

7. NOTICES.

All notices given pursuant to this Agreement shall be in writing and personally delivered, or sent by certified mail, return receipt requested, postage fully paid, or sent by fax with written confirmation, to the parties at the addresses provided below. All notices shall be

deemed delivered upon such personal delivery, or forty-eight (48) hours after deposit in any United States Post Office, or upon the date appearing on the fax confirmation.

8. MISCELLANEOUS.

8.1 SCHOOL and FACILITY agree that no individual will be discriminated against on the basis of age, race, religion, creed, sex, national origin, disability, sexual orientation or veteran's status.

8.2 Students and faculty members, including Faculty Coordinator, shall remain at all times during this Agreement students and faculty members of SCHOOL and shall in no way be considered servants, agents, or employees of FACILITY. Students are trainees, not employees, and are not to replace FACILITY staff nor to be covered by FACILITY's Social Security, Workers' Compensation or Unemployment Compensation.

8.3 This Agreement shall not prevent FACILITY from accepting students for affiliation from other educational institutions.

8.4 In the event of accidental injury or illness of any Student or faculty member, FACILITY shall, upon request, provide emergency care at FACILITY, but FACILITY shall not be responsible for follow-up care, hospitalization or costs incurred in providing such care. The Student or faculty members receiving care at FACILITY shall be responsible for payment for such services provided.

8.5 This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois.

8.6 This Agreement shall be binding upon and shall inure to the benefit of both parties and their respective successors, heirs, assigns and legal representatives. Neither this Agreement nor any rights hereunder may be assigned without the prior consent in writing of the non-assigning party; provided, however, that written consent is not required for FACILITY to assign this Agreement to any entity under common control, or affiliated, with FACILITY.

8.7 Individuals executing this Agreement on behalf of organizations represent and warrant that they have been authorized to do so.

8.8 This Agreement contains the entire understanding of the parties relating to the subject matter of this Agreement. Any prior agreements, promises, negotiations or representations between the parties, either oral or written, relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect and existing agreements shall be deemed as terminated. Any modifications or amendments hereto must be agreed to by both parties in writing and shall become effective on the date stated therein.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement as of the year and date first above written.

**College**

**Hospital**

By: \_\_\_\_\_  
Name: Theresa Marcotte, MSN, RN  
Title: Department Head of Nursing  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Michael D. Warren, FACHE  
Title: President  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Tammy Fralicker, MSN, RN  
Title: Associate Dean of Nursing and Allied Health  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Rodney Ranes, MS  
Title: President, Olney Central College  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: G. Andrew Fischer  
Title: Chairman, IECC Board of Trustees  
Date: \_\_\_\_\_

**EXHIBIT 1**

**STATEMENT OF CONFIDENTIALITY**

I, the undersigned, acknowledge my responsibility under applicable state and federal laws and the School Affiliation Agreement dated \_\_\_\_\_, 20\_\_ between my school, Illinois Eastern Community Colleges, District #529, and Good Samaritan Regional Health Center, my clinical training facility, to keep confidential any information regarding the facility's patients. I agree not to reveal to any person or persons, except authorized clinical staff and associated personnel, any specific information regarding any patient.

Dated this \_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Printed Name

**Agenda Item #8F**

**Affiliation Agreement with St. Mary's Hospital Centralia – ADN**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 20, 2013  
RE: Affiliation Agreement with St. Mary's Hospital Centralia - ADN

IECC wishes to enter into an affiliation agreement with St. Mary's Hospital, located in Centralia, Illinois.

This affiliation agreement is for the Associate Degree in Nursing Program.

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

TLB/rs

Attachment

## **SCHOOL AFFILIATION AGREEMENT**

This Agreement is made and entered into this 9th day of July, 2013, by and between Illinois Eastern Community Colleges, District #529, with sites known as Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College (hereinafter "SCHOOL") and St. Mary's Hospital, Centralia, Illinois, a non-profit Illinois corporation (hereinafter "FACILITY").

WHEREAS, SCHOOL, in conferring credentials upon its students, must provide and certify completion of certain practical learning and/or clinical experience, some of which may involve interaction with patients; and

WHEREAS, SCHOOL desires that certain of its students ("Students") and, when appropriate, certain of its faculty members, be permitted to visit and utilize the premises of FACILITY to afford such Students the opportunity to have practical learning and clinical experiences at FACILITY; and

WHEREAS, FACILITY recognizes the need for and desires to aid in the educational development of SCHOOL for students studying in Medical related fields, is an operating facility for the provision of health care services to its patients, and is willing to permit SCHOOL'S faculty and Students to participate in training services on its premises to the extent it is reasonable, proper, and professionally acceptable for them to do so.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

1. DUTIES OF SCHOOL.

Prior to assigning Students to FACILITY, SCHOOL shall:

- 1.4 Designate a member of its faculty ("Faculty Coordinator") to coordinate this Agreement with a designated member of FACILITY's staff, and obtain FACILITY's written or verbal approval of such Faculty Coordinator, which such approval FACILITY shall not unreasonably withhold. The coordination may include on-site visits when practical and a continuing exchange of information on progress of the program. SCHOOL shall obtain and provide verification of a criminal background check of the Faculty Coordinator as provided by Illinois law for health care workers if the Faculty Coordinator will be on Facility's site or will have access to Facility's patient medical records or patients. If the Faculty Coordinator will not be on FACILITY's site and will not have access to patient medical records or patients, then a criminal background check will not be required. In the event adverse information is obtained from the criminal background check, SCHOOL shall share information from the criminal background check with FACILITY. Failure to provide the information obtained shall disqualify the designated Faculty Coordinator from participation at FACILITY. The results of the criminal background check must be satisfactory to FACILITY.

- 1.5 Recommend for affiliation only those Students who have successfully completed all necessary requirements of SCHOOL's educational program and any appropriate professional requirements, and who have knowledge and skills consistent with an ability to properly discharge the clinical duties or functions associated with the clinical experiences in which the Students will participate;
- 1.6 Be responsible for orienting Students to those applicable policies and procedures provided by FACILITY to SCHOOL, including standards of The Joint Commission, and Student's responsibilities for the cost of his/her food, transportation, clothing and medical expenses, and to such other policies, procedures, rules and regulations as SCHOOL deems appropriate;
- 1.4 Provide FACILITY with the names, health status reports, including records of any immunizations required by FACILITY, and other pertinent information about each Student to be assigned to FACILITY before the beginning date of the Student's assignment at FACILITY;
- 1.5 Obtain FACILITY'S written approval of Students and periods of affiliation;
- 1.6 Advise Students to maintain the confidential nature of all information which may come to them with regard to patients and FACILITY records during the duration of the program and obtain from each Student a Statement of Confidentiality in the form attached to this Agreement as Exhibit 1;
- 1.7 Keep all records and reports on each Student's experience;
- 1.8 Represent and certify that its teaching program for Students involved under this Agreement is accredited if accreditation is required. SCHOOL will be responsible for notifying FACILITY within ten (10) days in the event such accreditation is cancelled, withdrawn or otherwise terminated; and
- 1.9 Obtain evidence of health insurance from each Student prior to that Student's assignment at FACILITY.
- 1.10 Obtain and provide verification of a criminal background check as provided by Illinois law for health care workers for each Student prior to that Student's assignment at FACILITY. In the event adverse information is obtained from the criminal background check, SCHOOL shall provide the information to FACILITY after obtaining an Authorization and Release from the STUDENT. In the event such Authorization and Release is not given by the STUDENT, the STUDENT shall be disqualified from participation at FACILITY. The results of the check must be satisfactory to FACILITY.

2. DUTIES OF FACULTY COORDINATOR. SCHOOL, through the Faculty Coordinator, shall;

- 2.1 Select, in cooperation with designated FACILITY personnel, the appropriate clinical experiences for Students;
- 2.2 Guide, coordinate and evaluate Students' performance at all times while Students are affiliated with FACILITY;
- 2.3 Meet with FACILITY personnel at such times as either party shall deem appropriate, to evaluate Students' performance and clinical experiences; and
- 2.4 Ensure that Students participate in ongoing training with respect to the learning and clinical experiences at the FACILITY, including but not limited to, being advised of any changes in FACILITY's policies and procedures, which may impact Student's expenses hereunder.

3. DUTIES OF FACILITY.

During this Agreement FACILITY shall;

- 3.1 Provide practical learning and/or clinical experiences to Students assigned to FACILITY;
- 3.2 Maintain primary responsibility at all times for patient care and total health services;
- 3.3 Cooperate with the Faculty Coordinator in the selection of any appropriate clinical experiences for Students;
- 3.4 Provide physical space for faculty members and Students to hold conferences and for their apparel and personal effects;
- 3.5 Provide SCHOOL with any applicable policies and procedures and inform SCHOOL, through the Faculty Coordinator, of any new applicable procedures and/or policies or any changes in procedures and/or policies which may affect the affiliation described hereunder; and
- 3.6 Allow Students to perform services for patients only under the supervision of a qualified FACILITY's staff member in the student's related field of study. Students shall work, perform assignments, participate in ward rounds, clinics, staff meetings, and in-service educational programs at the discretion of their qualified FACILITY's staff member that is designated by FACILITY.

4. TERMINATION OF STUDENT AFFILIATION. Upon the request of FACILITY, SCHOOL shall withdraw a Student or SCHOOL's Faculty Coordinator or a faculty member from FACILITY in the discretion of FACILITY, with or without cause, provided, however, FACILITY shall provide SCHOOL with written notice. Within a reasonable time following the

request for removal of the person, SCHOOL and FACILITY will discuss the situation leading up to the removal request.

5. INSURANCE.

5.1 SCHOOL will maintain for each Student and faculty member assigned to FACILITY professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. If SCHOOL procures professional liability coverage that is not on an "occurrence basis," SCHOOL or Student shall, at all times, maintain insurance coverage for medical professional liability directly or indirectly resulting from acts or omissions of SCHOOL or SCHOOL's employees and agents (including Student), occurring in whole or in part during the term of this Agreement ("Continuing Coverage"). In addition, SCHOOL shall maintain general liability insurance on an occurrence basis for SCHOOL and all its Students, employees and faculty members participating in training programs at FACILITY. The limits for general liability shall be One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. SCHOOL shall also maintain workers' compensation insurance for any employees of SCHOOL performing services under this Agreement. SCHOOL shall furnish FACILITY with a certificate of insurance before the beginning date of each Student's assignment at the FACILITY. Such certificate of insurance shall provide that FACILITY shall receive thirty (30) days' written notice prior to the effective date of any cancellation of such insurance.

5.2 It is understood that coverage of FACILITY and SCHOOL's Students, employees, and faculty, including Faculty Coordinator, under the above-referenced policies, or an acceptable substitute therefor, shall be a continuing condition of this Agreement. SCHOOL shall be responsible for satisfying any deductible or self-insured retention required by its liability coverage.

6. TERM AND TERMINATION.

This Agreement shall be effective on July 9, 2013 for a term of five (5) years. Notwithstanding the foregoing, either party may terminate this Agreement with or without cause at any time during the term by giving sixty (60) days' prior written notice, effective on the date stated therein, provided Students assigned to FACILITY shall be given an opportunity to complete their affiliation if reasonably practicable.

7. NOTICES.

All notices given pursuant to this Agreement shall be in writing and personally delivered, or sent by certified mail, return receipt requested, postage fully paid, or sent by fax with written confirmation, to the parties at the addresses provided below. All notices shall be

deemed delivered upon such personal delivery, or forty-eight (48) hours after deposit in any United States Post Office, or upon the date appearing on the fax confirmation.

8. MISCELLANEOUS.

8.1 SCHOOL and FACILITY agree that no individual will be discriminated against on the basis of age, race, religion, creed, sex, national origin, disability, sexual orientation or veteran's status.

8.2 Students and faculty members, including Faculty Coordinator, shall remain at all times during this Agreement students and faculty members of SCHOOL and shall in no way be considered servants, agents, or employees of FACILITY. Students are trainees, not employees, and are not to replace FACILITY staff nor to be covered by FACILITY's Social Security, Workers' Compensation or Unemployment Compensation.

8.3 This Agreement shall not prevent FACILITY from accepting students for affiliation from other educational institutions.

8.4 In the event of accidental injury or illness of any Student or faculty member, FACILITY shall, upon request, provide emergency care at FACILITY, but FACILITY shall not be responsible for follow-up care, hospitalization or costs incurred in providing such care. The Student or faculty members receiving care at FACILITY shall be responsible for payment for such services provided.

8.5 This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois.

8.6 This Agreement shall be binding upon and shall inure to the benefit of both parties and their respective successors, heirs, assigns and legal representatives. Neither this Agreement nor any rights hereunder may be assigned without the prior consent in writing of the non-assigning party; provided, however, that written consent is not required for FACILITY to assign this Agreement to any entity under common control, or affiliated, with FACILITY.

8.7 Individuals executing this Agreement on behalf of organizations represent and warrant that they have been authorized to do so.

8.8 This Agreement contains the entire understanding of the parties relating to the subject matter of this Agreement. Any prior agreements, promises, negotiations or representations between the parties, either oral or written, relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect and existing agreements shall be deemed as terminated. Any modifications or amendments hereto must be agreed to by both parties in writing and shall become effective on the date stated therein.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement as of the year and date first above written.

**College**

**Hospital**

By: \_\_\_\_\_  
Name: Theresa Marcotte, MSN, RN  
Title: Department Head of Nursing  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Bruce A. Merrell, FACHE  
Title: President  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Tammy Fralicker, MSN, RN  
Title: Associate Dean of Nursing and Allied Health  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Rodney Ranes, MS  
Title: President, Olney Central College  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: G. Andrew Fischer  
Title: Chairman, IECC Board of Trustees  
Date: \_\_\_\_\_

**EXHIBIT 1**

**STATEMENT OF CONFIDENTIALITY**

I, the undersigned, acknowledge my responsibility under applicable state and federal laws and the School Affiliation Agreement dated \_\_\_\_\_, 20\_\_ between my school, Illinois Eastern Community Colleges, District #529, and St. Mary's Hospital, Centralia, Illinois my clinical training facility, to keep confidential any information regarding the facility's patients. I agree not to reveal to any person or persons, except authorized clinical staff and associated personnel, any specific information regarding any patient.

Dated this \_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Printed Name

**Agenda Item #8G**

**Affiliation Agreement with St. Mary's Hospital Mt. Vernon – ADN**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 20, 2013  
RE: Affiliation Agreement with St. Mary's Hospital Mt. Vernon - ADN

IECC wishes to enter into an affiliation agreement with St. Mary's Hospital, located in Mt. Vernon, Illinois.

This affiliation agreement is for the Associate Degree in Nursing Program.

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

TLB/rs

Attachment

## **SCHOOL AFFILIATION AGREEMENT**

This Agreement is made and entered into this 9th day of July, 2013, by and between Illinois Eastern Community Colleges, District #529, with sites known as Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College (hereinafter "SCHOOL") and St. Mary's Hospital, Mt. Vernon, Illinois, a non-profit Illinois corporation (hereinafter "FACILITY").

WHEREAS, SCHOOL, in conferring credentials upon its students, must provide and certify completion of certain practical learning and/or clinical experience, some of which may involve interaction with patients; and

WHEREAS, SCHOOL desires that certain of its students ("Students") and, when appropriate, certain of its faculty members, be permitted to visit and utilize the premises of FACILITY to afford such Students the opportunity to have practical learning and clinical experiences at FACILITY; and

WHEREAS, FACILITY recognizes the need for and desires to aid in the educational development of SCHOOL for students studying in Medical related fields, is an operating facility for the provision of health care services to its patients, and is willing to permit SCHOOL'S faculty and Students to participate in training services on its premises to the extent it is reasonable, proper, and professionally acceptable for them to do so.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

1. DUTIES OF SCHOOL.

Prior to assigning Students to FACILITY, SCHOOL shall:

- 1.7 Designate a member of its faculty ("Faculty Coordinator") to coordinate this Agreement with a designated member of FACILITY's staff, and obtain FACILITY's written or verbal approval of such Faculty Coordinator, which such approval FACILITY shall not unreasonably withhold. The coordination may include on-site visits when practical and a continuing exchange of information on progress of the program. SCHOOL shall obtain and provide verification of a criminal background check of the Faculty Coordinator as provided by Illinois law for health care workers if the Faculty Coordinator will be on Facility's site or will have access to Facility's patient medical records or patients. If the Faculty Coordinator will not be on FACILITY's site and will not have access to patient medical records or patients, then a criminal background check will not be required. In the event adverse information is obtained from the criminal background check, SCHOOL shall share information from the criminal background check with FACILITY. Failure to provide the information obtained shall disqualify the designated Faculty Coordinator from participation at FACILITY. The results of the criminal background check must be satisfactory to FACILITY.

- 1.8 Recommend for affiliation only those Students who have successfully completed all necessary requirements of SCHOOL's educational program and any appropriate professional requirements, and who have knowledge and skills consistent with an ability to properly discharge the clinical duties or functions associated with the clinical experiences in which the Students will participate;
- 1.9 Be responsible for orienting Students to those applicable policies and procedures provided by FACILITY to SCHOOL, including standards of The Joint Commission, and Student's responsibilities for the cost of his/her food, transportation, clothing and medical expenses, and to such other policies, procedures, rules and regulations as SCHOOL deems appropriate;
- 1.4 Provide FACILITY with the names, health status reports, including records of any immunizations required by FACILITY, and other pertinent information about each Student to be assigned to FACILITY before the beginning date of the Student's assignment at FACILITY;
- 1.5 Obtain FACILITY'S written approval of Students and periods of affiliation;
- 1.6 Advise Students to maintain the confidential nature of all information which may come to them with regard to patients and FACILITY records during the duration of the program and obtain from each Student a Statement of Confidentiality in the form attached to this Agreement as Exhibit 1;
- 1.7 Keep all records and reports on each Student's experience;
- 1.8 Represent and certify that its teaching program for Students involved under this Agreement is accredited if accreditation is required. SCHOOL will be responsible for notifying FACILITY within ten (10) days in the event such accreditation is cancelled, withdrawn or otherwise terminated; and
- 1.9 Obtain evidence of health insurance from each Student prior to that Student's assignment at FACILITY.
- 1.10 Obtain and provide verification of a criminal background check as provided by Illinois law for health care workers for each Student prior to that Student's assignment at FACILITY. In the event adverse information is obtained from the criminal background check, SCHOOL shall provide the information to FACILITY after obtaining an Authorization and Release from the STUDENT. In the event such Authorization and Release is not given by the STUDENT, the STUDENT shall be disqualified from participation at FACILITY. The results of the check must be satisfactory to FACILITY.

2. DUTIES OF FACULTY COORDINATOR. SCHOOL, through the Faculty Coordinator, shall;

- 2.1 Select, in cooperation with designated FACILITY personnel, the appropriate clinical experiences for Students;
- 2.2 Guide, coordinate and evaluate Students' performance at all times while Students are affiliated with FACILITY;
- 2.3 Meet with FACILITY personnel at such times as either party shall deem appropriate, to evaluate Students' performance and clinical experiences; and
- 2.4 Ensure that Students participate in ongoing training with respect to the learning and clinical experiences at the FACILITY, including but not limited to, being advised of any changes in FACILITY's policies and procedures, which may impact Student's expenses hereunder.

3. DUTIES OF FACILITY.

During this Agreement FACILITY shall;

- 3.1 Provide practical learning and/or clinical experiences to Students assigned to FACILITY;
- 3.2 Maintain primary responsibility at all times for patient care and total health services;
- 3.3 Cooperate with the Faculty Coordinator in the selection of any appropriate clinical experiences for Students;
- 3.4 Provide physical space for faculty members and Students to hold conferences and for their apparel and personal effects;
- 3.5 Provide SCHOOL with any applicable policies and procedures and inform SCHOOL, through the Faculty Coordinator, of any new applicable procedures and/or policies or any changes in procedures and/or policies which may affect the affiliation described hereunder; and
- 3.6 Allow Students to perform services for patients only under the supervision of a qualified FACILITY's staff member in the student's related field of study. Students shall work, perform assignments, participate in ward rounds, clinics, staff meetings, and in-service educational programs at the discretion of their qualified FACILITY's staff member that is designated by FACILITY.

4. TERMINATION OF STUDENT AFFILIATION. Upon the request of FACILITY, SCHOOL shall withdraw a Student or SCHOOL's Faculty Coordinator or a faculty member from FACILITY in the discretion of FACILITY, with or without cause, provided, however, FACILITY shall provide SCHOOL with written notice. Within a reasonable time following the

request for removal of the person, SCHOOL and FACILITY will discuss the situation leading up to the removal request.

5. INSURANCE.

5.1 SCHOOL will maintain for each Student and faculty member assigned to FACILITY professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. If SCHOOL procures professional liability coverage that is not on an "occurrence basis," SCHOOL or Student shall, at all times, maintain insurance coverage for medical professional liability directly or indirectly resulting from acts or omissions of SCHOOL or SCHOOL's employees and agents (including Student), occurring in whole or in part during the term of this Agreement ("Continuing Coverage"). In addition, SCHOOL shall maintain general liability insurance on an occurrence basis for SCHOOL and all its Students, employees and faculty members participating in training programs at FACILITY. The limits for general liability shall be One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. SCHOOL shall also maintain workers' compensation insurance for any employees of SCHOOL performing services under this Agreement. SCHOOL shall furnish FACILITY with a certificate of insurance before the beginning date of each Student's assignment at the FACILITY. Such certificate of insurance shall provide that FACILITY shall receive thirty (30) days' written notice prior to the effective date of any cancellation of such insurance.

5.2 It is understood that coverage of FACILITY and SCHOOL's Students, employees, and faculty, including Faculty Coordinator, under the above-referenced policies, or an acceptable substitute therefor, shall be a continuing condition of this Agreement. SCHOOL shall be responsible for satisfying any deductible or self-insured retention required by its liability coverage.

6. TERM AND TERMINATION.

This Agreement shall be effective on July 9, 2013 for a term of five (5) years. Notwithstanding the foregoing, either party may terminate this Agreement with or without cause at any time during the term by giving sixty (60) days' prior written notice, effective on the date stated therein, provided Students assigned to FACILITY shall be given an opportunity to complete their affiliation if reasonably practicable.

7. NOTICES.

All notices given pursuant to this Agreement shall be in writing and personally delivered, or sent by certified mail, return receipt requested, postage fully paid, or sent by fax with written confirmation, to the parties at the addresses provided below. All notices shall be

deemed delivered upon such personal delivery, or forty-eight (48) hours after deposit in any United States Post Office, or upon the date appearing on the fax confirmation.

8. MISCELLANEOUS.

8.1 SCHOOL and FACILITY agree that no individual will be discriminated against on the basis of age, race, religion, creed, sex, national origin, disability, sexual orientation or veteran's status.

8.2 Students and faculty members, including Faculty Coordinator, shall remain at all times during this Agreement students and faculty members of SCHOOL and shall in no way be considered servants, agents, or employees of FACILITY. Students are trainees, not employees, and are not to replace FACILITY staff nor to be covered by FACILITY's Social Security, Workers' Compensation or Unemployment Compensation.

8.3 This Agreement shall not prevent FACILITY from accepting students for affiliation from other educational institutions.

8.4 In the event of accidental injury or illness of any Student or faculty member, FACILITY shall, upon request, provide emergency care at FACILITY, but FACILITY shall not be responsible for follow-up care, hospitalization or costs incurred in providing such care. The Student or faculty members receiving care at FACILITY shall be responsible for payment for such services provided.

8.5 This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois.

8.6 This Agreement shall be binding upon and shall inure to the benefit of both parties and their respective successors, heirs, assigns and legal representatives. Neither this Agreement nor any rights hereunder may be assigned without the prior consent in writing of the non-assigning party; provided, however, that written consent is not required for FACILITY to assign this Agreement to any entity under common control, or affiliated, with FACILITY.

8.7 Individuals executing this Agreement on behalf of organizations represent and warrant that they have been authorized to do so.

8.8 This Agreement contains the entire understanding of the parties relating to the subject matter of this Agreement. Any prior agreements, promises, negotiations or representations between the parties, either oral or written, relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect and existing agreements shall be deemed as terminated. Any modifications or amendments hereto must be agreed to by both parties in writing and shall become effective on the date stated therein.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement as of the year and date first above written.

**College**

**Hospital**

By: \_\_\_\_\_  
Name: Theresa Marcotte, MSN, RN  
Title: Department Head of Nursing  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Bruce A. Merrell, FACHE  
Title: President  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Tammy Fralicker, MSN, RN  
Title: Associate Dean of Nursing and Allied Health  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Rodney Ranes, MS  
Title: President, Olney Central College  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: G. Andrew Fischer  
Title: Chairman, IECC Board of Trustees  
Date: \_\_\_\_\_

**EXHIBIT 1**

**STATEMENT OF CONFIDENTIALITY**

I, the undersigned, acknowledge my responsibility under applicable state and federal laws and the School Affiliation Agreement dated \_\_\_\_\_, 20\_\_ between my school, Illinois Eastern Community Colleges, District #529, and St. Mary's Hospital, Centralia, Illinois my clinical training facility, to keep confidential any information regarding the facility's patients. I agree not to reveal to any person or persons, except authorized clinical staff and associated personnel, any specific information regarding any patient.

Dated this \_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Printed Name

**Agenda Item #9**

**Bid Committee Report**

**Frontier Community College  
Engine Trainer**

BID COMMITTEE REPORT  
August 20, 2013

Frontier Community College  
1. Engine Trainer

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Engine Trainer – Frontier Community College  
DATE: August 20, 2013

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

The Bid Committee recommends acceptance of the bid received that meets all specifications from **ConsuLab Educatech Inc., Quebec, Canada** for a total bid of **\$17,915.00**. The lowest bidder, Creative Custom Products, did not meet many of the required bid specs.

Engine Trainer for Frontier Community College Automotive Program	
Company	Total Bid
ATech Automotive Technology Walton, KY 41094	\$26,136.00
<b>ConsuLab Educatech Inc. Quebec, Canada G2C 1Y6</b>	<b>\$17,915.00</b>
Creative Custom Products Phoenix, AZ 85019	\$17,845.00

Respectfully submitted,

Bob Boyles  
Roger Browning  
Harry Hillis, Jr.  
Rodney Maxey

Department: Automotive Program

Source of Funds: FCC Foundation

Rationale for Purchase: Update training equipment for automotive lab.

The “Advertisement for Bids” was placed in the Robinson Daily News for one (1) day. In addition, individual invitations to bid were sent directly to five (5) potential vendors.

Specifications for FCC Engine Trainer

- GM Ecotec 2.2L engine bench  
Standard Equipment:
  - A/C system sight glasses with TXV
  - Electronic assist power steering
  - Manual fault boxes for engine performance and AC
  - Integrated breakout box
  - Automatic regulated battery charger
- Ecotec vinyl dust cover w/2 zipper closures
- Forklift bars for Ecotec
- Instrument panel protection – GM Ecotec 2.2L
- Coolant flow sight glass
- Electronic fault box for ECM and HVAC

**ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL. DELIVERED TO FRONTIER COMMUNITY COLLEGE, 2 FRONTIER DRIVE, FAIRFIELD, ILLINOIS 62837. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

TOTAL BID \$ \_\_\_\_\_

APPROX. DELIVERY DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE: PLEASE SUBMIT BID IN DUPLICATE.**

**Agenda Item #10**

**District Finance**

- A. Financial Report**
- B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
July 31, 2013**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$5,192,512.81
Operations & Maintenance	\$917,087.27
Operations & Maintenance (Restricted)	\$1,679,744.83
Bond & Interest	\$510,652.22
Auxiliary	\$183,697.85
Restricted Purposes	(\$67,536.53)
Working Cash	\$186,454.86
Trust & Agency	\$416,025.97
Audit	(\$7,905.98)
Liability, Protection & Settlement	\$179,838.13
<b>TOTAL ALL FUNDS</b>	<b>\$9,190,571.43</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**July 31, 2013**

	<b>ALL FUNDS</b>
	<b>Fiscal Year 2014</b>
<b>ASSETS:</b>	
CASH	9,190,571
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	22,590,000
RECEIVABLES	6,885,460
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	692,699
OTHER ASSETS	464,726
TOTAL ASSETS AND OTHER DEBITS:	39,857,856
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	220,909
ACCOUNTS PAYABLE	501,950
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	348,293
TOTAL LIABILITIES:	1,071,152
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	3,199,772
PR YR BDGTD CHANGE TO FUND BALANCE	(163,300)
 <b>FUND BALANCES:</b>	
FUND BALANCE	22,053,452
RESERVE FOR ENCUMBRANCES	13,696,780
TOTAL EQUITY AND OTHER CREDITS	38,786,704
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 39,857,856

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF July 31, 2013

ALL FUNDS

FY 2014  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	419,013
STATE GOVT SOURCES	0
STUDENT TUITION & FEES	4,726,335
SALES & SERVICE FEES	325,366
FACILITIES REVENUE	675
INVESTMENT REVENUE	219
OTHER REVENUES	11,104
TOTAL REVENUES:	5,482,712

EXPENDITURES:

INSTRUCTION	233,347
ACADEMIC SUPPORT	25,580
STUDENT SERVICES	57,443
PUBLIC SERV/CONT ED	2,516
OPER & MAINT PLANT	105,805
INSTITUTIONAL SUPPORT	945,639
SCH/STUDENT GRNT/WAIVERS	1,149,407
AUXILIARY SERVICES	531,409
TOTAL EXPENDITURES:	3,051,146

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	2,431,566
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**Illinois Eastern Community Colleges**  
**Operating Fund Analysis**  
**CASH BASIS**  
**July 1, 2013 -- June 30, 2014**

	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
<b>REVENUES:</b>			
Local Government Sources	119,676	64,093	183,769
State Government Sources - Current Year	-	-	-
State Government Sources - Prior Year	-	-	-
Net Tuition and Fees	700,315	-	700,315
Sales & Service Fees	2,704	-	2,704
Facilities Revenue	-	675	675
Investment Revenue	219	-	219
Other Revenues	-	-	-
<b>TOTAL REVENUES:</b>	<b><u>822,914</u></b>	<b><u>64,768</u></b>	<b><u>887,682</u></b>
 <b>EXPENDITURES:</b>			
Salaries	325,322	30,156	355,478
Employee Benefits	92,047	7,398	99,445
Contractual Services	96,001	14,433	110,434
Materials	132,395	13,574	145,969
Travel & Staff Development	3,581	271	3,852
Fixed Charges	82,485	4,673	87,158
Utilities	7,063	29,073	36,136
Capital Outlay	-	-	-
Other	4,081	-	4,081
<b>TOTAL EXPENDITURES:</b>	<b><u>742,975</u></b>	<b><u>99,578</u></b>	<b><u>842,553</u></b>
 <b>TRANSFERS :</b>			
Interfund Transfers	-	-	-
<b>TOTAL TRANSFERS:</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
 <b>NET INCREASE/DECREASE IN NET ASSETS</b>	 <b><u><u>79,939</u></u></b>	 <b><u><u>(34,810)</u></u></b>	 <b><u><u>45,129</u></u></b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**July 31, 2013**

	FY 2014		FY 2013		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	355,478	17.86%	327,324	17.52%	28,154
Employee Benefits	99,445	5.00%	97,757	5.23%	1,688
Contractual Services	110,434	5.55%	107,807	5.77%	2,627
Materials	145,969	7.33%	34,794	1.86%	111,175
Travel & Staff Development	3,852	0.19%	7,923	0.42%	(4,071)
Fixed Charges	87,158	4.38%	73,046	3.91%	14,112
Utilities	36,136	1.82%	37,327	2.00%	(1,191)
Capital Outlay	-	0.00%	6,165	0.33%	(6,165)
Other	1,152,200	57.88%	1,176,214	62.95%	(24,014)
	<u>1,990,672</u>	<u>100.00%</u>	<u>1,868,357</u>	<u>100.00%</u>	<u>122,315</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 15, 2013  
**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1, 400.2, 400.3, 400.4, 400.5, and 400.8 will be mailed under separate cover.

## **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Temporary Employment**
- 400.3. Change-in-Status**
- 400.4. FY2013 Administration and Staff Salaries**
- 400.5. Administration and Staff Entry Level Rates**
- 400.6. FY12-13 Educational Level Changes**
- 400.7. Special Assignment**
- 400.8. Resignations**

# **PERSONNEL REPORT**

## **400.1. Employment of Personnel**

### **A. Administrative**

1. Robert Conn, Dean of Instruction, LTC, effective August 28, 2013
2. Kim Underwood, Associate Dean, WED, effective September 1, 2013

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

1. Ashley Gordon, Head Women's Softball/Volleyball Coach, LTC, effective August 22, 2013

### **C. Classified**

1. Michelle Pynckel, Nursing Program Advisor, OCC/WVC, effective August 22, 2013

## **400.2. Temporary Employment**

### **A. Classified**

1. Michelle McLaskey, Temporary Full-time Administrative Assistant, WED, effective September 1, 2013

## **400.3. Change-In-Status**

### **A. Administrative**

1. Kathy Harris, Dean of Instruction, LTC, to Interim President, LTC, effective August 5, 2013

## **400.4. FY2014 Administration and Staff Salaries**

## **400.5. Administration and Staff Entry Level Rates**

**400.6. FY13-14 Educational Level Changes**

**A. Faculty**

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
1. Scott Balding	AA	BA	\$2,000
2. Michael Conn	M+12	M+36	\$2,000
3. John Day	M+36	EdD	\$2,000
4. Brenda Grove	M +12	M+24	\$1,000
5. Chris Teague	AA	AA+32	\$1,000

**400.7. Special Assignment**

**A. Frontier Community College**

**1. Extra-Curricular**

**Recommended  
Academic Year 2013-2014**

Steve Rafferty	Men's & Women's Golf Coach	\$1,000
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**400.8. Resignations**

**A. Administrative**

1. Mitch Hannahs, President, LTC, effective August 5, 2013

**B. Professional/Non-Faculty**

1. Mark Davidson, Manufacturing Project Coordinator (GR), DO, effective September 1, 2013
2. Gina Hutton, Director, TRiO ETS (GR), DO, effective August 5, 2013

**C. Classified**

1. Laura Kucharik, Administrative Assistant, WED, effective September 1, 2013

**Agenda Item #15**

**Collective Bargaining**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Other Items**

**Agenda Item #18**

**Adjournment**

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

	Funding Source	Estimated Budget								
FY 2012 Capital Renewal @ LTC & WVC	CDB	\$397,900								
OCC - Collision Repair Tech Center	CDB	\$1,500,000								
HVAC Replacement	PHS	\$477,400								
Security Camera Surveillance	PHS	\$200,900								
ADA Compliance	PHS	\$227,000								
Lighting Replacement	PHS	\$158,200								
Asbestos Abatement	PHS	\$150,700								
Roof Replacement	PHS	\$1,202,900								
Window Replacement	PHS	\$62,300								
Energy Savings Lighting	PHS	\$106,600								
Flooring Replacement	PHS	\$107,200								
Solarium & Floor Replacement - OCC	PHS	\$112,500								
<b>GRAND TOTAL</b>		<b>\$4,703,600</b>	<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Fully Accepted</b>

7/31/2013