

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

December 14, 2010



Location:

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

**Dinner – 6:00 p.m. – Foundation Hall
Meeting – 7:00 p.m. – Foundation Hall**

**Illinois Eastern Community Colleges
Board Agenda**

**December 14, 2010
7:00 p.m.
Frontier Community College**

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
 - Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval) Bruce
 - A. Tuition Waiver 500.14
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. 2009-2010 Report on Assessment Cantwell
 - B. 2010 Strategic Plan Status Report Cantwell
 - C. Environmental Scan Bruce
 - D. Drug Dosage Calculation Competency Testing Policy Revisions Bruce
 - E. Nursing Student Handbook Testing Policy Revision Bruce
 - F. Cosmetology Handbook Bruce
 - G. Agreement between IECC and the Higher Learning Commission of North Central Association on a Special Emphasis Option for the Reaffirmation of Accreditation in 2014-2015 Bruce
 - H. Conveyance of Property from FCC Foundation Bruce
 - I. Affiliation Agreement with United Methodist Village North Campus Bruce
 - J. Affiliation Agreement with Good Samaritan Hospital Bruce
 - K. Payment of End of Year Bills Bruce
 - L. 2011 Board of Trustees Meeting Dates Bruce

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

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, November 16, 2010.

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, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson “Jr.,” Marilyn J. Wolfe. Also present was Laurel Pennington, student trustee. Trustees absent: Walter L. Koertge was absent due to illness. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Matt Fowler, President of Wabash Valley College.
Mitch Hannahs, Interim President of Lincoln Trail College.
Rodney Ranes, Interim President of Olney Central College.
Timothy Taylor, President of Frontier Community College.
Roger Browning, Chief Finance Officer/Treasurer.
Tara Buerster, Director of Human Resources.
Christine Cantwell, Associate Dean of Academic & Student Support Services.
Alex Cline, Director of Information & Communications Technology.
Pamela Schwartz, Associate Dean of Institutional Development.
Renee Smith, Executive Assistant to CEO.
Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office
DOC – Department of Corrections
FCC – Frontier Community College
HLC – Higher Learning Commission
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, October 19, 2010 were presented for disposition.

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

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

#3-A. Visitors & Guests: Visitors & guests present were recognized, including several 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. WVC Head Men’s Basketball Coach Dan Sparks recently achieved his 800th career win.

#5-C. Report from Cabinet: Workforce Education’s Mobile Training Classroom was parked outside the meeting room and tours were given. The unit is described as a traveling computer lab. Mike Thomas, Dean of Workforce Education, said the mobile classroom could be used for anything, but it now used for coal mine training.

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

#6-A. Tuition Waiver Policy 500.14: Prior to November 2009, a tuition waiver allowed students not to be charged for credit hours in excess of 19 credit hours per semester. At the November 2009 Board meeting the Board made changes to the Tuition Waiver Policy 500.14 (E). Pursuant to the Cabinet’s recommendation, the Board eliminated this tuition cap and students were charged for all hours taken, even those in excess of 19 credit hours per semester.

The District learned that many students who had taken large class loads in the past were not willing to pay tuition for hours in excess of 19 credit hours at the current tuition rates.

Recommendation: The CEO recommended that second reading be waived and that the Tuition Waiver Policy 500.14 (E) be revised to restore the tuition cap and not charge students for any hours taken in excess of 19 credit hours per semester, effective Spring Semester 2011.

Board Action: Student Trustee Laurel Pennington made a motion that second reading be waived and that Tuition Waiver Policy 500.14 (E) be revised to restore the tuition cap and not charge students for any hours taken in excess of 19 credit hours per semester, effective Spring Semester 2011, as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Walter Koertge. 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. Biennial Review Report, Drug-Free Schools and Communities Act: Chris Cantwell reviewed the Biennial Review Report 2010, Drug-Free Schools and Communities Act. Under the Act, the Board is required to certify that IECC has conducted a biennial review of its drug prevention program and policy and has determined that it is adequately effective in promoting a drug-free campus environment to students, faculty and staff. It must also be certified that the District will continue to conduct a biennial review of the program’s effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced. The biennial review is required by the Drug-Free Schools and Campus Regulations, as set forth in the Education Department of General Administrative Regulations (EDGAR) Part 86.100, as a condition of receiving funds or any form of financial assistance under any federal program. The CEO recommended that the IECC 2010 Biennial Review be approved as presented.

Board Action: Trustee Michael Correll made a motion to approve the IECC Biennial Review Report 2010, Drug-Free Schools and Communities Act, as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Walter Koertge. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Joint Agreement with Lewis & Clark Community College: Chris Cantwell presented the Joint Agreement for Education Cooperation between Illinois Eastern Community Colleges, District #529 and Lewis and Clark Community College, District #536. Changes and updates to this agreement from last year’s agreement are:

Lewis and Clark removed
Paralegal, AAS/Certificate.

Under the Agreement, IECC, District #529, agrees to accept students from Lewis and Clark Community College, District #536, in the following programs:

Diesel Equipment Technology, AAS.
Health Information Management, Certificate.
Horticulture, AAS/Certificate.
Industrial Management, AAS.
Mining Technology, AAS.
Telecommunications Technology, AAS/Certificate.

Under the Agreement, Lewis and Clark Community College, District #536, agrees to accept students from IECC, District #529, in the following programs:

Dental Assisting, Certificate.
Dental Hygiene, AAS/Certificate.
Exercise Science, AAS.
Occupational Therapy Assistant, AAS.

Recommendation: The CEO recommended approval of the updated Joint Agreement with Lewis and Clark Community College.

Board Action: Trustee Marilyn Wolfe made a motion to approve the updated Joint Agreement with Lewis and Clark Community College as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Walter Koertge. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. 2010 Employee Satisfaction Survey Results: Pam Schwartz reviewed the 2010 Employee Satisfaction Survey. Each year in the Fall, District employees are asked to review the operation of the District and its four colleges and are asked to comment on whether the District is being operated in a fair and efficient manner. Employees were given an opportunity to review health and dental benefits, information availability, personnel changes, website quality, equipment and technology needs, and a variety of questions dealing with the workplace.

The survey showed that overall, 88% of IECC employees are satisfied with their employment at their college and IECC.

Highest areas of agreement were:

- 89% - I would recommend IECC to a prospective student or employee.
- 88% - Overall, I am satisfied with my employment at my college and IECC.
- 87% - I visit IECC or my college's website on a regular basis to find information.
- 85% - Administration is available to staff/faculty within a reasonable time frame.

81% - I am empowered to make decisions to get the job done successfully.

Highest areas of disagreement were:

30% - Felt that they were not fairly compensated for the work they do.

28% - Felt that there were not opportunities for promotions and advancement at their college and IECC.

19% - Felt that the evaluation process is not constructive and does not encourage them to enhance their job performance.

16% - Felt that their work load is not fair and reasonable and the work was not fairly distributed in their department.

The CEO recommended acceptance of the 2010 Employee Satisfaction Survey results.

Board Action: Trustee Brenda Culver made a motion to accept the 2010 Employee Satisfaction Survey results as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Walter Koertge. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Preceptor Agreement: The District has had a Preceptor Agreement in effect since July 1996 and it is used with various agencies that work with the District's Associate Degree Nursing Program. A Preceptor is a Registered Nurse who has at least two years clinical experience and has become a Clinical Teaching Associate for the program. Recently adopted rules for the Illinois Nurse Practice Act require that this Preceptor Agreement be revised. Changes required include adding clarifying language concerning Preceptor selection and Preceptor assistance. The changes clarify that Preceptors are approved by nursing program faculty, that written student competencies and outcomes will be provided to the Preceptor, and that students assigned to a Preceptor will be selected based upon capabilities and areas of interest. The CEO recommended approval of the changes to the IECC Preceptor Agreement.

Board Action: Trustee Marilyn Wolfe made a motion to approve changes to the IECC Preceptor Agreement as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Walter Koertge. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Preceptor Handbook: The District has developed a Preceptor Handbook for use in the Associate Degree in Nursing Program. Many changes have been made to the Nursing Student Handbook that require changes in the Preceptor Handbook. The new handbook will include the revised Preceptor Agreement, dress code revisions, new evaluation forms, a revised philosophy, updated educational outcomes and a new curriculum design schematic, all of which make the Preceptor Handbook consistent with the 2010-2011 Nursing Student Handbook. The CEO recommended approval of the changes to the Preceptor Handbook as presented.

Board Action: Trustee Michael Correll made a motion to approve changes to the IECC Preceptor Handbook as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Walter Koertge. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Health Savings Account Calendar Year 2011: In February of 2010 the Board approved the offering of a Qualified High Deductible Health Plan (District Plan) to all non-faculty employees. The Board also implemented a plan allowing Health Savings Accounts (HSA) that allows qualified employees in the District Plan to set aside money in pre-tax dollars. In Calendar Year 2010, the District contributed \$1,500 to each non-faculty employee's District Plan HSA. During CY2010, 155 of 191 eligible non-faculty employees converted to the District Plan. Thirty-six non-faculty employees did not convert to the high deductible plan, but remained in the Optional Plan and paid the difference in the premiums. Each November the Board should establish the amount of the District's contribution to the District Plan participant's HSA for the coming calendar year and make such determination before the beginning of the open enrollment period. The District's health plan document requires that the District have an open enrollment period at the end of each year. During the open enrollment period, employees can change their health insurance options without the requirement of having a "qualifying event."

The CEO recommended that the Board make a \$500 contribution for Calendar Year 2011 to each employee's HSA, for those employees who are enrolled in the District Plan and who have qualifying HSA's opened through IECC.

Board Action: Trustee Marilyn Wolfe made a motion that the Board make a \$500 contribution for Calendar Year 2011 to each employee's HSA, for those employees who are enrolled in the District Plan and who have qualifying HSA's opened through IECC, as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Walter Koertge. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – "Bid Committee Report" – None.

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 a balance in all funds of \$8,502,588.22, as of October 31, 2010.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for November 2010, totaling \$746,869.53, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for November 2010, in the amounts listed, and payments from the revolving fund for October 2010. Trustee John Brooks seconded

the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Walter Koertge. 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 Bruce presented reports on the following informational items:

1. Higher Education Commission: The commission discussed and presented many proposals for future funding of higher education, but was unable to come to a definite conclusion.

2. LWIA 23 Training Report: The Local Workforce Investment Board Area 23 has provided training in 14 counties.

3. LWIA 23 Audit: The recently conducted audit of LWIA 23 found the District to be in compliance.

4. CARLI Report: IECC’s participation in the Consortium of Academic and Research Libraries of Illinois has saved the District an estimated \$200,000.

5. Enrollment: District-wide enrollment is currently down 4.50% from this same time one year ago.

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

AGENDA #13 – “Approval of Executive Session Minutes” – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, October 19, 2010.

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

400.1. Employment of Personnel

A. Faculty

1. Andrew King, Physics Instructor, effective January 5, 2011.

B. Professional/Non-Faculty

1. Rob Fournier, Head Men’s Baseball Coach, WVC, effective July 1, 2011.
2. Carrie Hallam, Information Technology Trainer/Support, DO, effective December 1, 2010.

C. Classified

1. Greta Tracy, Office Assistant, SAN Program, DO/LTC, effective November 17, 2010.

400.2. Change-in-Status

A. Classified

1. Kathy Slichenmyer, Office Assistant, Upward Bound Program, DO/OCC, to Administrative Assistant to the President, OCC, effective December 1, 2010.

400.3. Special Assignments 2010-2011

A. Extra-Curricular

1. Lisa Maple, Phi Theta Kappa Co-Advisor, \$200.
2. Kim Stevens, Phi Theta Kappa Co-Advisor, \$200.

400.4. Resignations

A. Faculty

1. Ryan Perry, Vocal Music Instructor, effective January 1, 2011.

B. Classified

1. Carrie Callahan, Office Assistant, SAN Program, DO/LTC, effective October 24, 2010.

400.5. Termination

A. Classified

1. Laura Johnson, Information Systems Technician, LTC, effective November 17, 2010.

Personnel Report Addendum

400.6. Employment of Personnel

A. Professional/Non-Faculty

1. Marissa McNeil, Coordinator of Instructional Services, FCC, effective December 1, 2010.

#14-A. Board Action to Amend Personnel Report: Trustee Brenda Culver made a motion to amend the Personnel Report, to add an addendum containing Section 400.6 as recommended. Student Trustee Laurel Pennington 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 Marilyn Wolfe made a motion to approve the foregoing amended Personnel Report as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Walter Koertge. 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 – “Acquisition & Disposition of Property” – None.

AGENDA #18– “Other Items” – None.

AGENDA #19 – “Adjournment” – Student Trustee Laurel Pennington made a motion to adjourn. Trustee Marilyn Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. 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
Visitors and Guests
IECEA Representatives**

Agenda Item #4

Public Comment

Agenda Item #5

Reports

Trustees

Presidents

Cabinet

Coal Mining Technology/Telecom

Agenda Item #6

Policy First Reading (and Possible Approval)

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2010
RE: Tuition Waiver Policy 500.14 E

The Board recently took action to change the tuition required for hours taken in excess of 19 in any semester. In making this change, the International Student Program was affected adversely.

International students take a large number of hours in any semester in order to graduate as soon as possible and, by agreement, these International students pay for all hours taken since they are not District taxpayers.

Therefore, Tuition Waiver Policy 500.14 E needs to be clarified to show that all hours taken by International students will require the payment of tuition.

The amended section would read: Tuition Cap – Tuition will be waived for credit hours taken over 19 per semester, except for students enrolled in the International Program.

TLB/rs

Attachment

STUDENT PERSONNEL - 500

Tuition Waiver (500.14)

Date Adopted: November 17, 1998

Revised: July 19, 2005

Revised: May 15, 2007

Revised: April 21, 2009

Revised November 17, 2009

Revised November 16, 2010

- A. Senior Citizens: Tuition is waived for residents of the District who are 60 years or older. Non-credit course fees are **not** waived.
- B. Full-Time Employees: It shall be the policy of the Board of Trustees that tuition shall be waived for all full-time employees (*current or SURS qualified retirees*) of the District and members of their immediate family. Members of the immediate family shall be defined as the spouse and dependents of full-time employees who are under 24 years of age, not married, and currently reside in-district with either one or both parents, one of which is a full time employee. However, a spouse or dependent who has been convicted of criminal conduct that would threaten staff or student health, welfare, or safety; or who was discharged for cause from district employment, shall not be entitled to a tuition waiver.

In the event of a full-time employee's death during their active employment with IECC, their dependents will be given a waiver of in-district tuition to be used during their college career if they are under 24 years of age, not married and currently reside in district. A spouse of a deceased full-time employee must use their tuition waiver within 6 years of the date of the death of the full-time employee.

- C. Part-time Non-Faculty Employees: Part-time non-faculty employees working 10 hours or more per week may be given an in-District tuition waiver for one class per semester, up to a maximum of 3 credit hours per semester. This tuition waiver does not apply to work-study students.
- D. Part-time Faculty: Part-time faculty employed to teach at least 3 load hours for the semester in which the waiver is granted may be given an in-District tuition waiver for one class per semester, up to a maximum of 3 credit hours per semester.
- E. Tuition Cap – Tuition will be waived for credit hours taken over 19 per semester. This policy does not apply to International Students.
- F. After 6 p.m.; before 6 p.m. Waiver: Effective Summer Semester 2010, tuition of \$20.00 per semester hour will be charged for students enrolled in four semester hours or less per semester if the course(s) begins **after** 6 p.m. Tuition of \$20.00 per semester hour will be charged for students enrolled in four semester hours or less **before** 6 p.m. if the student works a night shift on a full-time basis.
- G. Discretionary Tuition Waivers: Other types of tuition waivers may be granted at the recommendation of the President of the college with approval of the Chief Executive Officer or his designee.
- H. Unemployed Tuition Waiver: Tuition will be waived for unemployed residents of District 529 during the 2010-2011 academic year on a space-available basis subject to the following conditions and appropriate documentation:
- * be considered a resident of District 529;
 - * meet all college requirements for admission and enrollment;
 - * have been in the labor market (full-time employment) for at least two of the last three years;

- * be receiving unemployment benefits, in receipt of a layoff notice, or have exhausted their unemployment benefits during the last 12 months;
- * be enrolled in a minimum of six semester hours;
- * complete an Unemployed Tuition Waiver Form; and
- * complete and submit a Free Application for Federal Student Aid (FAFSA) within two weeks of enrollment.

This waiver is for tuition only and does not cover textbooks, course supplies, or other applicable fees. This tuition waiver is offered only if federal and/or state financial aid or other tuition assistance resources do not cover tuition costs.

This tuition waiver is for a maximum of 36 semester hours of credit towards a certificate program which can be completed in 12 months. Enrollment must be completed within five calendar days after the first day of class.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

2009-2010 Report on Assessment

Agenda Item #8A

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2010
RE: Report on Assessment 2009-2010

In October 2006, Illinois Eastern Community Colleges was accepted into the Higher Learning Commission (HLC) Academy for the Assessment of Student Learning.

The Assessment Academy offers HLC member institutions a four-year sequence of events that are focused on student learning, targeted at accelerating and advancing efforts to assess and improve student learning, and designed to build institution-wide commitment to assessment of student learning.

The Assessment Academy experience is intended to develop institutional culture and increase institutional commitment to assessing and improving student learning. IECC's successful participation in the Academy is designed to generate evidence for accreditation evaluations and replaces mandated progress and mandated monitoring reports on assessment of student learning.

As a part of the District's participation in the Assessment Academy, a report of IECC's assessment efforts has been prepared by the Faculty Assessment Team and is presented annually to the Board for its review and acceptance. The 2009-2010 Report includes the following:

- Summary of the History of Assessment of Student Learning at IECC
- Year in Review of Assessment Events
- Committee Meetings 2009-2010
- Assessment of Student Learning at all Levels
- Feedback on Students First! Project
- Future of Assessment of Student Learning at IECC
- Appendices

This year's Faculty Assessment Team is led by Nixie Hnetkovsky, with strong assistance of faculty members including Scott Balding, Jason Horton, Kelly Payne, and Kim Stevens. These five individuals have done an extraordinary job during the 2009-2010 academic year as the report indicates.

I ask the Board's acceptance on the Report on Assessment 2009-2010 which was sent to you electronically.

TLB/rs

Agenda Item #8B

2010 Strategic Plan Status Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2010
RE: 2010 Strategic Plan Status Report Summary

The purpose of IECC's Strategic Plan is to prepare for the future by prioritizing issues and creating strategies that will allow the District to accomplish its mission to provide excellence in teaching, learning, public service, and economic development.

IECC's 2010 Strategic Plan was developed through a district-wide process which identified critical focus areas, established strategic goals and objectives and developed actions and activities to achieve these objectives, as well as established targets and indicators to measure success and ensure the Plan's ongoing review and renewal.

The Strategic Planning Committee has monitored the Strategic Plan goals and activities over the past two years through reports and assessment submitted by staff responsible for each activity. Progress has been assessed at appropriate intervals through the 2009 Status Report presented to the Board in December 2009. A 2010 Status Report Summary has been completed which provides a summary of the progress made in achieving IECC 2010 Strategic Plan initiatives. In 2011, the Strategic Plan will be updated and revised to include emerging strategies, focus areas, goals and activities relating to and impacting IECC's mission.

IECC has made significant progress on the Strategic Plan focus areas and goals in the past two years, despite the economic downturn and the state budget deficit which directly affects the District. Seventy-three initiatives or actions and activities were identified to meet the Strategic Plan objectives and goals. Three quarters of the activities (55) have been implemented, are in progress, or have been completed. Seven activities have been put on hold due to budget and staff limitations. Eleven activities have been moved to 2011 due to time and budget constraints.

The following report provides a summary of the progress made toward the achievement of the seventy-three initiatives in the IECC 2010 Strategic Plan. I recommend the Board's approval of the 2010 Strategic Plan Status Report Summary.

TLB/rs

Attachment

IECC STRATEGIC PLAN STATUS REPORT SUMMARY DECEMBER 2010

The mission of Illinois Eastern Community Colleges District 529 is to provide excellence in teaching, learning, public service, and economic development. The District is committed to high academic standards for pre-baccalaureate, career and technical education (CTE) degrees and certificates that sustain and advance excellence in learning.

Strategic Planning at IECC

The purpose of IECC's Strategic Plan is to prepare for the future, prioritize issues, and create strategies that will lead the District in successfully meeting its mission to provide excellence in teaching, learning, public service, and economic development. IECC's Strategic Plan was developed through a district-wide process which identified critical focus areas, established strategic goals and objectives, and developed actions and activities to achieve these objectives, as well as establish targets and indicators to measure success and to ensure the Plan's ongoing review and renewal. IECC's Strategic Plan was designed as a "work in progress" that is being reviewed annually as IECC makes progress towards these strategic goals and objectives and sets new goals in the future. To develop IECC's Strategic Plan, a six step process was used which included: environmental scanning, evaluating, forecasting, goal setting, implementing, monitoring and assessing.

Strategic planning has allowed the District to assess where it is, determine where it wants to be, and define the steps necessary to get there. Strategic planning is helping IECC face a variety of emerging educational challenges which include changing student demographics, declining district-wide population, emerging models of higher education, and decreasing state funding.

Strategic Plan Status

Over the past two years, the Strategic Planning Committee has monitored the Strategic Plan goals and activities through reports and assessments submitted by staff responsible for each activity. Progress has been assessed at appropriate intervals through the 2009 Status Report presented to the Board in December, 2009, and a 2010 Status Report Summary has been completed which provides a summary of the progress made in achieving IECC Strategic Plan initiatives. In 2011, the Strategic Plan will be updated and revised to



include new emergent strategies, focus areas, goals and activities relating to and impacting IECC's mission.

Strategic Plan Committee Members (2007-2010)

Roger Browning	Laurel Cutright	Kathy Pampe
Chris Cantwell	Matt Fowler	Jervaise McDaniel
Alex Cline	John Howard	Chris Webber

Environmental Scanning

Scanning the District environment enables IECC to analyze issues of potential impact and prepare appropriately, as well as assist the District in meeting the identified mission. The Environmental Scan for FY11 was compiled by Jack Davis and Rodney Ranes and presented to the Cabinet and Board in December 2010. Recommendations from the data analysis of the FY11 Environmental Scan include:

- continue to be efficient with existing resources;
- continue to increase in-house efficiencies and lower operational expenses;
- continue to reduce the District's dependency on state funding and look to other sources for operational revenue;
- continue to support local manufacturing entities through programs, courses and training;
- increase program offerings in retail trade and financial services employment areas;
- continue to utilize program review process to determine program feasibility and sustainability; and,
- continue to offer educational programs and services that prepare students to meet the demands of a global human capital economy, especially students from low-income families.



FOCUS AREA: Improve Infrastructure

Progress and accomplishments include:

- IECC continues to work to improve the cash flow of the District by implementing cost cutting and revenue enhancing measures to decrease dependence on funding from the State of Illinois.
- A 5-year Technology Plan was approved through FY2015. The Technology Plan is under constant monitoring in order to maintain the quality, funding, and assessing the District's current and future technology needs.

Strategic Plan Status Report Summary

IECC has made significant progress on the Strategic Plan focus areas and goals in the past two years, despite the economic downturn and the state budget deficit which directly affects the District.

Seventy-three initiatives (actions/activities) were identified to meet the Strategic Plan objectives and goals. Seventy-five percent of the activities (55) have been implemented and are in progress, are ongoing, or have been completed. Select activities (7) have been put on hold due to budget and staff limitations; and other activities (11) have been moved to 2011 due to time and budget constraints.

The following pages provide a summary of the progress made toward the achievement of the seventy-three IECC Strategic Plan initiatives in 2010.

- The Associate Dean for Career and Technical Education has been instrumental in the District acquiring CTE dollars that have been spent on new programs, equipment, and facilities to accomplish the goal of this focus area: improve infrastructure.
- The Program Review Process begins in the Fall Semester to allow for a more thorough review of the selected career and technical programs that are reviewed by the College Deans and faculty.
- Communication results and comments from the Employee Satisfaction Survey are reviewed and analyzed to determine what changes are needed to improve IECC's communication and planning.
- Each college established a Facebook Fan page with information on class offerings, events, and announcements updated daily.
- College schedules including online class offerings and articles about online classes are mailed out to over 33,000 households in the District.
- Press releases, print ads and radio ads include information pertaining to IECC's online classes.
- Several committees are using GoToMeeting to conduct district-wide meetings which helps reduce travel expenses and staff travel time.
- In-house trainers are being used to train staff and further develop skills in the Microsoft Office Suite and positive feedback and results were produced.
- IECC's Facility Master Plan was distributed for feedback on possible expansion and renovations. IECC met with financial consultants on possible ways to finance expansion or renovations.

Challenges:

- IECC currently receives approximately 51% of the District's funding from the State of Illinois and the state is going through very difficult financial times which have greatly impacted IECC's cash flow and budget.
- The Career and Technical Plan has been put on hold for the past two years.
- Current budget limitations have made it difficult to address some of the marketing and advertising objectives.
- Each college has their own approach to marketing and branding, leading to a lack of continuity and coordination throughout the District and how to market effectively outside the IECC District.
- Many staff still prefer to meet face to face rather than online so use of GoToMeeting has been limited.
- Time constraints to work on additional projects to enhance productivity, morale and utilization of human resources.

FOCUS AREA: Academic Excellence

Progress and accomplishments include:

- The Students First! Staff Areas continue to assess outcomes as specified in the past year and progress has been made in these non-instructional, co-curricular areas, however, additional participation and analysis of these assessment results needs to increase in order to provide effective assessments and improvements in the institutional effectiveness of IECC. Co-curricular areas are using a wide variety of assessment methods including student surveys, personnel surveys, student skill checks in using services, and Banner reports monitoring various processes.
- IECC was recently offered the opportunity to participate in the new HLC Pathways Demonstration Project. The new Pathways Demonstration Project will allow IECC to continue participation in the Assessment Academy as well as provide input into the new proposed model of accreditation which includes goals of creating more value for institutions, reducing the burden of repetitive data and information reporting, and enhancing rigor in ways that testify to the quality of higher education. IECC's participation in this Pathways Demonstration Project will provide IECC with a unique opportunity to transform HLC's Assessment Academy into an accrediting pathway for use on what and how well students learn and allow us to continue to make successful progress in the assessment of student learning at IECC.
- The master list of test score cutoffs is used district wide and has been very useful to all Student Services staff. All colleges use the same guidelines for course placement which has improved advising practices and consistency among the IECC colleges.
- Perkins staff continue to work with program specific advisement materials, advisory councils, and hold events geared to demographics most in need of these services.
- IECC continues to offer classes in the traditional delivery method along with alternative delivery methods such as intersession class schedules, classes beginning at mid-term, and other off sequence scheduling due to demand and to improve the efficiency of current class offerings.
- Program Review for FY11 is currently in progress so that the review will be completed and submitted to ICCB before the 8/1/2011 due date.
- IECC continues to administer LWIA 23 which provides additional funds and services for youth, adult, and dislocated worker programs and services.
- The Online Instruction Committee has reviewed the goals and objectives of the Online Education Plan which will be updated and presented to the Board in 2011.
- Dual credit articulation has been added to the annual program review process; the course articulation process will match programs and courses being reviewed during the annual cycle and based on a 5-year rotating review.

- The U.S. DOL/ETA Community-Based Job Training grant, which has 1.5 years of funding/activities remaining, has provided funding for program revision and expansion as well as new program development and implementation. Grant funds were used to update manufacturing programs through the purchase of equipment, instructional supplies and materials, and professional development of faculty thus meeting industry standards and skill requirements. The grant also allowed the expansion of the District’s Business and Industry Services as well as the implementation of a high school Career Academy in Manufacturing.
- IECC and LWIA 23 will continue to conduct WIA programs and services in a manner that meets state and federal approval, focusing on those individuals who need employment education, training, and services for reentry into the workforce.
- **Challenges:**
- Budget constraints to develop and market new programs. New program development costs.
- Uncertainty of federal and state funding from one fiscal year to the next.
- The many rules and regulations governing the LWIA programs, services, and participants.
- Budget limitations and costs associated with advisor training, University Summer Tour, and placement tests.
- Limited or non-participation by some faculty in the assessment of student learning.
- Difficulty in trying to maintain faculty, staff, and administration input and participation in the assessment process.
- Limited funds available for costs of assessment activities, training, workshops, and Students First! Retreat.
- Lack of funding for faculty, equipment, and professional development to meet objectives and implement activities.

FOCUS AREA: Organizational Communication and Planning

Progress and accomplishments include:

- Grant information and data will be included in the 2011 IECC Fact Book and an intranet link to feature current district grants will be established.
- In 2010, IECC received \$10,330,603 in the following new grants:

DCEO SBDC Federal Disaster Grant	\$ 96,000	NACS Foundation Camex Grant	\$ 700
DCEO LWIB #23 (16 WIA Grants)	7,917,743	SIUC Live Free/Tobacco Free (OCC, WVC)	5,400
DCEO Coal Grant	260,000	ARRA WIA Healthcare Training Grant	500,000
ICCB Local Funds	40,000	Student Advantage Network (TRIO, 5 year)	1,508,460
City of Robinson Tourism	2,300		
		TOTAL	\$10,330,603
- The colleges continue to provide alumni success stories called “Spotlight on Alumni” each month on page one of the online Connections newsletters which highlight the alumni successes within the District. These stories are increasing the awareness of successful alumni that began their education at an IECC college.
- The Marketing Plan is currently being reviewed and will be revised and updated by July 2011.

- In 2010, the following CTE programs have been developed, redesigned, revised, or renamed or are in the planning and development stages based on market demand:

FCC	Information Support Systems Degree ISS Specialist Certificate Applications Specialist Certificate Network+ Certification Certificate Microsoft Certified Applications Certificate A+ Certification Certificate Fire Science Degree Fire Science Certificates (4) Hardware Support Specialist Certificate	OCC	Accounting Degree Quick Books Certificate Professional Bookkeeper Certificate Medical Lab Technology Degree Medical Coding Associate Certificate Esthetics Certificate
WVC	Manufacturing Design Certificate Advanced Machining Certificate Reliability Maintenance Certificate Energy Technology Degree Automation Certificate Advanced CNC Programming Certificate Industrial Leadership & Organization Certificate Alternative Fuels Certificate Gunsmithing Certificate Paralegal Degree		

- The four colleges collaborated in the Fall 2010 to implement new IDPH Fingerprinting requirements. One college piloted in the summer, evaluated the outcomes and adjusted for the Fall of 2010.
- A CNA Handbook was developed that all four colleges are using for their programs. Content is consistent except for contact information.

Challenges:

- Limited advertising and marketing funds.
- Staff time constraints to serve on another committee.
- Difficulty in locating alumni for success stories and obtaining permission and updated photos.
- Budget constraints to develop, implement and market new programs.

FOCUS AREA: Productive Partnerships

Progress and accomplishments include:

- A list of training workshops and potential instructors continues to be developed in order to provide for a variety of formats for course delivery when training inquiries are made. A contact database continues to be developed which includes mailing and email addresses.
- During FY10, several changes were made to IECC's dual credit program as required by the new Dual Credit Quality Act which was effective 1/1/10.
- A Dual Credit Handbook was developed and is being distributed annually to high schools and students to improve the knowledge and communication of the dual credit program and opportunities.
- Regional Dual Credit workshops were conducted in Spring 2010 with participation from all 17 high schools, four community colleges, and three regional vocational systems.
- All students are tested and meet established cutoff scores prior to enrollment in dual credit courses for consistency in course placement.
- All dual credit courses are evaluated and articulated on a 5-year basis which will correspond with the annual ICCB Program Review Report.

Challenges:

- Marketing B&I throughout the District
- Awareness of B&I and the multitude of services offered to the colleges and to business and industry.
- Staffing and funding to implement and complete goals and activities.
- Dual credit scheduling issues and concerns.
- Decrease in enrollment of dual credit students and fewer classes offered due to no mixed class rule.
- Communication with high schools on annual dual credit course articulation and course evaluation.

FOCUS AREA: Community Outreach

Progress and accomplishments include:

- Each college has established a Facebook Fan page which provides daily updates on class offerings, events and announcements.
- The Deans will discuss how to increase media awareness to promote college activities and maintain website information in a timelier manner at their next meeting in December 2010.

Challenges:

- Budget and time constraints have made it difficult to work on the objectives of the Community Outreach Focus Area. The activities of this focus area have been moved to the Fall 2011 or put on hold at this time.

Agenda Item #8C

Environmental Scan

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2010
RE: Environmental Scan

Rodney Ranes, Interim President of Olney Central College and Dr. Jackie Davis, former President of Olney Central College, have prepared the FY11 Environmental Scan which is presented for the Board's acceptance. The Environmental Scan is used to forecast future internal and external needs for both college programs and services. The data assists the District in developing the Strategic Plan, Completing the Program Review Process, the Career and Technical Education Plan and the On-Line Education Plan.

The Summary states the following:

- District #529 generated an additional 5,657 reimbursable credit hours for FY2010.
- The District's population, including the number of high school graduates, continues to decline approximately one-half of one-percent per year.
- Total financial aid awarded to students decreased in 2009.
- Online student enrollments increased significantly for FY2010.
- Equalized assessed valuation continues to increase only slightly.
- State support continues to decline as a percent of the District's budget.
- The average unemployment rate in the District was 10% for 2009.

The information shows that the District should continue to support local manufacturing entities through programs, courses, and training. In addition, it is clear that the District needs to review environmental scan elements for possible revision and addition of student success indicators.

The FY2011 Environmental Scan indicates that the District's Colleges must continue to offer educational programs and services that prepare students to meet the demands of an ever changing market place.

I ask the Board to accept the FY2011 Environmental Scan which has been mailed to you.

TLB/rs

Agenda Item #8D

Drug Dosage Calculation Competency Testing Policy Revision

Agenda Item #8D

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2010
RE: Drug Dosage Calculation Competency Testing

In the Nursing Handbook, nursing students and practical nursing students are allowed six attempts prior to the last day of class to pass a drug dosage calculation test during their first semester. If a student does not demonstrate proficiency in dosage calculation, the student will be administratively withdrawn from NUR and PNC courses.

Under the proposed change to drug dosage calculation competency, students will be required to pass the dosage calculation test within five attempts, three weeks prior to the last day of scheduled classes for designated NUR or PNC courses during their first semester. In succeeding semesters, students have three attempts by mid-term to ensure they have mastered this skill competency.

The Allied Health Dean and faculty members feel that reducing the number of attempts from six to five and from the last day of class to three weeks prior to the last day of class for NUR and PNC students will motivate the students to take each exam more seriously and begin preparation for passage at an earlier time in the semester.

I ask the Board's approval to these changes to the Nursing Handbook and the Practical Nurse Handbook.

TLB/rs

Agenda Item #9E

Nursing Student Handbook Testing Policy Revision

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2010
RE: Nursing Student Handbook Testing Policy Revision

The Nursing Handbook sets forth in detail the testing policy, including when quizzes can be made up, attendance at tests, make-up tests, and patterns of absence and missed tests.

Currently, make-up tests are taken at a time designated by the instructor. Under the proposed change, All make-up tests will be taken on the scheduled make-up test day.

Tests reviews will be conducted after the test has been administered. At the test review, students may question the rationale for the correct answer and offer alternative rationale for a different answer to be considered correct.

The change suggested would state, “If a student has a rationale regarding an alternate answer to a question, the student is to document the rationale on the back of the answer sheet at the time of the review. The instructor will return comments and appropriate rationale to the student by the next scheduled class day.”

This change will clarify that if a student has a rationale that they wish to have the instructor to consider, the rationale will have to be submitted, in writing, at the time of the review.

I ask the Board’s approval of these policy revisions to the Nursing Student Handbook.

TLB/rs

Agenda Item #8F

Cosmetology Handbook

Agenda Item #8F

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2010
RE: Cosmetology Handbook

The Olney Central College School of Cosmetology has prepared a Cosmetology Handbook. This handbook will put in one document all of the information needed by students attending the Cosmetology Program, including requirements in the three semester program that will lead to a certificate, that students must receive a certificate to be allowed to be certified by the State of Illinois as a Cosmetologist, the goals and objectives for each course in the program, and specific program guidelines.

The Program Director and the Interim President of Olney Central College have spent many hours developing this new handbook. Its development and distribution to the students in the program will allow the program to operate with fewer questions and lessen the number of conflicts within the program.

I ask the Board's approval of this new Cosmetology Handbook.

TLB/rs

Attachment

Olney Central College

Cosmetology Program Handbook (Effective Spring 2011)



Olney Central College

School of Cosmetology

104 East Main Street

Olney, IL 62450

618-395-1169

**OLNEY CENTRAL COLLEGE
COSMETOLOGY HANDBOOK
EFFECTIVE SPRING SEMESTER 2011**

General Introduction

Welcome to Illinois Eastern Community Colleges - Olney Central College Cosmetology Program! It is important to read the college catalog, the course syllabus, and this handbook, as students will be expected to adhere to the policies and guidelines found in these documents. The College reserves the right to change policies and guidelines as needed to facilitate program and student outcomes.

The Olney Central College Cosmetology Program is a three semester program leading to a certificate. New students are admitted to the program in the fall and spring semesters. Prior to awarding the cosmetology certificate, all financial obligations to the college must be paid in full. **In addition, all courses required for the Cosmetology Certificate must be completed with a grade of “C” or better.**

In order to successfully complete COS 1200, Cosmetology I and COS 1210, Cosmetology IIA, the student must meet the semester hour requirement for each course. If the semester hour requirement is not met, the student may withdraw by the date specified on the academic calendar or a grade of “F” will be awarded. Students receiving an “F” in any course will lose credit for all clock hours associated with that course.

After completion of all certificate requirements, students will be certified to take the State of Illinois licensing examination. The Program Director of Cosmetology will furnish the student with a transcript of laboratory and theory hours. If an academic transcript is needed, indicating graduation with a Cosmetology Certificate, contact the Student Services Office at Olney Central College.

General education classes required for the certificate are offered at the main campus of Olney Central College while the cosmetology courses are held at the School of Cosmetology located at 104 E. Main, Olney, Illinois. The cosmetology courses meet from 9:00 am to 4:30 pm on Monday, Wednesday and Friday. On Tuesday and Thursday, the cosmetology courses meet from either 8:00 am to 4:30 pm or 9:30 am to 4:30 pm, depending on the schedule for required general education courses.

Our mission is to insure the professional success of our graduates in the field of Cosmetology. Our program provides an environment which enhances the students own creativity and imagination. However, student dedication, attendance and participation in the courses required for graduation are also critical to success. Please feel free to contact me if you have questions during the course of the program.

Linda Miller
Program Director of Cosmetology
Olney Central College
millerli@iecc.edu
618-395-1169 (Cosmetology School)

STATE LICENSING INFORMATION

The State of Illinois requires individuals who provide cosmetology services to be licensed. As part of the licensure process, the individual must successfully complete a cosmetology program approved by the State of Illinois and pass an examination required by the State. The Olney Central College School of Cosmetology is a State approved program. Students must be awarded an Olney Central College Cosmetology Certificate in order to be certified for state licensing.

Personal history may affect eligibility for licensure as a Cosmetologist. A response of yes to any of the questions below will require that additional information be submitted with a State licensure application and may result in delay or denial of a license. In addition, applicants who are more than 30 days delinquent in complying with a child support order or have defaulted on an educational loan may experience delays.

The application for licensure in the State of Illinois asks the following questions:

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? *If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.*
2. Have you been convicted of a felony?
3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? *If yes, attach a copy of the certificate.*
4. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession? *If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.*
5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? *If yes, attach a detailed explanation.*
6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? *If yes, attach a detailed explanation.*

Program Goals and Objectives

- Development of effective communication skills, poise and a positive attitude.
- Development of effective manipulative skills in all areas of hairdressing including hairstyling, shaping, coloring, perms, etc.
- Exhibit confidence in procedures and decision making by utilizing learned practical skills and acquired theory.
- This program focuses upon the development of technical competencies, attitude, values, and appreciation critical to successful employment in the cosmetology field.
- Demonstrate academic knowledge relevant to success and progress in the field of cosmetology.
- Development of employment skills to insure the ability to retain skills and advancement in the field of cosmetology.
- Development of life skills to assist students in recognizing the need to contribute to the welfare of the community.

Course Sequence

The sequence of courses required to complete the Olney Central College Cosmetology Certificate are listed below. If general education courses are taken out of sequence, graduation will be delayed.

Fall Start – First Semester	Second Semester	Third Semester
COS 1200 Cosmetology I (12hrs) BUS 1201 Fin. Plan and Mgt. ENG 1111 Composition I <u>or</u> ENG 1201 Communications PHI 2111 Ethics (2)	COS 1210 Cosmetology IIA (12 hrs) ART 1105 Art Introduction	COS 1220 Cosmetology IIB (8 hrs) PEG 1137 First Aid and Safety
Spring Start – First Semester	Second Semester	Third Semester
COS 1200 Cosmetology I (12 hrs) ART 1105 Art Introduction	COS 1210 Cosmetology IIA (8 hrs) PEG 1137 First Aid and Safety	COS 1210 Cosmetology IIA(4 hrs) COS 1220 Cosmetology IIB (8hrs) BUS 1201 Fin. Plan and Mgt. ENG 1111 Composition I <u>or</u> ENG 1201 Communications PHI 2111 Ethics (2)

PROGRAM GUIDELINES

Academic Dishonesty

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

The Cosmetology Director has the authority to remove students from class or the program for non-compliance of “Expected Professional Behaviors” and/ or “Academic Dishonesty”.

Attendance

- Students may not miss more than 24 hours in any semester.
- Students must be at the cosmetology school no later than 9:00 am Monday, Wednesday and Friday. The hours for Tuesday and Thursday will either be 8:00 am or 9:30 a.m. based upon the scheduling of required general education courses.
- Students should contact the instructor if they will be late.
- Schedule all personal business and medical appointments outside of scheduled class time.
- Absence may result in lower grades, late graduation or instructor withdrawal from the program.

Chronic Communicable Disease

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

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

Client Confidentiality

Confidentiality of client information is critical. Any breach of confidentiality will result in disciplinary action.

Cosmetology Kit

Cosmetology kits are obtained from the instructor. The cost of the kit may fluctuate but generally will run \$600 to \$900. The kit must be paid for in full prior to release to the student. If the student is receiving a Pell grant through financial aid eligibility, the student may charge their kit against this grant. If the grant does not cover the entire cost, the student is responsible for the remaining balance.

Continuing Education

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

Drug Free Schools and Communities Act

The IECC Board of Trustees recognizes the importance of a college environment that is free of substance abuse. The college environment includes students, employees, and other persons participating in IECC District 529 sponsored classes, programs, services and other activities or events. Substance abuse is defined as the unauthorized possession, sale, transfer, purchase or use of alcohol, unlawful narcotics, cannabis or any other 27 controlled substances. Substance abuse within the college environment is prohibited. Students and employees involved in substance abuse within the college environment are subject to disciplinary action. Any illegal substance abuse will result in involvement of law enforcement officials.

Equal Opportunity Policy

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

Eating and Smoking

Smoking is prohibited within all buildings but is permitted at a distance of 15 feet from any doorway. If you do smoke, freshen your breath and wash your hands prior to returning to the clinic floor. Please be sure to use the container provided for cigarette butts. Eating and drinking are prohibited on the clinic floor.

Expected Professional Behaviors

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

- Be courteous to all with whom you come in contact.
- Use appropriate English and grammar at all times. Do not use profanity.
- Respect yourself, clients, visitors, instructors and fellow students.
- Honesty is required at all times.
- When working with a client, concentrate on the client rather than conversations with fellow students.
- Confidentiality of client information should be maintained at all times.
- Cooperate with the individuals you work with each day.
- Exhibit a positive attitude.

- Hair, nails and makeup should be neat and professional in appearance. Male students must be free of stubble and keep facial hair well trimmed.
- No facial piercings, except for ears.
- Students are encouraged to cover tattoos to the best of their ability.
- Good personal hygiene is required at all times.
- Gum chewing is not allowed.
- Approved uniforms will be worn at all times.

Graduation

Students must successfully complete five required general education classes, along with all cosmetology courses, to earn a Cosmetology Certificate from Olney Central College.

Incomplete Grades

Grades of Incomplete (I) will not be awarded for COS 1200 or 1210. A grade of Incomplete (I) will only be assigned for COS 1220, Cosmetology IIB if the student has less than 100 hours to complete. If more than 100 hours are required for completion of this course, the student may choose to withdraw by the date specified on the academic calendar or receive a grade of “F” for the course

Lunch/Breaks

Lunch Break -- 30 minutes (The lunch break is not counted in total hours for the day)
Breaks -- Two 10 minute breaks -1 morning and 1 afternoon (breaks are counted in total hours for the day)

Breaks taken longer than the time allotted will result in a deduction of time from the daily timesheet.

Parking

Students should **not** park on York Street. Those spaces are for customers of the businesses in the downtown area. Students should park in the city lot located at the end of York at Walnut or the city lot located behind the Save-A-Lot Grocery Store.

Phone Calls and Cell Phones

Cell phones may be used during breaks and lunch period only. Cell phones are not allowed on the clinic floor. All cell phones should either be turned off or set to vibrate. If a cell phone rings or the student is observed using a cell phone during class time or on the clinic floor, the student will be sent home and docked all hours for the day.

Product Inventory

Product inventory control requirements will be demonstrated by the instructor. Should products be taken for personal use, the student will face disciplinary action.

Readmission to the Program

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

Recording Hours

Students will sign in daily on the official time sheet and receive a monthly report indicating hours earned, absences and reason for absence. These forms are monitored very closely and used to evaluate program progression. These official time sheets are used to document hours for course completion requirements. Students should also keep a log of hours earned and absences in order to monitor their own progress.

RULES AND REGULATIONS: CLINIC FLOOR

- While on the clinic floor, students are expected to conduct themselves in a professional manner.
- Cell phones are not allowed on the clinic floor.
- The uniform consists of black slacks, black smock or apron which must be clean and neat each day. These should be purchased through the Olney Central College Bookstore.
- Open-toed shoes are not allowed.
- All personal items are to be stored in the cabinets below stations.
- No more than three (3) services are to be performed in the manicure/pedicure room at one time.
- Each student is expected to keep their stations and cabinets clean, neat and free of any trash.
- While providing services, students are expected to clean up spills/splashes immediately.
- Students receiving services from another student must be approved by an instructor.
- Students will be prohibited from receiving services on Fridays.
- Services provided to students must be paid in full at the time of service.

Safety and Sanitation

- Students are responsible for their equipment and personal property. A locker will be provided to the student however, the student must provide their own combination lock. A copy of the lock combination must be submitted to the Cosmetology Director. The combination will be kept in a secure location.
- Equipment belonging to the student should be placed in their locker at the end of each day.
- Students should not remove their equipment from the School of Cosmetology.
- Items should not be attached to the clinic floor stations.
- Only products and supplies purchased by the College should be used on clients.

- All students share responsibility for sanitation of the facility and equipment. If sanitation responsibilities are ignored or not completed to specification, students will be docked hours for the day.

Transcripts

The student's transcript of laboratory and theory hours and grades, as certified by the Program Director of Cosmetology, will not be released until all academic requirements have been successfully completed and all financial obligations to the college have been met.

Transfer Information

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

A student requesting transfer to the OCC School of Cosmetology is responsible for obtaining a transcript of hours and grades from the previous institution. After an evaluation of a transcript, the student will be notified of eligible transfer credit.

Withdrawing from the Program

If a student determines it is necessary to discontinue enrollment in this program, it is essential to officially withdraw from classes. Failure to officially withdraw with staff in the Student Services Office will result in a grade of "F" being assigned for any course. If the student reenrolls at a later date, all hours required for the course must be completed.

All personal items and equipment must be removed from the cosmetology school within 5 working days or they will be discarded.

MEMORANDUM OF UNDERSTANDING

Cosmetology students are expected to read, understand and accept responsibility for the guidelines and policies in the Cosmetology Handbook and the Illinois Eastern Community Colleges catalog.

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

Student Signature

Printed Student Name

Date

Program Director Signature

Date

Agenda Item #8G

Agreement between IECC and the Higher Learning Commission of North Central Association on a Special emphasis Option for the Reaffirmation of Accreditation in 2014-2015

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: December 14, 2010

RE: Agreement between IECC and the Higher Learning Commission of North Central Association on a Special Emphasis Option for the Reaffirmation of Accreditation in 2014-2015

Illinois Eastern Community Colleges is accredited by the Higher Learning Commission (HLC) of the North Central Association and is currently accredited to offer degrees through 2014-2015. The next visit for review of accreditation will be in the Fall of 2014 or the Spring of 2015.

Following the HLC accreditation visitation in the Spring of 2005, IECC was accredited with a report due on progress on assessment in 2010. Shortly thereafter, the HLC invited IECC to join a new Academy for Assessment of Student Learning in lieu of submitting a report on assessment. IECC was one of a select few institutions to work on assessment of student learning through membership in the Academy for Assessment of Student Learning. The Board of Trustees approved the District's participation in the Academy. The District's successful participation in the Academy has been recognized by the HLC and HLC has invited the District to participate in yet another new endeavor of HLC.

In October 2009, the Commission initiated the Pathways Demonstration Project to develop a new model for continued accreditation. IECC has been selected as one of the institutions to assist the Commission in testing and refining the model during its development. By accepting the selection, the District will also fulfill the requirements of the next continued accreditation evaluation.

IECC will play a distinctive role in pilot testing and determining how the new model sustains the Commission's focus on assessing and improving student learning through parallel participation in the Commission's Academy for Assessment of Student Learning.

IECC joins a select group of participants in the Demonstration Project which are accredited, mature institutions that have a history of full-term review cycles free of any major interim monitoring or other Commission intervention. IECC was invited to participate in the project as one of twenty select pioneer institutions out of nearly 1,000 institutions of higher education in the 19 states under the jurisdiction of HLC.

This agreement authorizes Illinois Eastern Community Colleges to conduct the Pathways Demonstration Project and complete the Open Pathways as a means for demonstrating continued fulfillment of the Commission's Criteria for Accreditation and all Federal Compliance Requirements.

During the project, Illinois Eastern Community Colleges will complete the Assurance Process as defined in the Open Pathways model. The Improvement Process of the Open Pathways Project will be replaced by participation in the Academy for Assessment of Student Learning. Active participation, good faith completion of all required elements, and collaboration with the Commission throughout the multi-year Pathways Demonstration Project will fulfill the process requirements for reaffirmation of accreditation.

As a result of participating in the Pathways Demonstration Project, IECC will demonstrate the District's capacity for ongoing quality assurance and quality improvement through the implementation of the proposed new model for continued accreditation. Through the Assurance Process, IECC will demonstrate fulfillment of the Criteria for Accreditation and all Federal Compliance Requirements.

Illinois Eastern Community Colleges will begin the Pathways Demonstration Project upon Board approval and will finish the Project in 2014-15 with the completion of reaffirmation of continued accreditation process.

I ask the Board's approval of the attached Pathways Demonstration Project Accreditation Agreement for Pioneer Institutions between IECC and the Higher Learning Commission.

TLB/rs

Attachment

PATHWAYS DEMONSTRATION PROJECT ACCREDITATION AGREEMENT FOR PIONEER INSTITUTIONS

AGREEMENT BETWEEN ILLINOIS EASTERN COMMUNITY COLLEGES AND THE HIGHER LEARNING COMMISSION OF NCA ON A SPECIAL EMPHASIS OPTION FOR THE REAFFIRMATION OF ACCREDITATION IN 2014-15

Quality Assurance and Quality Improvement through Accreditation

Background

In October 2009, the Commission initiated the Pathways Demonstration Project to develop a proposed new model for continued accreditation. A few invited cohorts of institutions have been selected to assist the Commission in testing and refining the model during its development, and while doing so, also fulfill the requirements of their next continued accreditation evaluations. In fall 2009, the Commission launched its first cohort of pioneer institutions. In fall 2010, the Commission invited a second cohort of pioneer institutions to participate in the Pathways Demonstration Project. This second cohort will play a distinctive role in determining how the new model sustains the Commission's focus on assessing and improving student learning through parallel participation in the Commission's four-year Academy for Assessment of Student Learning.

ILLINOIS EASTERN COMMUNITY COLLEGES (hereinafter referred to as “the institution”) has agreed to participate in this second cohort as a pioneer institution. ***Completion of this agreement affirms the institution’s participation in the Pathways Demonstration Project and serves as the approved acceptance to the Commission’s Academy for Assessment of Student Learning as part of this Demonstration Project.***

Pathways Demonstration Project

The Pathways Demonstration Project is made available to select groups of pioneer institutions for the purpose of pilot testing the proposed new model for continued accreditation. Participants in the Demonstration Project are accredited, mature institutions that have a history of full-term review cycles free of any major interim monitoring or other Commission intervention. Through this agreement, the Commission authorizes an institution to conduct the Pathways Demonstration Project, completing the Open Pathway as a means for demonstrating continued fulfillment of the Commission’s *Criteria for Accreditation* and all *Federal Compliance Requirements*. During the project, *the institution* will complete the Assurance Process as defined in the Open Pathway model. However, the Improvement Process of the Open Pathway will be fully replaced by participation in the Academy for Assessment of Student Learning. Active participation, good faith completion of all required elements, and collaboration with the Commission throughout the

multi-year Pathways Demonstration Project fulfill the process requirements necessary for reaffirmation of accreditation. An overview of the Academy is in Appendix B.

Timeline, Definition, and Expectations of the Pathways Demonstration Project

The institution will begin the Pathways Demonstration Project on the signing of this agreement and will finish the Project in 2014-15 with the completion of the reaffirmation of continued accreditation process. A projected timeline is included as Appendix A to this agreement.

As a participant in the Pathways Demonstration Project, *the institution* will complete all required elements and related documents of the proposed new model for continued accreditation. An overview of the proposed model is included as Appendix C to this agreement.

Expectations of Institutions:

- **Sign Pathways Demonstration Project Agreement.** The Commission and *the institution* will complete this contract, the Pioneer Institution Accreditation Agreement for the Pathways Demonstration Project. The contract serves as a special emphasis option demonstrating continued accreditation as a result of participating in the Demonstration Project.

- **Conduct All Required Elements of the Proposed New Model for Continued Accreditation.** *The institution* will complete all required elements and related documents of the Assurance and Improvement Processes, as well as the subsequent Commission decision-making process.

For the Assurance Process, the institution will complete the following:

- Annual Institutional Data Update (AIDU) (currently required of all affiliated institutions)
- Evidence File
- Assurance Argument
- Assurance Review

For the Improvement Process, the institution will complete the Commission's Academy for Assessment of Student Learning. To do so, *the institution* will participate fully in the Academy activities listed below and pay the fees of the Academy (\$7,500 in year one, \$4,250 each year for years two through four). These fees cover the costs of required Academy activities, including the Academy Roundtable, Academy E-Network, Academy Results Forum, Academy mentor consultation and commentary, and Commission consultation as defined in the Academy overview. An overview of the Academy is in Appendix B. The Academy activities and fees replace those of the Improvement Process and Quality Initiative and include the following:

- Academy Roundtable
 - Academy E-network (posting progress on defined strategies for assessing and improving student learning)
 - Academy Results Interview and Results Report
 - Academy Results Forum
 - Other optional Academy activities as deemed appropriate by *the institution*.
- **Collaborate with the Commission.** Throughout the Project, *the institution* will conduct the proposed new model for continued accreditation and provide commentary intended to improve that model. Participation requires two group meetings each year for the duration of the Project.
 - **Allocate Appropriate Resources.** *The institution* will allocate adequate human and financial resources to support active participation in the Demonstration Project.
 - **Identify an Institutional Team and/or Primary Contact.** *The institution* will be asked to identify a key institutional contact or team to interact regularly with the Commission during the Project.
 - **Share Information Publicly.** *The institution* must be willing to be publicly identified as one of the pioneer institutions. *The institution* will be invited to share its experiences and materials with institutions preparing to transition to the new model for continued accreditation.
 - **Be Flexible.** Given the dynamics of any pilot, *the institution* should expect it may need to adapt to changes in the model and the process elements as the Project unfolds.
 - **Identify Possible Peer Reviewers (optional).** *The institution* has the option of including up to two of its own staff as peer reviewers for the Project.

Commitments of the Commission:

- **Provide a contract.** The Commission will complete a contract for the Demonstration Project, which includes a customized version of the Special Emphasis Agreement. The contract will clearly define how the pioneer institution will achieve continued accreditation as a result of participating in the Demonstration Project, including integration of the Academy for Assessment of Student Learning as the Improvement Process and as a means for contributing certain evidence for the Assurance Process.

- **Holding the institution harmless.** *The institution's* accreditation relationship will not be put at risk by participation in the Demonstration Project. Institutions that complete the Project as defined in the contract and Special Emphasis Agreement will have fulfilled the process requirements for continued accreditation. No institution that fulfills the contract will be expected to re-do it by then conducting the present process.
- **Effective Project Management.** The Commission will involve the pioneer institutions as partners in developing the new model for continued accreditation, listening carefully to the experiences and reactions of institutions during the Demonstration Project and adapting the model based on their commentary. The Commission will conduct the project in ways that are reasonable and workable for pioneer institutions.
- **Effective Peer Review.** The peer review teams that conduct the Proposal Review, Assurance Review, and Results Visit will have completed specialized training in the Assurance and Improvement Processes, as well as in the broader purposes of the Pathways Demonstration Project. In the Assurance Process, peer reviewers will validate *the institution's* continued fulfillment of the *Criteria for Accreditation* and the *Federal Compliance Requirements* and will write a report and recommendations. In the Improvement Process, peer reviewers and Commission staff will review, offer commentary on, and approve the proposed Quality Initiative. In conducting the Results Visit, peer reviewers will affirm *the institution's* accomplishments in relationship to the intended goals of the Quality Initiative, will provide consultation related to the goals, and will write a results report.

Anticipated Charges and Who Pays:

- **Institutional Charges.** *The institution* is responsible for the fees and institutional expenses related to continued accreditation via the Open Pathway. Specifically for this second cohort, the fees include (a) those fees associated with the Academy (\$7,500 in year one, \$4,250 each year in years two – four) and (b) those fees associated with the Assurance Process. The Commission will develop a fee schedule that clearly identifies the fees for each Assurance Process event by 2012. Completion of the Assurance Process and of the Academy (in place of the Improvement Process) comprises the Open Pathway. The total fees for participation in the Open Pathway should not be more than what typical evaluation fees would have been for self-study and continued accreditation in PEAQ, the current model.
- **Commission support.** The Commission will reimburse travel, lodging, and meal expenses for two people who attend the pioneer institution discussion and development meetings called by the Commission.

Expected Results and Outcomes

As a result of participating in the Pathways Demonstration Project, *the institution* will have demonstrated its capacity for ongoing quality assurance and quality improvement through the implementation of the proposed new model for continued accreditation. Through its participation in the Academy for Assessment of Student Learning, *The institution* will have fulfilled the Improvement Process and in so doing pursued a significant institutional goal related to assessing and improving student learning. Through the Assurance Process, *the institution* will have demonstrated fulfillment of the *Criteria for Accreditation* and all *Federal Compliance Requirements*.

In addition, *the institution* will have partnered with the Commission in developing and implementing the Open Pathway, a new model for continued accreditation that proposes (1) to enhance institutional value through a focus on student learning and assessment; (2) to reduce burden by utilizing as much information and data as possible from existing reports and collecting them in electronic form; (3) to sustain rigor by using a system that checks institutional data annually and allows an assurance review as needed, rather than adhering to a fixed ten-year cycle; and (4) to integrate all HLC processes and data requests into the Assurance Process and continued accreditation cycle.

Execution of Agreement

By signing this agreement, both parties agree to the provisions as defined above, and *ILLINOIS EASTERN COMMUNITY COLLEGES* becomes a pioneer institution in the Pathways Demonstration Project and is admitted into the Commission's Academy for Assessment of Student Learning as part of this project.

Terry L. Bruce, CEO
Illinois Eastern Community Colleges

Date

Sylvia Manning, President
Higher Learning Commission

Date

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2010
RE: Acceptance of Conveyance of Property from the FCC Foundation

The Frontier Community College Foundation wishes to convey property to the District that is contained in two separate deeds. The property was acquired from different owners and at different periods of time.

1. In May 1984, the Frontier Community College Foundation acquired from the City of Fairfield property within the Fairfield Industrial Park to be used for educational purposes of the District. The District built the Richard L. Mason Administrative building, the Textbook/Library building, and the University of Illinois Extension building upon that land. The Frontier Community College Foundation wishes to convey the real estate to the District.

A deed has been prepared that would convey the property upon which these buildings are located and the property is described as follows:

Part of Lots number 30 and 31 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 and further described as follows: Beginning at a point on the West line of Lot 30, 136 feet North of the Southwest corner in the Fairfield Industrial Park, thence East 550 feet to a point running parallel with the North line of Lots 30 and 31 in Fairfield Industrial Park, thence North 315 feet running parallel with the West line of Lot 30 to a point on the North line of lot 31, thence West along the North line of lot 31 and 30 to a point on the West line of lot 30, thence South along the West line of Lot 30 to the point of beginning; AND

Part of Lots number 15 and 21 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 and further described as follows: Beginning at a point on the West line of Lot 15 in the Fairfield Industrial Park 45 feet North of the Southwest Corner of Lot 15, thence East 90 feet running parallel with the South line of Lot 15 to a point, thence South 90 feet running parallel with the West line of Lots 15 and 21 in the Fairfield Industrial Park to a point, thence West to a point on the West line of Lot 21 in the Fairfield Industrial Park, thence North along the West lines of Lots 21 and 15 in the Fairfield Industrial Park to the point of beginning.

2. In October 2003, the Frontier Community College Foundation acquired land from Arnold and Glenna Harrison, upon which is located Foundation Hall. Following Foundation ownership of the property, the District made many improvements to Foundation Hall and has approved the upcoming construction of a parking lot around the building. The Frontier Community College Foundation wishes to convey the property to the District.

A deed has been prepared that would convey the property upon which Foundation Hall is located and the property is described as follows:

A part of the eight and one fourth acres off of the North end of the Southeast Quarter of the Northeast Quarter of Section 2, Township 2 South, Range 7 East of the Third Principal Meridian, Wayne County, Illinois, more particularly described as follows: Beginning 252.45 feet West of an iron pin at the Northeast Corner of said Southeast Quarter of the Northeast Quarter of Section 2, thence West 1,073.7 feet along the North line of the Southeast Quarter of the Northeast Quarter of Section 2, to the Northwest Corner of said Southeast Quarter of the Northeast Quarter of Section 2, thence South 39 feet along the West line of the Southeast Quarter of Northeast Quarter of Section 2 to the point of beginning, thence South 205 feet along the West line of the Southeast Quarter of the Northeast Quarter of Section 2 to a point on the North Right of way line of Route 15 Westbound lane, thence East 175 feet along the North right of way line of Route 15 to a point, thence North 205 feet running parallel with the West line of the Southeast Quarter of the Northeast Quarter of Section 2 to a point, thence West 175 feet to the point of beginning as is platted in book B at page 189 in the office of Recorder of Deeds, Wayne County, Illinois.

The acceptance of the conveyance made by these two deeds will ensure that the District's interest in operating, maintaining, and improving the Richard L. Mason Building, the University of Illinois Extension Building, the Textbook Library Building, and Foundation Hall is consistent with Illinois statutes and Illinois Community College Board Fiscal guidelines.

I ask the Board to accept the conveyance of property as described in the two deeds offered by the Frontier Community College Foundation.

TLB/rs

Agenda Item #8I

Affiliation Agreement with United Methodist Village North Campus

Agenda Item #8I

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2010
RE: Affiliation Agreement with United Methodist Village North Campus - CNA

IECC wishes to enter into a new affiliation agreement with United Methodist Village North Campus, located in Lawrenceville, Illinois.

This affiliation agreement is for the Certified Nurse Assistant Program at Frontier Community College and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

AFFILIATION AGREEMENT

Between
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529
FRONTIER COMMUNITY COLLEGE
and
UNITED METHODIST VILLAGE NORTH CAMPUS
for
CERTIFIED NURSE ASSISTANT TRAINING PROGRAM

THIS AGREEMENT made and entered into this 29th day of November, 2010, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE (hereinafter referred to as DISTRICT), for its Certified Nurse Assistant Training Programs (hereinafter referred to as PROGRAM) and United Methodist Village North Campus, Lawrenceville, Illinois (hereinafter referred to as AGENCY). WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of AGENCY's facilities for clinical laboratory practice by students of the PROGRAM, and

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the PROGRAM for observation and participation by the students and faculty of the DISTRICT's PROGRAM, subject to the conditions and limitations contained herein;
2. The arrangements for use of said facilities of the AGENCY will be made by the Program Coordinator of the Certified Nurse Assistant Training Program on behalf of the DISTRICT and the Facility Administrator on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses;
3. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the PROGRAM on behalf of the DISTRICT will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY's Coordinator will retain full authority and make final decisions for procedures assigned to PROGRAM students;
4. The care of the patient will at all times remain the full responsibility of the AGENCY;
5. DISTRICT will be responsible for the administration of the program, including admissions, academic guidance, and registration of students; supervision of program students; supervising program faculty; curriculum quality; and ensuring that the program stays in compliance with State and National accrediting agency guidelines;

6. Persons enrolled and provided instruction at AGENCY shall be DISTRICT students and shall be entitled to all benefits and privileges and subject to all obligations contained in DISTRICT catalog, which is included by reference and made a part of this contract;
7. The DISTRICT shall coordinate with the AGENCY to identify the exact number of students to be enrolled in the PROGRAM. Admission is subject to all obligations contained in the DISTRICT's and AGENCY's admission policies and procedures, which is included by reference and made part of this contract;
8. DISTRICT faculty will:
 - a. be responsible for the guiding students and teaching the PROGRAM;
 - b. work with the staff of the AGENCY in coordination of the clinical laboratory objectives to be completed at the AGENCY;
 - c. coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
 - d. review and evaluate, in cooperation with the Agency, the student's progress in the clinical setting;
9. The AGENCY's Program Coordinator will coordinate with the DISTRICT and the AGENCY's preceptor to ensure that specific assignment of learning experiences to specific students is consistent with PROGRAM outcomes/objectives. Assigned experiences will be selected for the educational benefit of the student. The District will provide the AGENCY a written set of clinical outcomes/objectives and evaluation forms to be completed by the AGENCY appointed Clinical Supervisor;
10. Students will not be assigned experiences in a manner that would permit them to replace a regular employee;
11. Supervision of the health of all students making use of any of the AGENCY's facilities, as contemplated herein; will be the responsibility of the DISTRICT, and will comply with the policies of the AGENCY;
12. PROGRAM students and Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY;
13. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees;
14. This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job;
15. Prior to the use of any AGENCY facilities, under the contemplated program, the DISTRICT will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY;
16. The faculty and students of the DISTRICT participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT PROGRAM faculty may be included in demonstrations of new equipment and techniques;
17. The DISTRICT will provide a PROGRAM orientation for the AGENCY staff;

18. PROGRAM students and faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records;
19. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. PROGRAM Faculty and students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY;
20. An annual review may be requested by either party by June 1 of each calendar year. A formal review shall be made every three years. Either party hereto may terminate this agreement provided all currently enrolled students have adequate time to complete PROGRAM requirements. Upon request for termination by either party, no new students shall be assigned to the AGENCY;
21. This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof and constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by duly authorized officials of the DISTRICT and AGENCY this 29th day of November, 2010.

UNITED METHODIST VILLAGE NORTH
CAMPUS

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529, FRONTIER
COMMUNITY COLLEGE

President/CEO

Chairman, IECC Board of Trustees

Agency Administrator

CEO, Illinois Eastern Community Colleges

President, Frontier Community College

Agenda Item #8J

Affiliation Agreement with Good Samaritan Hospital

Agenda Item #8J

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2010
RE: Affiliation Agreement with Good Samaritan Hospital - Phlebotomy

IECC wishes to enter into a new affiliation agreement with Good Samaritan Hospital, located in Mt. Vernon, Illinois.

This affiliation agreement is for the Phlebotomy Program at Olney Central College and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

AFFILIATION AGREEMENT

BETWEEN

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

AND

GOOD SAMARITAN HOSPITAL
605 North 12th Street
Mt. Vernon, IL 62864-2857

THIS AGREEMENT made and entered into this 17th day of November, 2010

by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,

Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and **Good Samaritan Regional Health Center, 605 N 12th Street, Mt Vernon, Illinois 62864** (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

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

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

3. DISTRICT #529 faculty will:

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

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

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

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

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

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

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

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

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

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

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

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

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

13. An annual review of the agreement will be made each spring. Either party hereto may terminate this AGREEMENT by 180 days written notice to the other party. This agreement is effective November 17, 2010 and will terminate on November 17, 2015.

14. **Addendum to Affiliation Agreement Phlebotomy Program**

Agreement. The following changes and additions are mutually accepted by Illinois Eastern Community Colleges, District #529 (District #529) and Good Samaritan Hospital, Mt Vernon, Illinois (Agency) regarding the above Affiliation Agreement and become part of the agreement. If any conflict or overlap of coverage, terms, or conditions arise due to the addendum the terms in the addendum shall prevail.

JCAHO. Students agree that they will comply with the purpose and standards recommended by the Joint Commission on Accreditation of Healthcare Organizations and the American Medical Association or American Osteopathic Association as appropriate; applicable regulations; the Bylaws, policies and procedures of the Agency; the rules, regulations and Bylaws of the Medical Staff; and current standards of medical practice.

Criminal Background Check. District #529 or Agency will 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 the Agency. In the event such Authorization and Release are not given by the Student, the Student shall be disqualified from participation at the agency. The results of the check must be satisfactory to the Agency.

Confidential. During the term of this Agreement and thereafter, Agency and District #529 and their employees and students shall hold information in the strictest confidence except as otherwise required by this Agreement or by federal law. Such information includes, but is not limited to , patient records and peer review and utilization review documents; the terms of this Agreement;

and the finances, earnings, volume of business, systems, practices, plans, contracts, and similar information of each party.

Insurance. At all times while this Agreement is in effect, District #529, at its sole cost and expense, agrees to procure and maintain, either through commercial policies or self-insurance: (i) professional liability coverage for losses arising out of the acts or omissions of District #529 or its employees and agents or students in the minimum amounts of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate; (ii) Commercial general liability coverage for losses arising out of the acts or omissions of District #529 or its employees or students in the minimum amounts of One Million Dollars (\$1,000,000) per occurrence and two Million Dollars (\$2,000,000) annual aggregate. In the event that District #529 provides professional liability coverage on a claims-made basis, then coverage (which may include self-insurance coverage) for professional liability resulting from acts or omissions of District #529 or District #529's employees or students occurring while this Agreement was in effect.

Student Issues. The Agency shall have responsibility for the clinical services provided at the Agency. The Agency may require the removal of a student, if this is deemed necessary by the Agency in the interest of the patient care. The students subject to this agreement are not agents or employees of the Agency.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 17th day of November, 2010.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing & Allied Health

Good Samaritan Regional Health Center
Leo F. Childers, Jr., FACHE
President

President, Olney Central College

Chairman, IECC Board of Trustees

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

Adopted 11-2010

Agenda Item #8K

Payment of End of Year Bills

Agenda Item #8K

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2010
RE: Payment of End of Year Bills

Since the Board of Trustees meeting is occurring on December 14, bills will be received that should be paid before the close of the year.

A motion should be made that will allow the Chief Executive Officer to pay bills received after the December 14th Board meeting.

Bills paid under this procedure will be made available to the Board for review at the January Board meeting.

TLB/rs

Agenda Item #8L

2011 Board of Trustees Meeting Dates

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2010
RE: Board Meeting Dates and Locations for 2011

The Illinois Community College Act requires that the Board annually set meeting dates, times and locations of Board meetings for the upcoming year. The attached resolution sets forth meeting dates and locations for the IECC Board of Trustees for 2011.

I recommend approval of this resolution.

TLB/rs

Attachment

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

Tuesday, January 18, 2011, 7 p.m., Olney Central College

Tuesday, February 15, 2011, 7 p.m., Wabash Valley College

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

Tuesday, April 19, 2011, 7 p.m., Lincoln Trail College

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

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

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

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

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

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

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

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

Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

**Financial Report
Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT November 30, 2010

FUND	BALANCE
Educational	\$5,220,578.65
Operations & Maintenance	\$631,340.68
Operations & Maintenance (Restricted)	\$178,880.63
Bond & Interest	\$203,963.74
Auxiliary	\$1,552,052.34
Restricted Purposes	(\$534,440.41)
Working Cash	\$2,181,862.27
Trust & Agency	\$488,655.72
Audit	(\$13,398.85)
Liability, Protection & Settlement	\$460,785.29
TOTAL ALL FUNDS	\$10,370,280.06

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
November 30, 2010

	ALL FUNDS
	Fiscal Year 2011
ASSETS:	
CASH	10,370,280
IMPREST FUND	22,000
CHECK CLEARING	12,500
INVESTMENTS	8,690,000
RECEIVABLES	7,757,433
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	651,529
OTHER ASSETS	2,062,901
TOTAL ASSETS AND OTHER DEBITS:	29,566,643
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	180,976
ACCOUNTS PAYABLE	34,121
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	2,302,134
OTHER LIABILITIES	451,653
TOTAL LIABILITIES:	2,968,884
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	3,030,328
PR YR BDGTED CHANGE TO FUND BALANCE	821,667
FUND BALANCES:	
FUND BALANCE	14,543,415
RESERVE FOR ENCUMBRANCES	8,202,349
TOTAL EQUITY AND OTHER CREDITS	26,597,759
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	29,566,643

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF November 30, 2010

ALL FUNDS

FY 2011
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	9,330,060
STATE GOVT SOURCES	532,631
STUDENT TUITION & FEES	8,234,725
SALES & SERVICE FEES	1,560,547
FACILITIES REVENUE	1,887
INVESTMENT REVENUE	68,902
OTHER REVENUES	38,650
TOTAL REVENUES:	19,767,402

EXPENDITURES:

INSTRUCTION	4,545,826
ACADEMIC SUPPORT	174,009
STUDENT SERVICES	512,275
PUBLIC SERV/CONT ED	24,349
OPER & MAINT PLANT	1,187,920
INSTITUTIONAL SUPPORT	3,926,194
SCH/STUDENT GRNT/WAIVERS	2,839,460
AUXILIARY SERVICES	2,069,102
TOTAL EXPENDITURES:	15,279,135

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	4,488,267
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Illinois Eastern Community Colleges
Operating Fund - Income Statement
CASH BASIS
July 1, 2010 -- November 30, 2010

REVENUES:	Education Fund	O & M Fund	Total Operating Funds
Local Government Sources	2,181,042	936,063	3,117,105
State Government Sources	-	532,631	532,631
Net Tuition and Fees	3,666,588	-	3,666,588
Sales & Service Fees	3,691	-	3,691
Funding Bond Proceeds	2,125,000	-	2,125,000
Facilities Revenue	-	1,610	1,610
Investment Revenue	34,014	14,626	48,640
Other Revenues	24,421	-	24,421
TOTAL REVENUES:	8,034,756	1,484,930	9,519,686
EXPENDITURES:			
Salaries	5,530,961	317,358	5,848,319
Employee Benefits	723,634	58,531	782,165
Contractual Services	112,598	69,543	182,141
Materials	475,515	112,319	587,834
Travel & Staff Development	71,221	1,617	72,838
Fixed Charges	148,249	179,336	327,585
Utilities	45,658	401,994	447,652
Capital Outlay	39,196	5,228	44,424
Other	44,624	567	45,191
TOTAL EXPENDITURES:	7,191,656	1,146,493	8,338,149
TRANSFERS :			
INTERFUND TRANSFERS	(1,095,182)	-	(1,095,182)
TOTAL TRANSFERS:	(1,095,182)	-	(1,095,182)
NET INCREASE/DECREASE IN NET ASSETS	<u>(252,082)</u>	<u>338,437</u>	<u>86,355</u>

**OPERATING FUNDS
COMPARISON REPORT FY09-11**

College	Category	FISCAL YEAR 2009			FISCAL YEAR 2010			FISCAL YEAR 2011			% of Year
		Estimated Budget	Spent Thru November	% of Bdgt	Estimated Budget	Spent Thru November	% of Bdgt	Estimated Budget	Spent Thru November	% of Bdgt	
Frontier	Bills		\$1,015,340			\$755,299			\$646,020		
	Payroll		\$830,830			873,883			832,827		
	Totals	\$4,345,598	1,846,170	42%	\$4,389,054	1,629,182	37%	\$4,213,492	1,478,847	35%	42%
Lincoln Trail	Bills		\$1,010,860			718,982			690,882		
	Payroll		\$1,005,100			1,017,967			869,544		
	Totals	4,575,110	2,015,960	44%	\$4,620,861	1,736,949	38%	\$4,436,027	1,560,426	35%	42%
Olney Central	Bills		\$1,285,838			911,072			864,836		
	Payroll		\$1,833,614			1,957,392			1,839,125		
	Totals	7,117,178	3,119,452	44%	\$7,188,350	2,868,464	40%	\$6,900,816	2,703,961	39%	42%
Wabash Valley	Bills		\$1,495,188			1,268,277			1,208,389		
	Payroll		\$1,349,019			1,278,261			1,157,739		
	Totals	6,340,835	2,844,207	45%	\$6,404,243	2,546,538	40%	\$5,955,946	2,366,128	40%	42%
Workforce Educ.	Bills		\$747,984			865,805			1,140,592		
	Payroll		\$434,735			478,113			548,782		
	Totals	3,887,648	1,182,719	30%	\$4,150,932	1,343,918	32%	\$4,109,423	1,689,374	41%	42%
District Office	Bills		\$118,118			100,587			98,125		
	Payroll		\$381,650			356,155			320,276		
	Totals	1,322,403	499,768	38%	\$1,217,108	456,742	38%	\$1,168,424	418,401	36%	42%
District Wide	Bills		\$736,605			681,484			668,963		
	Payroll		\$366,038			338,806			280,026		
	Totals	4,294,128	1,102,643	26%	4,477,402	1,020,290	23%	3,607,771	948,989	26%	42%
GRAND TOTALS		\$31,882,900	\$12,610,919	40%	\$32,447,950	\$11,602,083	36%	\$30,391,898	\$11,166,126	37%	42%

Excludes DOC

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
November 30, 2010

	FY 2011		FY 2010		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	5,848,319	52.38%	6,300,577	54.31%	(452,258)
Employee Benefits	782,165	7.00%	852,899	7.35%	(70,734)
Contractual Services	182,141	1.63%	230,719	1.99%	(48,578)
Materials	587,834	5.26%	590,557	5.09%	(2,723)
Travel & Staff Development	72,838	0.65%	69,716	0.60%	3,122
Fixed Charges	327,585	2.93%	317,503	2.74%	10,082
Utilities	447,652	4.01%	428,513	3.69%	19,139
Capital Outlay	44,424	0.40%	111,804	0.96%	(67,380)
Other	2,873,168	25.73%	2,699,795	23.27%	173,373
	<u>11,166,126</u>	<u>100.00%</u>	<u>11,602,083</u>	<u>100.00%</u>	<u>(435,957)</u>

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

Written Executive Session Minutes

Audio Executive Session Minutes

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 9, 2010
RE: Personnel Report

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

INDEX

400.1. Employment of Personnel

400.2. Temporary Employment

PERSONNEL REPORT

400.1. Employment of Personnel

A. Classified

1. Charles Bennett, Information Systems Technician, LTC, effective January 3, 2011
2. Jennifer Jennings, Office Assistant, Upward Bound-West, DO, effective January 3, 2011, contingent upon continued grant funding
3. Robert Woods, Maintenance Worker, WVC, effective January 3, 2011

400.2. Temporary Employment

A. Faculty

1. Mark Doerries, Vocal Music Instructor, temporary contract for Spring 2011 semester only, effective January 5, 2011

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Adjournment

TENTATIVE Protection, Health, Safety and ADA Projects Schedule Phase 9 Carryover 2 Projects										
	Estimated Budget									
District Office Roof Replacement	\$167,100									
District Wide Plumbing & Electrical Upgrades	\$367,300									
GRAND TOTAL	\$534,400	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

11/30/2010