

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**December 13, 2011**



**Location:**

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

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**December 13, 2011**

**7:00 p.m.**

**Lincoln Trail College**

1. Call to Order & Roll Call ..... Chairman Fischer
2. Disposition of Minutes ..... CEO Bruce
3. Recognition of Visitors and 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. Nursing Student Progression/Remediation Policy Student Personnel 500.23
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. FY2012 Capital Renewal Application..... Bruce
  - B. FY2012 Capital Renewal Resolution ..... Bruce
  - C. Paramedicine and EMT Fees ..... Bruce
  - D. Advanced Manufacturing Academy – Student Handbook..... Bruce
  - E. Board Meeting Dates and Location for 2012..... Bruce
  - F. Affiliation Agreement with Lawrence County Hospital – Phlebotomy..... Bruce
  - G. Affiliation Agreement with Evansville VA Clinic – Phlebotomy..... 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. Litigation ..... Bruce
- 16. Other Items
- 17. 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 Workforce Development Center, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, November 15, 2011.

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

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

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

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

Also present at this meeting, in addition to trustees:

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

Abbreviations Used in Minutes:

DO – District Office  
DOC – Department of Corrections  
FCC – Frontier Community College  
HLC – Higher Learning Commission  
HRSA – Health Resources & Services Administration  
ICAHN – Illinois Critical Access Hospital Network  
ICCB – Illinois Community College Board  
ICCTA – Illinois Community College Trustees Association  
IECC – Illinois Eastern Community Colleges  
IECEA – Illinois Eastern Colleges Education Association  
LTC – Lincoln Trail College  
LWIB – Local Workforce Investment Board  
OCC – Olney Central College  
PHS – Protection, Health & Safety  
SAN – Student Advantage Network  
SURS – State Universities Retirement System

WED – Workforce Education  
WVC – Wabash Valley College

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held Tuesday, October 18, 2011 were presented for disposition.

**Board Action to Approve Minutes:** Trustee Brenda Culver made a motion to approve minutes of the October 18, 2011 meeting as prepared. Trustee Gary Carter seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

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

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

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

**#3-C. Special Guests:** FCC President Tim Taylor introduced special guests who were involved in completion of the Workforce Education Center, including members of the Fairfield Lions Club. Others involved in making the Center possible included the Fairfield City Council, FCC Foundation, the Puckett Foundation, the Hutchinson Foundation, and FCC employees who did much of the work, especially in the final phases of the project.

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

**AGENDA #5 – “Reports”** –

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

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

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

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

**#6-A. Minimum Faculty Requirements Policy 400.8:** Currently, IECC has three separate policies on qualifications for full-time, part-time and dual credit faculty. The academic deans and chief academic officer have developed one policy for all faculty which meets the standards of the Illinois Community College Board’s Administrative Rules, the Higher Learning Commission’s minimum expectations, and the Dual Credit Quality Act. This one policy is in accordance with generally accepted standards and practices for teaching, supervising, counseling, and administering the curriculum or supporting system to which faculty members are assigned. The revised single policy addresses the academic preparation and experience of faculty and ensures that the faculty is appropriately qualified to teach the various areas of instruction offered in the District’s transfer courses and Career and Technical Education courses.

A copy of the revised Policy 400.8 was presented and is made a part of the minutes by this reference.

Recommendation: The CEO recommended that second reading be waived and that the revised Minimum Faculty Requirements Policy 400.8 be adopted as presented.

**Board Action:** Trustee Brenda Culver made a motion that second reading be waived and that the revised Minimum Faculty Requirements Policy 400.8 be adopted as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

**#8-A. Emergency Expenditure – WVC Pool:** An emergency expenditure is needed to replace the large industrial pool boiler (water heater) at the swimming pool at Wabash Valley College. The bottom of the boiler fell out during a recent inspection. The boiler is necessary to maintain a water temperature above 72 degrees at all times. WVC President Fowler sought quotes for replacing the boiler, removing the existing boiler, removing the existing flue and the installation of a new flue, and making all necessary electrical connections. Quotes were received from J.E. Shekell (\$21,274), H.F. Refrigeration (\$21,204), Johnson Controls (\$22,319), and Sharp and Williams (\$23,510). Each company quoted the same boiler made by the same manufacturer and indicated that the boiler could be available from the manufacturer in three weeks. Because of a long standing relationship with J.E. Shekell and the fact that the employee that does WVC work for Shekell resides near the college, the decision was made to have J.E. Shekell replace the pool boiler. The CEO recommended that the Board ratify an earlier decision to proceed with this emergency purchase as outlined.

**Board Action:** Trustee William Hudson made a motion to ratify the decision to accept the proposal of J.E. Shekell to replace the WVC pool boiler as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. Tuition Required for Equalization Funding:** For equalization grant eligibility funding, qualified districts must maintain a per credit hour tuition and universal fee rate that is equal to 85% of the state-wide average tuition and universal fee rate. The Illinois Community College Board has notified the IECC District that the minimum tuition and universal fee rate required to qualify for fiscal year 2013 equalization funding has been established as \$88.31 per semester hour, which is 85% of the fiscal year 2012 statewide average tuition and universal fee rate.

Therefore, for Illinois Eastern to qualify, tuition and universal fees will have to be increased by at least \$2.31. The example of tuition and fees follows:

Fiscal year 2012 statewide average tuition and universal fee rate: \$103.89.

85% of the fiscal year 2012 average tuition and universal fee rate: \$ 88.31.

Current IECC tuition: \$ 71.00.

Current IECC universal fee (technology fee): \$ 5.00.

Current IECC student support fee: \$ 10.00.  
Total current tuition and universal fees: \$ 86.00.

Proposed IECC tuition (\$3.00 Increase): \$ 74.00.  
Proposed universal fee (technology fee): \$ 5.00.  
Proposed student support fee: \$ 10.00.  
Total proposed increased tuition and universal fees: \$ 89.00.

*Recommendation:* The CEO recommended approval to establish \$89.00 as the tuition rate, technology fee, and student support fee, effective Summer Term 2012.

**Board Action:** Trustee Gary Carter made a motion to establish \$89.00 as the tuition rate, technology fee, and student support fee, effective Summer Term 2012 as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Tuition Rate Changes:** To comply with the equalization eligibility requirements of the State, the Board has taken action to increase tuition by \$3.00 per semester hour. Various other discretionary tuition rates have been reviewed by the Cabinet. Other District tuition rates which the Board should change include:

Indiana Students in Designated Counties, change from current \$114 to \$110 per credit hour.  
Online In-District, change from current \$71 to \$74 per credit hour.  
Online Special Out-of-District, to remain at \$89 per credit hour.  
Online Indiana Students in Designated Counties, to remain at \$110 per credit hour.  
Online Out-of-District, to remain at \$110 per credit hour.  
Online Out-of-State, to remain at \$110 per credit hour.  
Online Non-U.S. Resident, to remain at \$110 per credit hour.

*Recommendation:* The CEO recommended approval for the foregoing changes in tuition rates, effective Summer Term 2012.

**Board Action:** Trustee Gary Carter made a motion to approve the foregoing changes in tuition rates, effective Summer Term 2012 as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Joint Agreement with Lewis and 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, located in Godfrey, Illinois. There are no changes to this agreement from last year's agreement. The CEO recommended approval.

**Board Action:** Trustee Michael Correll made a motion to renew the revised Joint Agreement with Lewis and Clark Community College as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William

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

**#8-E. Employee Satisfaction Survey Results:** Pam Schwartz reviewed the 2011 Employee Satisfaction Survey. In the fall of each year, District employees are given the opportunity to answer a survey which reviews the operation of the District and its four colleges. Employees were asked their work location, their classification, whether they were employed full or part-time, and the years of service to the District. The 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 other questions concerning the District.

The survey showed that overall, 90% of IECC employees are satisfied with their employment at their college and IECC.

Highest areas of agreement or strong agreement were:

98% - I understand IECC's mission and values and they influence how my department works or how I provide instruction.

92% - I would recommend IECC to a prospective student or employee.

90% - Overall, I am satisfied with my employment at my college and IECC.

86% - I visit IECC or my college's website on a regular basis to find information.

86% - Administration is available to staff/faculty within a reasonable time frame.

85% - I have the equipment and technology necessary to do my work.

Highest areas of disagreement or strong disagreement were:

22% - I am fairly compensated for the work I do.

22% - There are opportunities for promotions and advancement at my college and IECC.

17% - The evaluation process is constructive and encourages me to enhance my job performance.

16% - My work load is fair and reasonable and the work is fairly distributed in my department.

16% - My college or worksite does a good job of keeping me informed about changes that affect my work.

The CEO recommended acceptance of the 2011 Employee Satisfaction Survey results.

**Board Action:** Trustee Marilyn Wolfe made a motion to accept the 2011 Employee Satisfaction Survey results as recommended. Student Trustee Miranda Steinman seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. Affiliation Agreement with Salem Township Hospital – Phlebotomy:** IECC wishes to enter into an affiliation agreement with Salem Township Hospital, located in Salem, Illinois. This affiliation agreement is for the OCC Phlebotomy Program and is the standard affiliation agreement for this program. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Phlebotomy Program with Salem Township Hospital, Salem, Illinois, as



recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-G. Affiliation Agreement with Robinson Dialysis – ADN:** IECC wishes to enter into an affiliation agreement with Robinson Dialysis, located in Robinson, Illinois. This affiliation agreement is for the Associate Degree Nursing Program and is the standard affiliation agreement for this program. The CEO recommended approval.

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

**#8-H. Affiliation Agreement with Cotillion Ridge Nursing Center – CNA:** IECC wishes to enter into an affiliation agreement with Cotillion Ridge Nursing Center, located in Robinson, Illinois. This affiliation agreement is for the Certified Nurse Assistant Program and is the standard affiliation agreement for this program. The CEO recommended approval.

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

**AGENDA #9 – “Bid Committee Report”** – The Bid Committee presented the following report and recommendations:

- A. LTC, OCC & District Office
  - 1. Lighting Upgrades

Based upon the recommendation of Marion J. Poggas, AIA, of *image architects inc.*, Carbondale, the Bid Committee recommended acceptance of the low bid received which meets specifications, from Mark’s M & M Electric, Inc., Teutopolis, Illinois, with a total bid of \$35,440, for lighting upgrades at Lincoln Trail College, Olney Central College and the District Office.

Source of Funds: District/Grant Incentive Reimbursement.

Department: Operations & Maintenance.

The work includes, but is not limited to upgrade of existing lighting fixtures at LTC, OCC and the District Office in Olney. Upgrades will consist of new electronic ballasts, lamp sockets, and lamps, along with associated work as specified.

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

**Board Action:** Trustee Gary Carter made a motion to accept the foregoing recommendations of the Bid Committee as outlined, for lighting upgrades at LTC, OCC, and the District Office. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report showing the balance in all funds as of October 31, 2011. The Treasurer reported that the District is currently owed \$5,519,972 by the state.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for November 2011, totaling \$2,403,124.45, 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 2011, in the amounts listed, and payments from the revolving fund for October 2011. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

1. LWIA Dislocated Worker Program: There have been cuts in funding for this 14 county program and additional cuts are anticipated. There were 329 in the program and now there are 109.

2. A Story of Decline: Illinois Higher Education: Higher Education in Illinois is falling behind in recent years in funding and enrollment.

3. Enrollment: IECC's reimbursable full-time equivalency enrollment is down 5% from November FY11 to November FY12. Reimbursable Headcount is down 12%.

**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 18, 2011.

**AGENDA #14 – “Approval of Personnel Report”** – There were no personnel items on the agenda, but an addendum was presented by the CEO for addition and approval.

## **Personnel Report Addendum**

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

- A. Professional/Non-Faculty

1. Abbi Cook, Manager of Food Services, WVC, 10 month position, effective December 12, 2011.

B. Classified

1. Vicky Daugherty, Office Assistant, Student Advantage Network, DO/LTC, effective December 1, 2011, contingent upon continued grant funding.

**#14-A. Board Action to Amend Personnel Report:** Trustee William Hudson made a motion to amend the Personnel Report, to add an addendum containing Section 400.1, as recommended. Student Trustee Miranda Steinman seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

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

**AGENDA #15 – “Collective Bargaining”** – The CEO reviewed and recommended approval of the following Memorandum of Agreement between the Board of Trustees of Illinois Eastern Community Colleges District No. 529, and the Illinois Eastern Colleges Education Association, IECEA, IEA-NEA, dealing with Section 7.0, Section 12.2.2 and Section 12.2.3 of the contract between the Board and Association.

### MEMORANDUM OF AGREEMENT

This is a Memorandum of Agreement between the Board of Trustees of Illinois Eastern Community Colleges, District No. 529 (“Board”) and the Illinois Eastern Colleges Education Association, IECEA, IEA-NEA (“Association”) with respect to their reopener negotiations under Article XV, Section 15.1 (Reopener), of their existing collective bargaining agreement (“Agreement”). In full and complete settlement of such reopener negotiations, the Board and the Association hereby agree as follows:

1. The following sections or Articles of the existing Agreement are hereby amended to provide as follows:

- Amend Section 7.0 (Entire Agreement) as follows:

Section 7.0 This Agreement upon ratification, supersedes all prior practices and agreements, whether written or oral, unless expressly stated to the contrary herein, and constitutes the complete and entire agreement between the parties, and concludes collective bargaining for its term.

The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the duration of this Agreement, each voluntarily and

unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter, ~~whether or not~~ referred to or covered in this Agreement, including the impact of the Board's exercise of its rights as set forth herein, on wages, hours or terms and conditions of employment, ~~even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.~~

- Amend Section 12.2 (Seniority) as follows:

Section 12.2 Seniority

12.2.1 Seniority Definition. A faculty member's seniority shall be based upon time spent teaching for the District in the faculty member's assigned subject discipline or career field(s), i.e., the faculty member's position. A faculty member may only accrue seniority in a single subject discipline or career field in a given academic year. During an academic year, each full-time faculty member will be assigned seniority in one position in a subject discipline or a career field by action of the Board. Assignment to a subject discipline or a career field for purposes of seniority does not preclude a faculty member from being assigned by the Board to teach a portion of his/her course load outside of that subject discipline or career field.

When a faculty member's subject discipline or career field is changed by the Board, such faculty member shall not forfeit seniority earned while assigned to teach for the District in a different bargaining unit position in a prior academic year. (E.g., if a faculty member earns five (5) years of seniority while teaching for the District as a Mathematics instructor, and is then assigned to the position of Art instructor and teaches in such area for two (2) years, then such faculty member would have five (5) years seniority in the position of Mathematics instructor and two (2) years in the position of Art instructor.)

Seniority does not accumulate during a faculty member's unpaid leave of absence or while a faculty member is laid off.

During the first full week of instructional days during the second semester of each academic year, the Board will post a list on the bulletin board at each College located next to faculty mailboxes and on the intranet, setting forth the seniority, by position, of each faculty member then employed by the Board. A copy of the list shall also be provided to the President of the Association. The Board will not be responsible for any errors in this list unless such errors are brought to the attention of the Board's Director of Human Resources in writing by the Association or a faculty member within twenty-one (21) calendar days after the list is posted on campus or provided to the Union President, whichever date occurs later. Commencing with the 2008/2009 academic year, the Board will list the years of seniority earned in each discipline on the seniority list.

Seniority for all purposes shall be terminated if the faculty member:

- A. Quits or resigns; or
- B. Is terminated in accordance with the provisions of applicable law and/or this contract; or
- C. Retires or is retired; or
- D. Is a tenured faculty member and:

- 1) Is laid off for a period of twenty-four (24) months from the beginning of the school year for which the faculty member was honorably dismissed; or
- 2) Fails to respond to notification of recall within ten (10) calendar days of its receipt or within fourteen (14) calendar days of its mailing, whichever is less, provided that a notice or recall is sent by certified or registered mail (return receipt requested) addressed to the most recent address provided by the faculty member. It shall be the responsibility of the faculty members laid off to advise the Director of Human Resources in writing of their latest address; or

E. Fails to return from an approved leave of absence at its expiration.

Section 12.2.2 Seniority Upon Return to the Bargaining Unit. If a faculty member is appointed by the Board to a position outside the bargaining unit and is subsequently returned to a bargaining unit position by the Board, the faculty member shall retain seniority that was previously accumulated as a faculty member.

Section 12.2.3 Reduction in Force. The reduction in force of faculty members shall be in accordance with the provisions of 110 ILCS 805/3B-5. The provisions of this Section, and any such reduction in force, shall not be subject to the grievance and arbitration procedure set forth in this Agreement.

2. This Memorandum shall become effective upon execution by the District’s Chief Executive Officer and the Association’s President.

**Board Action:** Trustee Michael Correll made a motion to approve the foregoing Memorandum of Agreement between the Board of Trustees and the Illinois Eastern Colleges Education Association as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #16 – “Litigation”** – None.

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

**AGENDA #18 – “Other Items”** – None.

**AGENDA #19 – “Adjournment”** – Trustee Gary Carter 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 8:35 p.m.

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

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

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

**A. Visitors and Guests**

**B. IECEA Representatives**



**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports**

**A. Trustees**

**B. Presidents**

**C. Cabinet**

**Coal Mining Technology/Telecom**

**Agenda Item #6**

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

**Nursing Student Progression/Remediation Policy  
Student Personnel 500.23**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 13, 2011  
RE: Nursing Student Progression/Remediation Policy  
Student Personnel 500.23

Currently, the nursing program requires nursing students to take the Health Education System, Inc. (HESI) computerized exit exam and achieve a score of 800. The nursing faculty is requesting that the minimum passing score on HESI be raised to 850. Raising the score to 850 is based on a study of RN's which showed that of the 66 schools participating, 95.6% of the students who scored 850-899 passed the National Council Licensure Examination (NCLEX) on the first attempt. The most commonly used benchmark is 850 for the 66 schools in the study.

Also, currently students are allowed to take the HESI exit exam three times in attempts to get the required minimum passing score. The nursing faculty have indicated that students do not take the third attempt seriously, but the requirement does increase student stress, frustration and places an additional financial burden on the student (\$45). It also delays the taking of the NCLEX, and the longer a student waits to take the NCLEX Exam, the rate of success decreases.

I ask the Board to approve the change to 850 as a minimum passing score on the HESI exit exam and reduce the number of times a student is required to take the HESI from three times to two times.

TLB/rs

Attachment

**Student Personnel 500.23**  
**Nursing Student Progression/Remediation Policy**

**Effective: Spring 2012**

Date Adopted: October 16, 2007

Date Revised: March 18, 2008

Date Revised: November 17, 2009

Date Revised: December 13, 2011 (Pending)

Each RN nursing student will be required to achieve a minimum passing score of ~~800~~ 850 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. Each LPN nursing student will be required to achieve a minimum passing score of 700 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. The required score and the approved nursing exit exam will be specified in the applicable course syllabus for NUR 1206, PNC 1216, or NUR 2205 offered in the last semester of either the LPN or the RN program. If the required score is not achieved in the first attempt, remediation and completion of the required live NCLEX review will be required before the student will be approved to take the standardized nursing exit exam a second time. If the student fails to achieve the required score on the second attempt of the standardized nursing exit exam, the student will be required to successfully complete an approved on-line review course prior to ~~attempting the standardized nursing exit exam for the third time. Failure to pass the standardized nursing exit exam on the third attempt will result in the student~~ receiving the grade earned for the NUR 1206, PNC 1216 or NUR 2205 course. No requirements to take additional standardized nursing exams will be required. In all instances, the student will be required to pay the cost of additional applications for the standardized nursing exit exam and any cost of remediation/reviews.

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**FY2012 Capital Renewal Application**



MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: December 13, 2011

SUBJECT: FY2012 Capital Renewal Application

On November 18, 2003 the Board of Trustees submitted a Capital Renewal Application for FY2004 Capital Renewal funds. The application was approved by ICCB and the Capital Development Board. However, FY2004 Capital Renewal funds were never released to perform the work.

The projects listed in that original application became such priorities that they were completed with other funding, namely use of Protection Health and Safety Bond funds.

On August 12, 2011 the District received notification that in FY2012 Capital Renewal funds in the amount of \$397,900 were being released to IECC. The District was told that if the original projects in the FY2004 applications were no longer relevant, that the District could submit a new application with updated projects.

After a review of all the possible uses of the Capital Renewal Grant, the college Presidents have decided that there are three needs that are most critical. Enclosed is Illinois Eastern Community Colleges FY2012 Capital Renewal Grant application with an estimated cost of \$397,900. This application identifies these three most critical needs as 1) replacing an HVAC rooftop unit at LTC, 2) replacing the solarium at OCC, and 3) upgrading the chemistry lab at WVC.

I request that the Board of Trustees approve this Capital Renewal Grant application as presented so that it may be submitted to the Illinois Community College Board.

TLB/cr

Enclosures

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

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

Contact Person Roger Browning, CFO

Project Title Various Improvements – LTC, OCC, WVC, Illinois Eastern Community Colleges, Olney, Illinois

Project Budget \$397,900 ( ) check here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2

Date: December 2, 2011

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

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

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

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

**Section II**

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes \_\_\_\_ No

If no, please update your District's Site and Construction Master Plan and submit to the ICCB.  
Anticipated date of completion

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes?  
Yes \_\_\_\_ No

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

---

**Section III**

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

## **Programmatic Justification and Scope of Work**

## **Programmatic Justification**

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

The two roof top HVAC units of the Lincoln Trail College Zwermann Arts Center are original to the building (approximately 35 years old) and well beyond their expected life. One of the units does not function for air conditioning and does not properly function for heating. The other unit requires constant attention and maintenance to keep the unit in operating condition. This project will replace the first unit as Phase One.

The glass solarium along the east side of the Theater/Gymnasium Lobby at Olney Central College is original to the building (approximately 35 years old) and constructed of steel mullions with glazing held in place with rubber gaskets. The gaskets have been constant sources of leaks for many years and continue to be so. The ceramic tile floor in the lobby has begun to deteriorate due to water infiltration. This project will replace the solarium and repair the ceramic tile.

The chemistry laboratory in the Science Building at Wabash Valley College has the original laboratory work stations. There is no wheelchair accessible station. The aisles between the laboratory tables are very narrow and inhibit safe passage during experiments with hazardous chemicals and procedures. The laboratory stations themselves are too small and create potentially hazardous conditions during experiments. The fume hood in the room is also original to the laboratory and barely functional. It does not provide adequate ventilation for fumes and particulates.

## **Scope of Work**

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

One of the two existing rooftop units serving the Zwermann Arts Center at Lincoln Trail College will be replaced as a part of this project. The unit that is currently only partly operational will be removed and replaced with a like unit. The existing curb and opening will be utilized, adapted as necessary.

At Olney Central College, the existing glass and steel-framed solarium will be removed and replaced with a prefabricated aluminum and glass unit. The damaged ceramic floor tile will be removed and new tile will be installed in its place. The existing exit doors will be replaced with new doors compatible with the prefabricated solarium.

At the chemistry laboratory in the Science Building at Wabash Valley College, the existing laboratory tables will be removed and replaced with new tables to provide a wheelchair accessible work station and adequate aisle space. The existing vinyl floor tile and mastic in the room contain asbestos and will be removed utilizing intact removal. The existing underfloor plumbing for water, waste and gas will be revised to accommodate the new laboratory table layout. The existing fume hood will be removed and replaced with a new hood.

Attachment #1  
Project Budget

Check One:

New Construction  
 Remodeling

**Project  
Name**

Various Improvements – LTC, OCC, WVC, Illinois Eastern Community Colleges

	<u>Budget Amounts</u>
Land	
Site Development	0
Construction (including Fixed Equipment)	189,800
Mechanical	116,400
Electrical	0
General Conditions (CDB Construction Administration Fee)	9,200
Contingency (10%)	30,600
A/E Professional Fees and Reimbursables	51,900
Total	\$397,900

**Protection, Health and Safety Project  
Name**

	Budget Amounts
Project Costs	
Contingency	
A/E Professional Fees	
Total	

**Attachment #2  
Funding Source**

**District/College Name** Illinois Eastern Community Colleges  
**Project Name** Various Improvements – LTC, OCC, WVC, Illinois Eastern Community Colleges, Olney, Illinois

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

Available fund balance \_\_\_\_\_ Fund name(s): \_\_\_\_\_  
(Including excess funds from  
previously approved protection,  
health, and safety projects)

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

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

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

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

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

Capital Renewal Funding \_\_\_\_\_  Proposed Fiscal Year Source(s): FY 2012

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

<b>Date Sent to CDB:</b>	<b>For CDB Board Meeting Date:</b>	<b>Date Received by CDB:</b>	
<b>CONTACT PERSON:</b>	<b>PHONE NO:</b>	<b>FAX NO.</b>	
<b><u>HIGHER EDUCATION A/E RECOMMENDATION FORM</u></b>			
<b>CDB Project No.:</b>	<b>Appropriation Amount:</b>	<b>Estimated Total Project Cost:</b>	
	\$397,900	\$397,900	
<b>Project Title and Location:</b>			
Various Improvements – LTC, OCC, WVC, Illinois Eastern Community Colleges, Olney, Illinois			
Project Scope of Work:			
Replace rooftop unit, LTC; replace solarium, OCC; replace laboratory tables and fume hood, WVC.			
<b>This Firm is Recommended Because:</b>			
Illinois Eastern Community Colleges has had a very satisfactory on-going relationship with Image Architects for 25 years. They are intimately familiar with our campuses and grounds.			
<b>#1 Architect/Engineer-Name/Address</b>			
Image Architects Inc. 1118 West Main Street Carbondale, Illinois 62901			
<b>Total number of “Staff” Team assigned to this Project:</b> 5 (Architect, Engineer, 2 Technicians, Construction Administrator), plus project principals			
<b>Total number of “Licensed” Team assigned to this Project:</b> 2, plus project principals			
<b>Percent of Work to be completed by: Prime 55% Consultants 45%</b>			
Is the Prime firm or any of its consultants a certified M/FBE: Yes No X <input type="checkbox"/> Prime is FBE			
<b>Consultants Anticipated for this Firm:</b>			
<b>Name/Address</b>	<b>Type of Work</b>	<b>% of Work</b>	<b><u>/FBE - No</u></b>
Asaturian Eaton and Associates 1440 Old West Main Road Carbondale, Illinois 62903	Mechanical Engineering	45%	



<b>#2 Architect/Engineer-Name/Address</b>			
<b>Total number of “Staff” Team assigned to this Project</b>			
<b>Total number of “Licensed” Team assigned to this Project:</b>			
<b>Percent of Work to be completed by: Prime    Consultants</b>			
Is the Prime firm or any of its consultants a certified M/FBE: Yes    No    Consultant is MBE			
<b>Consultants Anticipated for this Firm:</b>			
<b>Name/Address</b>	<b>Type of Work</b>	<b>% of Work</b>	<b>M/FBE</b>
<b>#3 Architect/Engineer-Name/Address</b>			
<b>Total number of “Staff” Team assigned to this Project:</b>			
<b>Total number of “Licensed” Team assigned to this Project</b>			
<b>Percent of Work to be completed by: Prime    Consultants</b>			
Is the Prime firm or any of its consultants a certified M/FBE: Yes    No <input type="checkbox"/> Consultant is FBE			
<b>Consultants Anticipated for this Firm:</b>			
<b>Name/Address</b>	<b>Type of Work</b>	<b>% of Work</b>	<b>M/FBE</b>

<b>SUMMARY OF A/E SELECTION PROCESS</b>	
<b>DATE OF ADVERTISEMENT:</b>	
<b>NUMBER OF SUBMITTALS:</b>	
<b>NUMBER OF MINORITY OWNED FIRMS: (MUST BE CERTIFIED WITH CMS OR IDOT)</b>	
<b>NUMBER OF FEMALE OWNED FIRMS:</b>	
<b>DATE OF INTERVIEWS:</b>	
<b>NUMBER OF INTERVIEWS:</b>	
<b>APPROVED AT BOARD OF TRUSTEES MEETING DATE:</b>	

**ARCHITECT RECOMMENDATION FORM**  
(To Be Submitted For Capital Renewal or ADA proposed projects)

1. Provide your preference for architectural and/or engineering services:
- Capital Development Board in-house services (skip to 2)
  - Capital Development Board to select A/E firm (skip to 2)
  - Using an A/E firm with whom we have a satisfactory relationship. *Attach a separate letter which states the projects completed over the last five years by the A/E firm and the college's satisfaction with that work. List the A/E firm below (only one needed).*
  - College recommended A/E firm (must supply the name, address, phone number, and contact person of your top three choices).

1st Choice: Image Architects Inc.  
1118 West Main Street  
P.O. Box 850  
Carbondale, IL 62901

2<sup>nd</sup> Choice: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3rd Choice:

Provide the following if the A/E firm was college recommended:

The firm recommended \_\_\_\_\_ is not \_\_\_\_\_ (is or is not) CDB certified as a minority business enterprise/female business enterprise company.

The firm recommended was chosen using a quality-based selection process.  
 Yes  No

If A/E firm will use a consultant, please provide the following information:

Name of consultant/firm Asaturian Eaton & Associates  
Type of work to be performed (mechanical, electrical, etc.) Mechanical  
Percentage of work estimated to be completed by a consultant 45%  
No Minority or No Female owned business? Yes or No

2. Please attach a copy of the local board minutes approving the project.

*Please return this form along with any attachments and the board minutes to:*  
Edward Smith  
Director for System Finances  
Illinois Community College Board  
401 East Capitol Avenue  
Springfield, Illinois 62701-1711

ATTACHMENT TO APPLICATION FOR  
CAPITAL RENEWAL GRANT FUNDS

Illinois Eastern Community Colleges District No. 529  
December 2, 2011

3. Estimated Project Budget:

Replace rooftop unit - LTC	116,400
Replace solarium – OCC	62,300
Replace lab tables and fume hood – WVC	<u>127,500</u>
Subtotal	\$306,200
Contingency	30,600
Construction Administration Fee	9,200
A/E Compensation (Including CAF)	36,400
On-Site Observation & Reimbursables	<u>15,500</u>
<b>Total Estimated Project Cost</b>	<b><u>\$397,900</u></b>

**Agenda Item #8B**

**FY2012 Capital Renewal Resolution**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 13, 2011  
SUBJECT: FY2012 Capital Renewal Resolution

The attached Resolution for the Capital Renewal Grant Funds application is a required part of the Capital Renewal application process.

I recommend that the Board of Trustees adopt the attached resolution and that it be included in the FY2012 Capital Renewal application.

TLB/cr

Attachment

**Resolution for Capital Renewal Grant Funds Application**

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges, District #529, that authorization is hereby given to file with the Illinois Community College Board, this district's FY2012 Capital Renewal Grant Application and attachments thereto, including justification narration and project scope, with an estimated cost of \$397,900, as follows:

1. The capital renewal allocated amount is \$397,900.
2. The estimated project budget is hereby approved in the following amounts:

Replace rooftop unit – LTC	116,400
Replace solarium- OCC	62,300
Replace tables and fume hood - WVC	<u>127,500</u>
Subtotal	\$306,200
Contingency	30,600
Construction Administration Fee	9,200
A/E Compensation	36,400
On-Site Observation & Reimbursables	<u>15,500</u>
<b>Total Estimated Project Cost</b>	<b><u>\$397,900</u></b>

Resolution adopted by roll call vote this 13th day of December, 2012.

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

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

**Agenda Item #8C**

**Paramedicine and EMT Fees**



**Agenda Item #8C**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 13, 2011  
RE: Paramedicine and EMT Fees

Frontier Community College is starting a new Paramedicine Program and part of the accreditation process is a requirement that students undergo a drug test prior to entering the program. IECC currently uses a company that charges \$33 for drug screening and they are willing and able to do drug screening for Paramedicine students.

Starting with the Spring 2012 Semester, Paramedicine students will be charged a \$33 drug screening test fee.

The clinical sites currently open to our EMT students and our forthcoming Paramedicine students have recommended that our students wear a uniform so that they can be easily distinguished by both the patients and the clinical site staff when they are on-site. FCC staff has found a uniform/shirt that can be provided to the students for a charge of \$38.00.

The District also covers these students for liability and the liability insurance fee that would be charged the new Paramedicine students will be \$10.00 per semester, the same fee currently being charged to other students in similar programs.

I ask the Board's approval of a \$33.00 drug screening program fee, a \$38.00 uniform program fee and a \$10.00 per semester liability insurance fee. The drug screening fee and uniform program fee will become effective with the Spring Semester 2012. The liability insurance fee will become effective with the Summer Term 2012.

TLB/rs

**Agenda Item #8D**

**Advanced Manufacturing Academy – Student Handbook**

**Agenda Item #8D**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 13, 2011  
RE: Advanced Manufacturing Academy - Student Handbook

As part of the Department of Labor grant received by the District, the District was to develop an Advanced Manufacturing Academy with high schools.

Matt Fowler, President and Wayne Morris, Dean, of Wabash Valley College, have worked with the Mt. Carmel High School to develop an Advanced Manufacturing Academy which will function very much along the lines of our existing Health Careers Program. An Advanced Manufacturing Academy Student Handbook has been developed for this new program.

High school students will be enrolled in the Advanced Manufacturing Program as dual enrollment students and classes will be held on the Wabash Valley College campus.

The proposed curriculum for this program is being developed as a two semester program in high school, which would lead into the Advanced Manufacturing Program at Wabash Valley after the student has graduated from high school. The demand for the program has been sufficiently high that Wabash Valley College has proposed to start the program in the Spring of 2012, a semester earlier than planned.

The Program will not require hiring additional Wabash Valley College staff or faculty and will be coordinated closely with the high school curriculum and the existing curriculum at Wabash Valley College.

I ask the Board's approval of the Advanced Manufacturing Academy Student Handbook.

TLB/rs

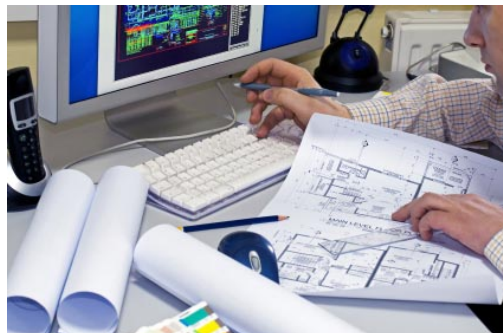
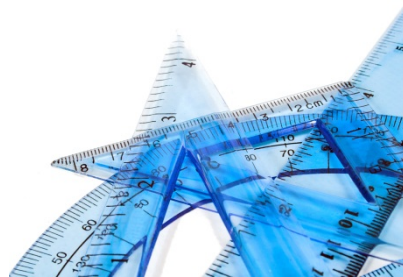
Attachment



Illinois Eastern Community Colleges

# ADVANCED MANUFACTURING ACADEMY

## STUDENT HANDBOOK



This workforce solution was funded by a grant awarded under the President's Community-Based Job Training Grant as implemented by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.

# ADVANCED MANUFACTURING

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December 2011

## INTRODUCTION

The purpose of this Academy is to provide students and their parents with well-informed career choices in Advanced Manufacturing and related fields. Students and parents will be better prepared in making college and career decisions.

While traditional manufacturing skills are covered, each student will be provided the opportunity to experience hands-on training in up-to-date manufacturing technologies.

The students are enrolled in a 4-hour college credit course (EGR 1298 – Topics/Issues in Engineering Technology). The class meets Monday through Thursday from 9:30 – 10:45 a.m. at Wabash Valley College Advanced Manufacturing facility located at 214 West 3<sup>rd</sup> Street in Mt. Carmel, IL. Other college facilities may be utilized and field trips may be scheduled to examine employment opportunities and achieve the stated academy outcomes.

## **ADVANCED MANUFACTURING ACADEMY OUTCOMES**

- Identify advanced manufacturing careers;
- List specific skill sets for each career category;
- Portray appropriate personal appearance and behavior;
- Demonstrate communication, critical thinking, and problem-solving skills;
- Understand advanced manufacturing issues;
- Demonstrate standard safety precautions in industrial settings;
- Apply manufacturing terminology;
- Demonstrate workplace skills, such as interpersonal relationships, team building, team performance, and quality improvement.

# WELCOME TO THE AMAZING WORLD OF TECHNICAL AND ADVANCED MANUFACTURING CAREERS!

This program is a dual enrollment program with educational collaboration among community colleges and high schools.

You will experience:

- **Computer Aided Design (CAD)**
- **Electricity (DC)**
- **Motor and Motor Controls**
- **Hydraulics**
- **Mechanical Drives**
- **Heating Ventilation & Air Conditioning (HVAC)**
- **Blueprint Reading**
- **Automation, Robotics**
- **Welding**
- **Basic Machining Operations**
- **College/High School Credit:** The Illinois Eastern Community Colleges District Advanced Manufacturing Academy is a dual enrollment program, which means you will receive college credit from IECC.

Being in the classroom and manufacturing lab area on a daily basis is a privilege; a positive, open-minded attitude will allow you to gain enormous benefits that can influence your future.



## **ATTENDANCE POLICY**

Attendance is critical to the success of an academy student. The instruction involves many guest speakers, observations, and hands-on experiences. Excellent attendance is expected since make-up work is difficult to accomplish. In the event of an absence, the student is responsible for making arrangements with the instructor to obtain information. Anticipated absences should be prearranged and “make-up” work completed in advance whenever possible.

Instructors will notify the Dean of Instruction at the college and the principal of the high school if attendance becomes a concern. A letter will be sent to the student, student’s parents and his/her school advising them of the problem. In addition, the letter will instruct the student to develop a written plan which will identify how the student will make up all assignments and activities missed. This plan will then be submitted to the instructor for approval. A copy of the letter will be sent to the student’s Principal.

In addition, students who have excessive days (as noted in the student syllabus) of non-participation and have failed to make up missed competencies, assignments and/or labs will be dropped from the program.

Students are attending a college class at an IECC facility. All policies of IECC apply to student conduct, computer and equipment use, safety, and other requirements specified by the instructor in the student syllabus.

## **ADVANCED MANUFACTURING DRESS CODE**

Dress code is OSHA standard for the shop. No shorts, jewelry, sandals, or open-toe shoes, no loose clothing, shirt sleeves at the minimum length to the shoulders, and eye protection (which we will provide). Personal Protective Equipment (PPE) needed for specific classes will be provided by the instructor (proper gloves, etc.).

# STUDENT CONDUCT

The process of becoming an effective member of advanced manufacturing careers involves attaining competency in knowledge, skills and behavior. Students are evaluated by testing, oral and written assignments, through skills performance, observation and interaction in class settings. Input from peers, and other faculty will be considered. Underlying all evaluation lab is the assumption that the student practices the core values: these core values are truth/honor, fairness, compassion, respect/self-respect and responsibility.

Truth includes doing one's own work. Students are expected to do homework, tests and other assignments unassisted unless the instructor provides other directions. No credit will be given for material that is not the student's own work. Any student displaying dishonest behavior will be evaluated by the program instructor, college dean, and high school principal, and may be dismissed from the academy.

Honor means integrity in one's beliefs and actions. Honor involves congruence between what one says and what one does and consistency in behaviors. The student is expected to adhere to policies of the IECC Advanced Manufacturing Academy, Wabash Valley College, the high school, and all other sites.

Fairness involves weighing situations and interactions and responding reasonably. It also means the student will be courteous and civil in expressing opinions and agreeing or disagreeing with others.

Compassion means demonstrating an understanding of the difficulties of others. It also includes recognizing that decisions involve looking at the context of a situation. The student is expected to realize that balancing different needs requires flexibility to allow for suitable adjustments.

Self-respect involves valuing self and is demonstrated by conduct, appearance and interaction with others. The student is expected to interact with peers, teachers and all other persons with respect. Respect also involves not talking when others are speaking, listening to others, responding nonjudgmentally to the views of others, and demonstrating tolerance. Appropriate verbal and non-verbal communication is required. The student is expected to meet the standards of the academy in dress and appearance.

Responsibility involves choosing responses and accepting consequences of choices. The student will be on time, take exams on scheduled days, maintain alertness, make full use of class/lab time, avoid excessive conversation during class, and maintain composure when discussing exam results and other forms of evaluation. The student also assumes responsibility for accurate self-assessment of competency, monitoring progress in the course through review of grades and feedback on assignments, and is expected to confer with the instructor and alter behavior as necessary.

Students will be given feedback, formally and informally, related to conduct. If concerns are identified, the instructor(s) and student will develop a plan for change. If a student does not demonstrate appropriate conduct following counseling, the situation will be reviewed with the college dean and the high school principal. Such review may result in the student being dismissed from the program.

# **STUDENTS' RIGHTS AND RESPONSIBILITIES- SUBSTANCE ABUSE\***

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession or distribution of drugs or look-alike drugs and drug paraphernalia is not permitted on school buses, in school buildings or on school grounds at any time. This policy extends to all school-sponsored and related activities as well as field trips and athletic, music trips and corporate campus activities, whether held before or after school, evenings, or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.

Parents and students need to understand that compliance with this policy is mandatory.

If a staff member finds a student to be illicitly using, possessing or distributing drugs or look-alike drugs and drug paraphernalia in violation of this policy, the student shall be suspended and/or expelled. In addition, parents and juvenile authorities shall be notified promptly. In all cases, parents' cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution.

Repeat offenders may be recommended to the home school board for expulsion.

If there is reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the home school shall be made available to the student and his/her parents.

Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought onto school buses or school property and submit such drugs to the proper authorities for analysis.

\*This policy does not supersede the high school district/IECC policies.

# ILLINOIS EASTERN COMMUNITY COLLEGES STUDENT RELEASE FORM

This form authorizes Illinois Eastern Community Colleges (Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College) to use my photograph in future publications, which could include the following:

IECC Catalog

IECC Poster/Brochure

IECC Homepage; Intranet, or Internet link

IECC Viewbook or other printed marketing or informational materials

IECC Newspaper and Magazine Advertisements

This form verifies that I do not have on file any restrictions prohibiting the release of Student Information.

Student Name (please print) \_\_\_\_\_

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

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

IECC Signature \_\_\_\_\_

Date \_\_\_\_\_



# ADVANCED MANUFACTURING ACADEMY COSTS

## Textbooks/Workbooks

\$50.00 per student

## Tuition/Fees

\$71.00/tuition per credit hour

\$5.00/technology fee per credit hour

\$10.00/student support fee per credit hour

\$5.00/facility usage fee per semester

**Agenda Item #8E**

**Board Meeting Dates and Location for 2012**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 13, 2011  
RE: Board Meeting Dates and Locations for 2012

The Illinois Community College Act requires that the Board annually set meeting dates, times and locations of Board meetings for the upcoming calendar year. The attached resolution sets forth meeting dates and locations for the IECC Board of Trustees for 2012.

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 2012:

Tuesday, January 17, 2012, 7 p.m., Wabash Valley College

Tuesday, February 21, 2012, 7 p.m., Frontier Community College

Tuesday, March 20, 2012, 7 p.m., Lincoln Trail College

Tuesday, April 17, 2012, 7 p.m., Olney Central College

Tuesday, May 15, 2012, 7 p.m., Wabash Valley College

Tuesday, June 19, 2012, 7 p.m., Frontier Community College

Tuesday, July 17, 2012, 7 p.m., Lincoln Trail College

Tuesday, August 21, 2012, 7 p.m., Olney Central College

Tuesday, September 18, 2012, 7 p.m., Wabash Valley College

Tuesday, October 16, 2012, 7 p.m., Frontier Community College

Tuesday, November 20, 2012, 7 p.m., Lincoln Trail College

Tuesday, December 11, 2012, 7 p.m., Olney Central College

**Agenda Item #8F**

**Affiliation Agreement with Lawrence County Hospital – Phlebotomy**

**Agenda Item #8F**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 13, 2011  
RE: Affiliation Agreement with Lawrence County Hospital – Phlebotomy

IECC wishes to enter into an affiliation agreement with Lawrence County Hospital, located in Lawrenceville, Illinois.

This affiliation agreement is for the Phlebotomy Program located at Olney Central College.

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

**Lawrence County Hospital**  
**2200 W State Street**  
**Lawrenceville, IL 62439-1899**

THIS AGREEMENT made and entered into this 2<sup>nd</sup> day of November, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and **Lawrence County Hospital** (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and

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

3. DISTRICT #529 faculty will:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 2<sup>nd</sup> day of November, 2011.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGE  
DISTRICT #529,  
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Manager of Medical Laboratory Services

\_\_\_\_\_  
Phlebotomy Instructor

\_\_\_\_\_  
Associate Dean of Nursing & Allied Health

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

\_\_\_\_\_  
President, Olney Central College

\_\_\_\_\_  
Chairman, IECC Board of Trustees

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

Adopted 6-2005



**Agenda Item #8G**

**Affiliation Agreement with Evansville VA Clinic – Phlebotomy**

**Agenda Item #8G**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 13, 2011  
RE: Affiliation Agreement with Veteran's Administration Clinic – Phlebotomy

IECC wishes to enter into an affiliation agreement with the Veteran's Administration Clinic – Marion, Illinois and located in Evansville, Indiana.

This affiliation agreement is for the Phlebotomy Program located at Olney Central College.

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

TLB/rs

Attachment



**ASSOCIATED HEALTH EDUCATION AFFILIATION AGREEMENT  
BETWEEN THE DEPARTMENT OF VETERANS AFFAIRS (VA)  
AND AN EDUCATIONAL PROGRAM**

*Use when trainees are enrolled in an educational program approved by an accrediting body recognized by the U.S. Department of Education or by the Council for Higher Education Accreditation (CHEA)*

---

VA NETWORK

---

VA MEDICAL CARE FACILITY (including city and state)

---

NAME OF EDUCATIONAL INSTITUTION (including city and state)

---

PROGRAM/DISCIPLINE AND DEGREE(S)

This agreement, when duly executed and approved by the Department of Veterans Affairs (VA), establishes an affiliation between VA, its Veterans Integrated Service Networks, the listed VA facility or facilities, and the listed educational program for the academic purposes of enhanced patient care, education, and research. VA and the affiliated educational institution have a shared responsibility for the academic enterprise. Ultimate responsibility for the control and operation of VA facilities and programs rests with VA. Ultimate responsibility for academic education rests with the affiliated institution. Additional responsibilities are delineated below.

**TERMS OF AGREEMENT**

Ultimate responsibility for the control and operation of VA facilities and programs rests with VA. Ultimate responsibility for academic education rests with the participating institutions. Through this agreement, a partnership is created to enable enhanced patient care, education, and research.

The participating institutions and VA comply with Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Public Law 104-91, and the Age Discrimination Act of 1975, and all related regulations, and assures that they do not, and will not, discriminate against any person on the basis of race, color, sex, disability, or age under any program or activity receiving federal financial assistance.

Nothing in this agreement is intended to be contrary to state or federal laws. In the event of conflict between terms of this agreement and any applicable state or federal law, that state or federal law will supersede the terms of this agreement. In the event of conflict between state and federal law, federal law will govern.

Faculty members and trainees of the sponsoring institutions, when at VA health care facilities or on VA assignment at offsite facilities and while furnishing professional services covered by this agreement, will have personal liability protection by the provisions of the Federal Employees Liability Reform and Tort Compensation Act, 28 U.S.C. 2679 (b)-(d).

## **RESPONSIBILITIES**

### **1. The affiliated educational institution has the following responsibilities:**

A. Operate, manage, and assume overall educational responsibilities for the educational program and maintain accreditation by an agency that is recognized by the U.S. Department of Education or by the Council for Higher Education Accreditation (CHEA).

B. Enable faculty appointments for VA staff.

C. Select trainees that meet qualifications as agreed upon by the school and VA.

D. Evaluate the trainee's performance and conduct in mutual consultation with VA staff and according to the guidelines outlined in the approved curriculum and accepted standards.

E. Develop educational program letters of agreement for each VA health care facility that provides a trainee with educational experience at VA. These agreements must identify faculty, including VA employees, who will teach, supervise, and evaluate trainee performance; outline educational objectives; specify periods and clinical area of assignments.

### **2. VA has the following responsibilities:**

A. Operate and manage the VA facility and maintain accreditation by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and other accrediting entities.

B. Appoint qualified health care professionals, as appropriate, as full-time or part-time staff of the facility, which will provide supervision of trainees and provide veteran patient care.

C. Participate with the affiliated school in the academic programs of education and research, provide an appropriate learning environment, and supply sufficient resources for appropriate conduct of such programs.

D. Establish minimal qualifications for trainees coming to VA for academic programs.

E. Evaluate the trainee's performance and conduct in mutual consultation with the program director and according to the guidelines outlined in the approved curriculum and accepted standards.

F. Orient trainees and faculty to the VA facility and inform them that they are subject to VA rules and regulations while in a VA facility.

G. Dismiss any trainee from VA assignment in accordance with VA Handbook 5021, Part VI, Paragraph 15 or Paragraph 18, whichever paragraph applies.

H. Ensure that all trainees who will be assigned to VA receive appropriate VA appointments.

I. Assure that staff with appropriate credentials will supervise trainees.

J. Encourage faculty appointments at the sponsoring institution for VA staff.

K. Appoint VA staff and appropriate school program faculty to the VA Partnership Council and its subcommittees. School program faculty will be chosen based on the extent of involvement in the VA training program and geographic proximity to the VA facility.

L. Conduct periodic reviews of academic programs and policies according to VA policies.

## **TERMINATION OF AFFILIATION AGREEMENT**

This affiliation agreement is in force until further notice and supersedes any previous affiliation agreement. It may be terminated in writing at any time by mutual consent with due consideration of patient care and educational commitments, or by written notice by either party 6 months in advance of the next training experience.

## ASSOCIATED HEALTH SIGNATURE PAGE

\_\_\_\_\_  
*Signature of Dean or Equivalent Responsible Official for the  
Educational Institution or Program*

\_\_\_\_\_  
*Date of Signature*

\_\_\_\_\_  
*Typed Name of Individual Signing Above*

\_\_\_\_\_  
*Typed Title of Individual Signing Above*

\_\_\_\_\_  
*Signature of Responsible VA Official for Educational Program*

\_\_\_\_\_  
*Date of Signature*

\_\_\_\_\_  
*Typed Name of Individual Signing Above*

\_\_\_\_\_  
*Typed Title of Individual Signing Above*

\_\_\_\_\_  
*Signature of VA Designated Education Official*

\_\_\_\_\_  
*Date of Signature*

\_\_\_\_\_  
*Typed Name of Individual Signing Above*

\_\_\_\_\_  
*Typed Title of Individual Signing Above*

\_\_\_\_\_  
*Signature of Director or Equivalent Responsible Official for VA  
Healthcare Facility*

\_\_\_\_\_  
*Date of Signature*

\_\_\_\_\_  
*Typed Name of Individual Signing Above*

\_\_\_\_\_  
*Typed Title of Individual Signing Above*

\_\_\_\_\_  
*Signature of VISN Director or Designee for Department of Veterans  
Affairs*

\_\_\_\_\_  
*Date of Signature*

\_\_\_\_\_  
*Typed Name of Individual Signing Above*

\_\_\_\_\_  
*Typed Title of Individual Signing Above*

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

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529,  
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Director of Medical Laboratory Services

\_\_\_\_\_  
Phlebotomy Instructor

\_\_\_\_\_  
Associate Dean of Nursing & Allied Health

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

\_\_\_\_\_  
President, Olney Central College

\_\_\_\_\_  
Chairman, IECC Board of Trustees

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**Agenda Item #9**

**Bid Committee Report**

**None**



**Agenda Item #10**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
November 30, 2011**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$3,743,219.30
Operations & Maintenance	\$528,577.65
Operations & Maintenance (Restricted)	(\$23,050.20)
Bond & Interest	\$169,517.14
Auxiliary	\$519,525.48
Restricted Purposes	(\$306,354.54)
Working Cash	\$188,881.10
Trust & Agency	\$433,595.87
Audit	(\$12,495.64)
Liability, Protection & Settlement	\$305,142.40
<b>TOTAL ALL FUNDS</b>	<b>\$5,546,558.56</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**November 30, 2011**

	<b>ALL FUNDS</b> <hr style="border: 1px solid black;"/> <b>Fiscal</b> <b>Year</b> <b>2012</b> <hr style="border: 1px solid black;"/>
<b>ASSETS:</b>	
CASH	5,546,559
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	22,190,000
RECEIVABLES	5,965,562
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	577,237
OTHER ASSETS	469,422
TOTAL ASSETS AND OTHER DEBITS:	34,783,180
<b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	183,605
ACCOUNTS PAYABLE	206,938
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	651,709
TOTAL LIABILITIES:	1,042,252
<b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	3,097,988
PR YR BDGTD CHANGE TO FUND BALANCE	617,633
<b>FUND BALANCES:</b>	
FUND BALANCE	20,565,560
RESERVE FOR ENCUMBRANCES	9,459,747
TOTAL EQUITY AND OTHER CREDITS	33,740,928
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	34,783,180

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Statement of Revenues, Expenses,**  
**and Changes in Net Assets**  
**AS OF November 30, 2011**

**ALL FUNDS**

**FY 2012**  
**YEAR-TO-DATE**

<b>REVENUES:</b>	
LOCAL GOVT SOURCES	5,130,312
STATE GOVT SOURCES	3,481,402
STUDENT TUITION & FEES	10,005,562
SALES & SERVICE FEES	1,497,263
FACILITIES REVENUE	1,250
INVESTMENT REVENUE	60,070
OTHER REVENUES	252,488
<b>TOTAL REVENUES:</b>	<u>20,428,347</u>

<b>EXPENDITURES:</b>	
INSTRUCTION	4,796,408
ACADEMIC SUPPORT	191,837
STUDENT SERVICES	542,425
PUBLIC SERV/CONT ED	30,363
OPER & MAINT PLANT	1,286,242
INSTITUTIONAL SUPPORT	4,522,772
SCH/STUDENT GRNT/WAIVERS	3,207,911
AUXILIARY SERVICES	2,146,231
<b>TOTAL EXPENDITURES:</b>	<u>16,724,189</u>

<b>TRANSFERS AMONG FUNDS:</b>	
INTERFUND TRANSFERS	<u>0</u>
<b>TOTAL TRANSFERS AMONG FUNDS:</b>	<u>0</u>

<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<u><b>3,704,158</b></u>
--	-------------------------

**Illinois Eastern Community Colleges**  
**Operating Fund - Income Statement**  
**CASH BASIS**  
**July 1, 2011 -- November 30, 2011**

<b>REVENUES:</b>	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
Local Government Sources	2,097,158	898,807	2,995,965
State Government Sources	1,913,781	1,567,622	3,481,403
Net Tuition and Fees	5,780,938	-	5,780,938
Sales & Service Fees	39,149	-	39,149
Facilities Revenue	-	685	685
Investment Revenue	36,968	8,402	45,370
Other Revenues	34,386	25	34,411
<b>TOTAL REVENUES:</b>	<b><u>9,902,380</u></b>	<b><u>2,475,541</u></b>	<b><u>12,377,921</u></b>
<b>EXPENDITURES:</b>			
Salaries	5,843,705	342,278	6,185,983
Employee Benefits	767,954	55,505	823,459
Contractual Services	151,826	128,914	280,740
Materials	603,148	149,031	752,179
Travel & Staff Development	94,017	3,562	97,579
Fixed Charges	134,706	189,271	323,977
Utilities	37,928	379,636	417,564
Capital Outlay	7,266	2,700	9,966
Other	47,733	2,499	50,232
<b>TOTAL EXPENDITURES:</b>	<b><u>7,688,283</u></b>	<b><u>1,253,396</u></b>	<b><u>8,941,679</u></b>
<b>TRANSFERS :</b>			
Interfund Transfers	(1,079,137)	-	(1,079,137)
<b>TOTAL TRANSFERS:</b>	<b><u>(1,079,137)</u></b>	<b><u>-</u></b>	<b><u>(1,079,137)</u></b>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<b><u><u>1,134,960</u></u></b>	<b><u><u>1,222,145</u></u></b>	<b><u><u>2,357,105</u></u></b>

**OPERATING FUNDS  
COMPARISON REPORT FY10-12**

College	Category	FISCAL YEAR 2010			FISCAL YEAR 2011			FISCAL YEAR 2012			% 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		\$755,299			\$646,020			\$737,665		
	Payroll		\$873,883			832,827			862,502		
	Totals	\$ 4,389,054	1,629,182	37%	\$ 4,213,492	1,478,847	35%	\$ 4,432,594	1,600,167	36%	42%
Lincoln Trail	Bills		\$718,982			690,882			765,230		
	Payroll		\$1,017,967			869,544			964,219		
	Totals	\$ 4,620,861	1,736,949	38%	\$ 4,436,027	1,560,426	35%	\$ 4,666,700	1,729,449	37%	42%
Olney Central	Bills		\$911,072			864,836			1,031,579		
	Payroll		\$1,957,392			1,839,125			1,917,134		
	Totals	\$ 7,188,350	2,868,464	40%	\$ 6,900,816	2,703,961	39%	\$ 7,259,658	2,948,713	41%	42%
Wabash Valley	Bills		\$1,268,277			1,208,389			1,217,813		
	Payroll		\$1,278,261			1,157,739			1,222,599		
	Totals	\$ 6,404,243	2,546,538	40%	\$ 5,955,946	2,366,128	40%	\$ 6,265,655	2,440,412	39%	42%
Workforce Educ.	Bills		\$865,805			1,140,592			1,312,413		
	Payroll		\$478,113			548,782			544,399		
	Totals	\$ 4,150,932	1,343,918	32%	\$ 4,109,423	1,689,374	41%	\$ 4,323,113	1,856,812	43%	42%
District Office	Bills		\$100,587			98,125			92,152		
	Payroll		\$356,155			320,276			353,814		
	Totals	\$ 1,217,108	456,742	38%	\$ 1,168,424	418,401	36%	\$ 1,229,182	445,966	36%	42%
District Wide	Bills		\$681,484			668,963			794,982		
	Payroll		\$338,806			280,026			321,316		
	Totals	\$ 4,477,402	1,020,290	23%	\$ 3,607,770	948,989	26%	\$ 4,500,654	1,116,298	25%	42%
<b>GRAND TOTALS</b>		<b>\$32,447,950</b>	<b>\$11,602,083</b>	<b>36%</b>	<b>\$30,391,898</b>	<b>\$11,166,126</b>	<b>37%</b>	<b>\$32,677,557</b>	<b>\$12,137,817</b>	<b>37%</b>	<b>42%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**November 30, 2011**

	<u>FY 2012</u>		<u>FY 2011</u>		<u>Increase (Decrease)</u>
	Amount	% of Total	Amount	% of Total	
Salaries	6,185,983	50.96%	5,848,319	52.38%	337,664
Employee Benefits	823,459	6.78%	782,165	7.00%	41,294
Contractual Services	280,740	2.31%	182,141	1.63%	98,599
Materials	752,179	6.20%	587,834	5.26%	164,345
Travel & Staff Development	97,579	0.80%	72,838	0.65%	24,741
Fixed Charges	323,976	2.67%	327,585	2.93%	(3,609)
Utilities	417,564	3.44%	447,652	4.01%	(30,088)
Capital Outlay	9,966	0.08%	44,424	0.40%	(34,458)
Other	3,246,371	26.75%	2,873,168	25.73%	373,203
	<u>12,137,817</u>	<u>100.00%</u>	<u>11,166,126</u>	<u>100.00%</u>	<u>971,691</u>

**Agenda Item #11**  
**Chief Executive Officer's Report**



**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive Session Minutes**

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

**Agenda Item #14**

**Approval of Personnel Report**

## **MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Terry L. Bruce  
**DATE:** December 9, 2011  
**RE:** Personnel Report

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

# **INDEX**

- 400.1. Temporary Employment**
- 400.2. Change-in-Status**
- 400.3. Retirements**
- 400.4. Resignation**

# PERSONNEL REPORT

## 400.1. Temporary Employment

### A. Classified

1. Shannon Sneed, Temporary Full-Time Program Advisor, WED, effective December 14, 2011.

## 400.2. Change-in-Status

### A. Professional/Non-Faculty

1. Tiffany Cowger, Upward Bound Advisor to Upward Bound Coordinator, effective December 14, 2011.
2. Diana Emmons, Temporary Assistant Program Director of Cosmetology to Assistant Program Director of Cosmetology, effective December 14, 2011.
3. LeAnn Hartleroad, Program Director Upward Bound to Program Director Pre-College Programs, effective December 14, 2011.
3. Brandon Weger, Upward Bound Advisor to Upward Bound Coordinator, effective December 14, 2011.

### B. Classified

1. Laurie Perry, Office Assistant, SBDC to Administrative Assistant, SBDC, effective December 14, 2011.

## 400.3. Retirements

### A. Faculty

1. Yvonne Newlin, Music Instructor, effective June 1, 2012.
2. Donald Cruz, WED Instructor, effective January 1, 2012.

## 400.4. Resignations

### A. Professional/Non-Faculty

1. Ryan Jenkins, Broadcast Services Specialist, effective January 5, 2012.

**Agenda Item #15**

**Litigation**

**Agenda Item #16**

**Other Items**



**Agenda Item #17**

**Adjournment**

