

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

February 19, 2013



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**

**February 19, 2013
7:00 p.m.
Lincoln Trail College
Cafeteria**

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
 - Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval) Bruce
 - A. None
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Environmental Scan Bruce
 - B. Student Enrollment and Completion Plan Bruce
 - C. Employee Satisfaction Survey Results Hartleroad
 - D. Hustonville Tax Assessment Bruce
 - E. Dual Credit CTE On-Campus Course Fee Cantwell
 - F. Audit Finding of LWIA #23 and District Response Bruce
 - G. Statements of Final Construction Compliance Browning
 - H. Affiliation Agreements Bruce
 - Acute Medical Center – LTC Medical Assistant
 - Crawford Memorial Hospital – LTC Medical Assistant
 - Jasper County Health Department – LTC Medical Assistant
 - Lawrence County Memorial Hospital – LTC Medical Assistant
 - Richland Memorial Hospital – LTC Medical Assistant

Effingham City-County Ambulance – FCC Emergency Response
Paris Community Hospital – OCC Phlebotomy
St. Anthony’s Memorial Hospital – FCC Phlebotomy

- 9. Bid Committee Report..... Bruce
 - IECC
 - 1. HVAC & Lighting Upgrades – LTC, OCC & FCC
 - 2. Window and Flooring Replacements – WVC
Accessibility Compliance – District Wide
 - Frontier Community College
 - 1. Gravel Parking Lot –Workforce Development Center
 - Olney Central College
 - 1. Plasma Welder
- 10. District Finance
 - A. Financial Report Browning
 - B. Approval of Financial Obligations Browning
- 11. Chief Executive Officer’s Report..... Bruce
- 12. Executive Session..... Bruce
- 13. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes..... Bruce
 - B. Audio Executive Session Minutes Bruce
- 14. Approval of Personnel Report..... Bruce
- 15. Collective Bargaining..... Bruce
- 16. Litigation Bruce
- 17. Other Items
- 18. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in Foundation Hall, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, January 15, 2013.

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

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

John D. Brooks, Gary Carter, Brenda K. Culver, G. Andrew Fischer, William C. Hudson “Jr.,” Marilyn J. Wolfe. Also present was Logan Carlson, student trustee. Trustees absent: Michael K. Correll. 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, December 11, 2012 were presented for disposition.

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

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

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

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

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

#5-C. Report from Cabinet: None.

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

#6-A. Credit Card Security Policy (100.26): IECC accepts credit card payment for charges at the business offices, bookstores, cafeterias, performing arts box offices, and for Workforce Education training courses. IECC processes these credit card transactions through a partnership with the First National Bank of Olney. The bank partners with Trustwave to handle credit card transactions and Trustwave requires that IECC be compliant with the Payment Card Industry (PCI) security policy. The CEO recommended approval of the following Credit Card Security Policy.

Credit Card Security Policy (100.26)

IECC is committed to the implementation of the Payment Card Industry (PCI) security policies that protect information utilized by IECC in attaining its business goals. All IECC employees are required to adhere to the policies in the PCI standard.

The PCI requirements apply to all systems that store, process or transmit cardholder data. IECC's current card holder environment consists of imprint machines, standalone dial-out terminals and limited payment applications (typically point-of-sale systems) connected to the internet. IECC's environment does not include storage of credit holder data on any computer system. Should IECC implement additional acceptance channels, begin storing, processing, or transmitting cardholder data in an electronic format, it will be the responsibility of IECC to determine the appropriate compliance criteria and implement additional PCI policies and controls as needed. In addition, IECC shall establish and maintain a formal security awareness program to make all IECC staff aware of the importance of cardholder data security.

Board Action: Trustee Brenda Culver made a motion that second reading be waived and that Credit Card Security Policy (100.26) be adopted as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. 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. Phase 10 Roof Replacement – Proposed reductions: On December 11, 2012, the Board awarded the Phase 10 Roofing Replacement project to Lakeside Roofing. Upon design review between the architect and the contractor, recommendations have been made to save the District money on this project. The proposed changes include:

1. At the Foundation Building and the International Building delete the .050 gutters and provide .032 seamless gutters. Deduct \$6,460.

2. On the Mason Building, Advanced Technology Building, and 2 Bay Storage Building change the gutter thickness from .050 to .040. Deduct \$793.

3. On Williams Hall, Advanced Technology Building, and 2 Bay Storage Building Provide 1 layer of 2" and 1 layer of 1½" flat board insulation in lieu of 2 layers of 2" flat board insulation. Do not delete the ½" high density fiber board on these buildings. Deduct \$8,700.

Total Deduct: \$15,953.

5% O&P Credit: \$840.

Deduct Grand Total: \$16,793.

The District has been assured by both the architect and the contractor that these proposed changes will not sacrifice workmanship and the suggested changes will continue to comply with all applicable building codes and related requirements.

The CEO recommended acceptance of the suggested changes in the design of the Phase 10 Roof Replacement project to save the District approximately \$16,793.

Board Action: Trustee William Hudson made a motion to accept the suggested changes in the design of the Phase 10 Roof Replacement project to save the District approximately \$16,793 as recommended. Student Trustee Logan Carlson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Phase 10 Carryover – PHS Project Application: In December of 2011 the Board approved Capital Renewal projects at OCC, LTC, and WVC. These projects were subsequently approved by the ICCB and also the Capital Development Board (CDB), and are in various stages of progress. The HVAC replacement at LTC is scheduled for this fall 2013, while the Solarium and Floor replacement at OCC and Chemistry Lab upgrade at WVC are scheduled for the summer of 2014.

The OCC solarium has deteriorated to a point where it needs immediate attention to preserve the structural integrity of the building and to prevent further damage to the floor. After discussion with the college Presidents, Marion Poggas of Image Architects, and the CDB, it was recommended that the best course of action would be to pull the OCC project from the list of ongoing Capital Renewal Projects.

The District can use this change in PHS funds to complete the Solarium and Flooring replacement project at OCC, assuming there are “Carryover” funds available after the other Phase 10 projects have been completed. This particular project does qualify for PHS funding according to the architect, and also according to a preliminary review of the project by the ICCB.

A Capital Project Application requests approval from the ICCB for this particular project to be funded with PHS funds. Once the other Phase 10 projects have been bid and awarded in February and March of 2013, IECC will then know how much potential “Carryover” funding will be available. At that point, the OCC project will have already been approved, allowing the District to bid and complete that work this summer, assuming there are sufficient carryover funds available. The District will also make a modification to the CDB Capital Renewal Projects to remove the OCC project. These funds will then be transferred to the WVC project to allow for additional much needed upgrades to their chemistry lab.

Should there not be sufficient funds to complete this carryover project at OCC, the District will not pull it from Capital Renewal, will not complete it with PHS funds, and will cancel this application with the ICCB.

Recommendation: The CEO recommended that the Capital Project Application Form for the Solarium and Flooring Replacement at Olney Central College Theater/Gym Lobby with a total budget of \$112,500, along with all supporting documents for the Application Form, be approved for submission to the ICCB for their approval.

Board Action: Trustee John Brooks made a motion to approve the Application Form and all related documents for the PHS Construction Project listed 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, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Resolution for PHS Carryover Project Resolution: The CEO recommended approval of the following resolution and that it be submitted along with the PHS Project Application Form for the Solarium and Floor Replacement project at Olney Central College.

Resolution to Approve PHS Construction Project

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

WHEREAS, there is a need for repair and alteration of certain facilities of Illinois Eastern Community Colleges District No. 529; and

WHEREAS, the Board has received reports from a licensed professional architect/engineer that there are projects at IECC which requires repair and alterations, as defined in ICCB Rule 1501.601; and,

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

WHEREAS, the projects recommended for repair and alterations are:

Solarium and Flooring Replacement – OCC Theater/Gym Lobby. Total estimated cost including fees and contingency: \$112,500.

WHEREAS, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are not routine maintenance projects.

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

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

Board Action: Trustee Gary Carter made a motion to adopt the foregoing resolution for the Phase 10 PHS Construction Project listed 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, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Agreement with Illinois Critical Access Hospital Network: The University of Illinois received a federal grant through its Rockford Medical School for the development and implementation of a Southeastern Illinois Rural Health Workforce Development Network. The grant's goals were to create a better understanding of southeastern Illinois Regional needs in rural health, workforce development; to identify and recruit potential students in rural health careers; to provide community based educational experiences; to develop an on-going recruitment and retention of health career students; to establish a regional approach to recruitment and retention of health care professionals; and to evaluate a plan for monitoring the impact of this program and activities.

Frontier Community College was asked to be a secondary party to the grant and as a consultant to the University of Illinois. The grant provides \$4,950.00 for the development and implementation of the goals of the grant. This is the final year of a three year contract.

FCC has developed a Health Careers Camp and has actively recruited 8th and 9th grade students from Cisne, Albion, and Fairfield to participate in an all-day health careers camp. The students met at Frontier Community College and Fairfield Memorial Hospital and visited all departments in the hospital and were exposed to many classes at FCC.

The CEO recommended approval of the Agreement with the Illinois Critical Access Hospital Network.

Board Action: Trustee Brenda Culver made a motion to approve the Agreement with the Illinois Critical Access Hospital Network as recommended. 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, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Affiliation Agreements: IECC wishes to enter into new affiliation agreements with the following facilities. These affiliation agreements are the standard affiliation agreements utilized by the District. The CEO recommended approval.

(1) Affiliation Agreement with Crawford Memorial Hospital – OCC Phlebotomy: IECC wishes to enter into a new affiliation agreement with Crawford Memorial Hospital, located in Robinson, Illinois. This affiliation agreement is for the OCC Phlebotomy Program.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the OCC Phlebotomy Program with Crawford Memorial Hospital, Robinson, Illinois, as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda

Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

(2) Affiliation Agreement with Horizon Health Care – FCC Health Informatics:

IECC wishes to enter into a new affiliation agreement with Horizon Health Care, located in Fairfield, Illinois. This affiliation agreement is for the FCC Health Informatics Program.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the FCC Health Informatics Program with Horizon Health Care, Fairfield, Illinois, as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

(3) Affiliation Agreement with Marion Eye Care – FCC Health Informatics:

IECC wishes to enter into a new affiliation agreement with Marion Eye Care, located in Fairfield, Illinois. This affiliation agreement is for the FCC Health Informatics Program.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the FCC Health Informatics Program with Marion Eye Care, Fairfield, Illinois, as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

(4) Affiliation Agreement with Way Fair Nursing Home – FCC Health Informatics: IECC wishes to enter into a new affiliation agreement with Way Fair Nursing Home, located in Fairfield, Illinois. This affiliation agreement is for the FCC Health Informatics Program.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the FCC Health Informatics Program with Way Fair Nursing Home, Fairfield, Illinois, as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

(5) Affiliation Agreement with Street Chiropractic – FCC Health Informatics:

IECC wishes to enter into a new affiliation agreement with Street Chiropractic Clinic, located in Olney, Illinois. This affiliation agreement is for the FCC Health Informatics Program.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the FCC Health Informatics Program with Street Chiropractic Clinic, Olney, Illinois, as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

(6) Affiliation Agreement with Brookstone Estates – FCC Health Informatics: IECC wishes to enter into a new affiliation agreement with Brookstone Estates, located in Fairfield, Illinois. This affiliation agreement is for the FCC Health Informatics Program.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the FCC Health Informatics Program with Brookstone Estates, Fairfield, Illinois, as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

(7) Affiliation Agreement with Richland Memorial Hospital – FCC Health Informatics: IECC wishes to enter into a new affiliation agreement with Richland Memorial Hospital, located in Olney, Illinois. This affiliation agreement is for the FCC Health Informatics Program.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the FCC Health Informatics Program with Richland Memorial Hospital, Olney, Illinois, as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

(8) Affiliation Agreement with Fairfield Memorial Hospital – FCC Health Informatics: IECC wishes to enter into a new affiliation agreement with Fairfield Memorial Hospital, located in Fairfield, Illinois. This affiliation agreement is for the FCC Health Informatics Program.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the FCC Health Informatics Program with Fairfield Memorial Hospital, Fairfield, Illinois, as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

(9) Affiliation Agreement with Southern Illinois Hospital Services – FCC Health Informatics: IECC wishes to enter into a new affiliation agreement with Southern Illinois Hospital Services, located in Carbondale, Illinois. This affiliation agreement is for the FCC Health Informatics Program.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the FCC Health Informatics Program with Southern Illinois Hospital Services, Carbondale, Illinois, as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

(10) Affiliation Agreement with Christopher Greater Area Rural Health Planning – FCC Phlebotomy: IECC wishes to enter into a new affiliation agreement with Christopher Greater Area Rural Health Planning, located in Christopher, Illinois. This affiliation agreement is for the FCC Phlebotomy Program.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the FCC Phlebotomy Program with Christopher Greater Area Rural Health Planning, Christopher, Illinois, as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

(11) Affiliation Agreement with Fairfield Memorial Hospital – FCC Phlebotomy: IECC wishes to enter into a new affiliation agreement with Fairfield Memorial Hospital, located in Fairfield, Illinois. This affiliation agreement is for the FCC Phlebotomy Program.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the FCC Phlebotomy Program with Fairfield Memorial Hospital, Fairfield, Illinois, as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

(12) Affiliation Agreement with Hamilton Memorial Hospital – FCC Phlebotomy: IECC wishes to enter into a new affiliation agreement with Hamilton Memorial Hospital, located in McLeansboro, Illinois. This affiliation agreement is for the FCC Phlebotomy Program.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the FCC Phlebotomy Program with Hamilton Memorial Hospital, McLeansboro, Illinois, as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda

Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

(13) Affiliation Agreement with Harrisburg Medical Center – FCC Phlebotomy: IECC wishes to enter into a new affiliation agreement with Harrisburg Medical Center, located in Harrisburg, Illinois. This affiliation agreement is for the FCC Phlebotomy Program.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the FCC Phlebotomy Program with Harrisburg Medical Center, Harrisburg, Illinois, as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

(14) Affiliation Agreement with Harrisburg Primary Care Center – FCC Phlebotomy: IECC wishes to enter into a new affiliation agreement with Harrisburg Primary Care Center, located in Harrisburg, Illinois. This affiliation agreement is for the FCC Phlebotomy Program.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the FCC Phlebotomy Program with Harrisburg Primary Care Center, Harrisburg, Illinois, as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AENDA #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 the balance in all funds as of December 31, 2012.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for January 2013, totaling \$907,610.13, 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 January 2013, in the amounts listed, and payments from the revolving fund for December 2012. 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, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael

Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

1. Hutsonville Power Station Settlement Agreement.
2. Enrollment: Enrollment is down about 6% compared with 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” –

#13-A. Written Executive Session Minutes: No executive session was held during the regular meeting, Tuesday, December 11, 2012.

#13-B. Audio Recordings of Executive Sessions: No executive session was held during the regular meeting, Tuesday, December 11, 2012.

AGENDA #14 – “Approval of Personnel Report” – None.

AGENDA #15 – “Litigation” – The CEO presented an update on pending litigation matters affecting the IECC District.

AGENDA #16 – “Other Items” – None.

AGENDA #17 – “Adjournment” – Trustee Gary Carter made a motion to adjourn. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 7:45 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**

Agenda Item #6

Policy First Reading (and Possible Approval)

None

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Environmental Scan

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 19, 2013
RE: Environmental Scan FY2013

Rodney Raney, President of Olney Central College, has prepared the FY2013 Environmental Scan which is used by the District to forecast future internal and external needs for both college programs and services. The data assists the District in developing the Strategic Plan, the Career and Technical Education Plan, and the On-Line Education Plan.

Data of particular interest:

- Number of high school students that qualify for free or reduced lunches has increased the last three years. The percentage of families that are below the poverty level remains above the state average for most of the counties in the district.
- Median household income and per capita personal income lagged significantly behind the statewide average and the cost of higher education will continue to be an issue.
- Local high schools have had a decrease in graduates in the last four years with total graduates dipping below 1,100.
- Part-time enrollment has increased while the number of students enrolling full-time has decreased.
- Total financial aid awarded decreased significantly this fiscal year while the number of financial aid eligible students increased.
- Changes in Federal Pell Grants means that fewer students will be eligible and also funding opportunities through local Workforce Investment Agencies have decreased reducing the dollars for retraining for new technical skills.
- Degree attainment within the district continues to lag significantly behind the state and national averages for baccalaureate completion.

The District continues to review items for inclusion in the Environmental Scan. Future reviews will consider data related to remedial and developmental education to respond to the focus on degree completion at the state and national levels.

I ask the Board's acceptance of this Environmental Scan which has been e-mailed to each Board member.

TLB/rs

Agenda Item #8B

Student Enrollment and Completion Plan

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 19, 2013
RE: Student Enrollment and Completion Plan

The four college Presidents have developed, in cooperation with the District Administration, an enrollment management plan to address district wide enrollment and additional criteria specific to the next HLC accreditation visit.

National benchmark data regarding enrollment, persistence, and completion has been reviewed. Data for the Illinois Eastern Community College District was gathered by Dr. Jackie Davis and was included in the analysis. The preparation of the plan has taken nearly nine (9) months and has involved the input from meetings, focus groups, breakout sessions and individual discussions.

The IECC Student Enrollment and Completion Plan provides a strategic set of goals, objectives, strategies and outcomes aimed at District-wide enrollment growth and the improvement of student completion rates. The three overarching goals for the plan are as follows:

- Increase New Student (Freshman) Enrollment 10% by FY 17
- Increase student completion 7% by FY 18
- Improve Post-Graduate & Alumni Services.

The Student Enrollment and Completion Plan will develop a strategic approach to improve recruitment and retention efforts, will expand opportunities for students by offering new academic and athletic programs, and begins a program to address job placement and graduate follow-up.

I ask the Board's acceptance of the Student Enrollment and Completion Plan which has been e-mailed to each Board member.

TLB/rs

Agenda Item #8C

Employee Satisfaction Survey Results

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 19, 2013
RE: Employee Satisfaction Survey Results

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.

Highest areas of agreement or strong agreement were:

- 98% - I would recommend IECC to a prospective student or employee.
- 91% - Overall, I am satisfied with my employment at my college and IECC.
- 88% - I have the equipment and technology necessary to do my work.
- 88% - Administration is available to staff/faculty within a reasonable time frame.
- 86% - IECC's mission and values influence how my department works or how I provide instruction.
- 86% - The District does a good job of keeping me informed about changes that affect all employees.

Highest areas of disagreement or strong disagreement were:

- 22% - There are opportunities for promotions and advancement at my college and IECC.
- 16% - I am fairly compensated for the work I do.
- 13% - The website is user friendly.
- 11% - Administration is open to my suggestions, elicits my feedback, and values my opinion.
- 10% - My physical environment is suitable for the work I do.

Overall, the survey shows that employees are satisfied with the operation of the District. The survey results have been e-mailed to the Board.

I ask the Board's acceptance of these Employee Satisfaction Survey Results.

TLB/rs

Agenda Item #8D

Hutsonville Tax Assessment

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 19, 2013
RE: Hutsonville Tax Assessment

Ameren Energy Generating Company (AEG) has closed the electric generation facility at Hutsonville. Property taxes on the facility will drop dramatically and to avoid serious impacts on some of the affected taxing bodies, a compromise on property taxes to be paid by AEG over the taxing years 2012-2022 has been developed.

AEG currently pays \$150,546.00 in property taxes annually on the facility. Under the proposal, AEG would pay \$120,000.00 in property taxes annually in 2013; \$80,000.00 in 2014; \$40,000.00 in 2015; \$20,000.00 in years 2016, 2017, 2018, 2019, 2020, 2021, and 2022.

The leaders of all of the taxing bodies have tentatively agreed to the settlement pending actual taxing body action. The local school district in Hutsonville, which receives the largest amount of these taxes, has been the leader in these discussions, and approves the settlement.

I would ask the approval of the Board of the attached property tax settlement agreement with Ameren Energy Generating Company.

TLB/rs

Attachment

HUTSONVILLE POWER STATION SETTLEMENT AGREEMENT

THIS AGREEMENT is made and entered into as of the ____ day of _____, 2013, by and between:

Ameren Energy Generating Company, (“AEG”), the owner of the real property that is subject of this Agreement; and

_____, Crawford County Treasurer and Collector of Taxes; and

Crawford County, Crawford Airport Authority, Crawford County Forest Preserve, Crawford Memorial Hospital, Hutsonville Fire District, Illinois Eastern Community College District #529, Robinson Public Library, Multi-Taxing Authority District #2, Hutsonville Park District, Hutsonville Township, Hutsonville Township Road and Bridge, and Hutsonville Unit School District #1 (each a “Taxing District,” and collectively, the “Taxing Districts”); and

The Crawford County Assessor and the Hutsonville Township Assessor (collectively, the “Assessing Officials”).

Each of the foregoing persons is a Party to this Agreement (collectively, the “Parties”).

Background

A. AEG owns the Hutsonville Power Station located in Hutsonville Township, Crawford County, Illinois, and described for tax purposes by PINs 03-1-17-000-004-000, 03-1-17-000-005-000, 03-1-17-000-006-000, 03-1-17-000-007-000, 03-1-17-000-007-001, 03-1-17-000-008-000, 03-1-17-000-009-000 (the “Hutsonville Plant”).

B. The Taxing Districts constitute all of the municipal entities with jurisdiction to levy property taxes against the Hutsonville Plant.

C. The Hutsonville Plant was retired on December 31, 2011.

D. The Parties wish to establish assessed values beginning with the 2012 Assessment Year which reflect the retirement of the Hutsonville Plant while mitigating the short-term financial impact on the Taxing Districts. The Parties also desire to recognize the real and personal property allocation of the Hutsonville Plant.

E. The Parties enter into this Agreement pursuant to Section 200/9 Article 9 of the Illinois Property Tax Code (35 ILCS 200/9 et. seq.), as in effect on the date this Agreement becomes effective, Article VII, Section 10(a) of the Illinois Const. Art. VII Section 10(a), the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et. seq. (1992), the corporate authority of Ameren and all other applicable authority of the Assessing Officials, the Treasurer, and the Taxing Districts.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the recital provisions set forth above are incorporated into the body of this Agreement as if fully set forth therein, and the undersigned agree as follows:

1. For the years 2012 through 2021, the assessed values of the Hutsonville Plant shall be as set forth in Exhibit A. The intent of this Agreement is to ensure that the annual property tax payments by AEG are consistent with the amounts shown on line "AEG Proposed Property Tax Payments" in Exhibit A. For this reason, whenever the assessed value of the land or the property tax levy rate increases, the assessed value of the structure will be reduced, as necessary, so that the calculated property tax remains consistent with the amount on the "AEG Proposed Property Tax Payments" line in Exhibit A.

2. The Parties agree and acknowledge that the assessed values as set forth in Exhibit A shall be and remain valid so long as the Hutsonville Plant remains vacant and unused, with the exception of remediation and/or demolition work performed on the property. The assessed values will also apply for any future owner of the Hutsonville Plant site so long as the property remains vacant and unused, with the exception of remediation and/or demolition work performed on the property.

3. Neither Ameren nor the Taxing Districts shall request any local assessing official or body to set any equalized, assessed valuations on the Hutsonville Plant in an amount other than that set forth in Exhibit A for the applicable assessment years. So long as the Board sets the equalized assessed valuations in amount set forth in Exhibit A for the applicable assessment years, neither Ameren nor any Taxing District shall file any appeal with the Board of Review or the Property Tax Appeal Board of the State of Illinois (PTAB) or seek any judicial or administrative review therefrom.

4. The Parties agree that the determination of property at the Hutsonville Plant as being land or structure shall be as set forth in Exhibit A.

5. Neither the assessed values, nor the classifications of property at the Hutsonville Plant which are set forth in this Agreement shall be automatically binding for assessments in 2022 or thereafter; provided however, that either party may introduce this Agreement in any subsequent administrative or judicial proceeding in which the allocation of property at the Hutsonville Plant is at issue.

6. The Hutsonville Plant is located in an enterprise zone; however, the enterprise zone will not change the assessments specified in this Agreement.

7. It is the intent of the Parties that the equalized assessed values set forth in Exhibit A will be the final assessment after imposition of all multipliers. If the imposition of a multiplier by the Department of Revenue or any other agency of the State of Illinois or by the Assessing Officials would result in an equalized assessed value which differs from the amount specified in this Agreement, the parties shall make all efforts to correct the aforesaid valuation by any statutory means (such as certificated of error) prior to the due date of tax payments. If such efforts do not remove the effect of any such multiplier, the assessed value for the subsequent year shall be

adjusted, either higher or lower, to compensate for the error in the previous year. Thereafter, the provisions set forth in this Agreement shall continue to be followed.

8. For any assessment year the Hutsonville Plant is assessed at a value other than as set forth in Exhibit A, Ameren and the Taxing Districts shall have the right to seek specific performance to enforce the terms of this Agreement. In the event an action for Specific Performance is brought, the undersigned parties waive the claim or defense that the moving party has an adequate remedy at law.

9. This Agreement may be executed in any number of counterparts, each of which will be an original and all of which will constitute one and the same document.

10. No amendment, modification, restatements, supplement, termination or waiver of or to, or consent to any departure from, any provisions of this Agreement shall be effective unless the same shall be in writing and signed on behalf of each of the Parties hereto. Any waiver of any provision of this Agreement and any consent to any departure by a Party from the terms of any provisions of this Agreement shall be effective only in the specified instance and for the specific purpose for which given.

11. This Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors and assigns.

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

CRAWFORD COUNTY

**AMEREN ENERGY GENERATING
COMPANY**

By:
Title:

By:
Title:

**CRAWFORD AIRPORT AUTHORITY
PRESERVE**

CRAWFORD COUNTY FOREST

By:
Title:

By:
Title:

CRAWFORD MEMORIAL HOSPITAL

By:
Title:

HUTSONVILLE FIRE DISTRICT

By:
Title:

**ILLINOIS EASTERN COMMUNITY COLLEGE
#529**

By:
Title:

HUTSONVILLE PARK DISTRICT

By:
Title:

**MULTI-TAXING AUTHORITY DISTRICT
#2**

By:
Title:

ROBINSON PUBLIC LIBRARY

By:
Title:

HUTSONVILLE TOWNSHIP

By:
Title:

**HUTSONVILLE TOWNSHIP ROAD AND
BRIDGE**

By:
Title:

HUTSONVILLE UNIT SCHOOL DISTRICT #1

By:
Title:

**RESOLUTION APPROVING HUTSONVILLE POWER STATION
SETTLEMENT AGREEMENT**

WHEREAS, the Hutsonville Power Plant was retired on December 31, 2011; and

WHEREAS, the Taxing Districts wish to establish assessed values beginning with the 2012 Assessment Year which reflect the retirement of the Hutsonville Plant while mitigating the short-term financial impact on the Taxing District; and

WHEREAS, an agreement has been reached between Ameren Energy Generating Company and Taxing Districts; and

NOW, THEREFORE, be it resolved that the Illinois Eastern Community College District #529 Board of Trustees hereby approves and accepts the attached Hutsonville Power Station Settlement Agreement; and

BE IT FURTHER RESOLVED that the Chairman of the Illinois Eastern Community College District #529 Board of Trustees, or his designee(s), is hereby authorized and directed to execute the attached Hutsonville Power Station Settlement Agreement on behalf of Illinois Eastern Community College District #529, together with any and all documents necessary and prudent to carry out the transaction therein contemplated.

Upon roll call vote, the following Board Members voted aye: _____

Upon roll call vote, the following Board Members voted nay: _____

Enacted and approved this 19th day of February, 2013.

BY: _____
Chairman, Board of Trustees
Illinois Eastern Community College District #529

ATTEST:

BY: _____
Secretary, Board of Trustees
Illinois Eastern Community College District #529

Exhibit A

Hutsorville Plant
 Estimated Property Tax Based on Assessor % Reductions to Assessed Valuation of Structures Only
 vs
 AEG Proposed Property Tax Payments

Assessor % Reductions to Assessed Value(Structures Only)-Levy Rate Increases 3% Annually

Parcel	2011 Tax Year Paid in 2012				2012 Tax Year Paid in 2013				2013 Tax Year Paid in 2014				2014 Tax Year Paid in 2015				2015 Tax Year Paid in 2016			
	Assessed Value		Rate	Tax	Assessed Value		Rate	Tax	Assessed Value		Rate	Tax	Assessed Value		Rate	Tax	Assessed Value		Rate	Tax
	Land	Structure			Land	Structure			Land	Structure			Land	Structure			Land	Structure		
03-1-17-000-004-000	\$14,142	\$2,388			\$14,142			\$14,142				\$14,142				\$14,142				
03-1-17-000-005-000	801				801			801				801				801				
03-1-17-000-006-000	41,722	334,918			41,722	267,934			41,722	160,760			41,722	72,342		41,722	28,937			
03-1-17-000-007-000	11,128	1,494,297			11,128	1,195,438			11,128	717,263			11,128	322,768		11,128	129,107			
03-1-17-000-007-001	11,186				11,186				11,186				11,186			11,186				
03-1-17-000-008-000	455				455				455				455			455				
03-1-17-000-009-000	226				226				226				226			226				
	\$79,660	\$1,831,603	\$7.88	\$150,546	\$79,660	\$1,463,372	\$8.11	\$125,140	\$79,660	\$878,023	\$8.36	\$80,062	\$79,660	\$395,110	\$8.61	\$40,878	\$79,660	\$158,044	\$8.87	\$21,084
AEG Proposed Property Tax Payments							\$120,000					\$80,000			\$40,000					\$20,000
Estimated Variance							\$5,140					\$62			\$878					\$1,084

Parcel	2016 Tax Year Paid in 2017				2017 Tax Year Paid in 2018				2018 Tax Year Paid in 2019				2019 Tax Year Paid in 2020							
	Assessed Value		Rate	Tax	Assessed Value		Rate	Tax	Assessed Value		Rate	Tax	Assessed Value		Rate	Tax				
	Land	Structure			Land	Structure			Land	Structure			Land	Structure			Land	Structure		
03-1-17-000-004-000	\$14,142				\$14,142			\$14,142				\$14,142				\$14,142				
03-1-17-000-005-000	801				801			801				801				801				
03-1-17-000-006-000	41,722	28,937			41,722	28,937			41,722	28,937			41,722	28,937		41,722	28,937			
03-1-17-000-007-000	11,128	129,107			11,128	129,107			11,128	129,107			11,128	129,107		11,128	129,107			
03-1-17-000-007-001	11,186				11,186				11,186				11,186			11,186				
03-1-17-000-008-000	455				455				455				455			455				
03-1-17-000-009-000	226				226				226				226			226				
	\$79,660	\$158,044	\$9.14	\$21,726	\$79,660	\$158,044	\$9.41	\$22,368	\$79,660	\$158,044	\$9.69	\$23,034	\$79,660	\$158,044	\$9.98	\$23,723				\$23,723
AEG Proposed Property Tax Payments							\$20,000					\$20,000			\$20,000					\$20,000
Estimated Variance							\$1,726					\$2,368			\$3,034					\$3,723

Agenda Item #8E

Dual Credit CTE On-Campus Course Fee

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 19, 2013
RE: Dual Credit CTE On-Campus Course Fee

Currently, the cost of tuition is waived for all IECC dual credit classes. However, the cost of consumables and class materials necessitates the need for a course fee for career and technical education (CTE) courses held at the college. Therefore, I recommend the Board's approval of a Dual Credit CTE On-Campus Course Fee effective the 2013 Fall Semester.

Miscellaneous Fees* (page 37 of IECC catalog) – Effective 2013 Fall Semester

Dual Credit CTE On-Campus Course Fee.....\$ 25.00 per course

TLB/rs

Agenda Item #8F

Audit Finding of LWIA #23 and District Response

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 19, 2012
RE: Audit Finding of LWIA #23 and District Response

The outside auditors from the Department of Commerce and Economic Opportunity (DCEO) have completed the audit of Local Workforce Investment Area #23 and made only one finding concerning IECC. The issue dealt with petty cash reimbursements and the fact that IECC policy requires reimbursing petty cash no less frequently than every two months and that a reconciliation of the fund be completed within that time frame. LWIA staff was not in compliance with that policy.

In the response letter concerning the audit, LWIA staff indicated that they would comply and this was accepted and the DCEO closed the audit.

The audit in every other regard found that the LWIA staff hired by IECC, had handled funds from the federal government correctly in all instances. This is a very good audit and reflects well on the LWIA/IECC staff.

I ask the Board's acknowledgement of receipt of this audit.

TLB/rs

Agenda Item #8G

Statements of Final Construction Compliance

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 19, 2013
SUBJECT: Statements of Final Construction Compliance

IECC is required by the Illinois Community College Board (ICCB) to take Board action on Protection, Health and Safety, Capital Renewal and state and locally funded projects completed each year.

Attached are Statements of Final Construction Compliance for Illinois Eastern Community Colleges projects as required by the ICCB. There were \$594,427 in construction costs for state and locally funded projects completed this past year as outlined below. I request that the Board approve the attached Statements of Final Construction Compliance as presented so that they may be submitted to the ICCB.

<u>Project Number</u>	<u>Project Name</u>	<u>Actual Cost</u>	<u>Funds</u>
0033-0910	Parking Lot Paving	\$202,308	R
0034-0311	WFDC Classroom Remodeling	\$392,119	L

Statement of Final Completion of State and Locally Funded Projects

ICCB Project Title: Parking Lot Paving

ICCB Project # 0033-0910

Name and address of architect/engineer providing the Statement of Final Completion:

Image Architects
1118 W. Main St.
Carbondale, IL 62901

Final cost and scope of the project:

Approved Budget: **\$207,300** Actual Cost: **\$202,308**

Approved Scope: Actual Scope:

Classrooms	_____	_____
Laboratories	_____	_____
Offices	_____	_____
Study	_____	_____
Special Use	_____	_____
Support	_____	_____
Other	_____	_____
TOTAL NASF	_____	_____
TOTAL GSF	_____	_____

I have reviewed the originally approved construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

District Official's Signature

February 19, 2013

Date

Statement of Final Completion of State and Locally Funded Projects

ICCB Project Title: WFDC Classroom Remodeling

ICCB Project # 0034-0311

Name and address of architect/engineer providing the Statement of Final Completion:

Image Architects
1118 W. Main St.
Carbondale, IL 62901

Final cost and scope of the project:

Approved Budget: **\$392,000**

Actual Cost: **\$392,119**

Approved Scope:

Actual Scope:

Classrooms	_____	_____
Laboratories	_____	_____
Offices	_____	_____
Study	_____	_____
Special Use	_____	_____
Support	_____	_____
Other	_____	_____
TOTAL NASF	_____	_____
TOTAL GSF	_____	_____

I have reviewed the originally approved construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

District Official's Signature

February 19, 2013

Date

Agenda Item #8H

Affiliation Agreements

Acute Medical Center – LTC Medical Assistant
Crawford Memorial Hospital – LTC Medical Assistant
Jasper County Health Department – LTC Medical Assistant
Lawrence County Memorial Hospital – LTC Medical Assistant
Richland Memorial Hospital – LTC Medical Assistant
Effingham City-County Ambulance – FCC Emergency Response
Paris Community Hospital – OCC Phlebotomy
St. Anthony's Memorial Hospital – FCC Phlebotomy

Agenda Item #8H

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 19, 2013
RE: Affiliation Agreements for Phlebotomy and Medical Assistant Programs

IECC wishes to enter into new affiliation agreements with the following facilities:

Acute Medical Center – LTC Medical Assistant
Crawford Memorial Hospital – LTC Medical Assistant
Jasper County Health Department – LTC Medical Assistant
Lawrence County Memorial Hospital – LTC Medical Assistant
Richland Memorial Hospital – LTC Medical Assistant
Effingham City-County Ambulance – FCC Emergency Response
Paris Community Hospital – OCC Phlebotomy
St. Anthony's Memorial Hospital – FCC Phlebotomy

. I ask the Board's approval of these affiliation agreements.

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 13 day of May, 2013, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Acute Medical Center, Robinson, IL (hereinafter referred to as AGENCY).

[Insert: Agency, City, and State Above]

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2013.

AGENCY

LINCOLN TRAIL COLLEGE

Medical Services Director

Certified Medical Assistant
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/26/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 13 day of May, 2013, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Crawford Memorial Hospital, Robinson, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the

Administrative Supervisor on behalf of the AGENCY will be responsible for maintaining proper standards of medical assistant care and safeguard of patients assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to CMA students.

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2013.

AGENCY

LINCOLN TRAIL COLLEGE

Medical Services Director

Certified Medical Assistant
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/26/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 13 day of May, 2013, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Jasper County Health Department Newton, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the

Administrative Supervisor on behalf of the AGENCY will be responsible for maintaining proper standards of medical assistant care and safeguard of patients assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to CMA students.

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2013.

AGENCY

LINCOLN TRAIL COLLEGE

Medical Services Director

Certified Medical Assistant
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/26/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 13 day of May, 2013, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Lawrence County Memorial Hospital, Lawrenceville, IL (hereinafter referred to as AGENCY).*[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the

Administrative Supervisor on behalf of the AGENCY will be responsible for maintaining proper standards of medical assistant care and safeguard of patients assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to CMA students.

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2013.

AGENCY

LINCOLN TRAIL COLLEGE

Medical Services Director

Certified Medical Assistant
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/26/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 13 day of May, 2013, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Richland Memorial Hospital, Olney, IL (hereinafter referred to as AGENCY).

[Insert: Agency, City, and State Above]

WITNESSETH THAT:

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

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

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

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

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the

Administrative Supervisor on behalf of the AGENCY will be responsible for maintaining proper standards of medical assistant care and safeguard of patients assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to CMA students.

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2013.

AGENCY

LINCOLN TRAIL COLLEGE

Medical Services Director

Certified Medical Assistant
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/26/06

AFFILIATION AGREEMENT

Between
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529
FRONTIER COMMUNITY COLLEGE
and
EFFINGHAM CITY-COUNTY AMBULANCE
(A Division of Altamont Ambulance Service, Inc.)
for
EMERGENCY RESPONSE TRAINING

THIS AGREEMENT made and entered into this 8th day of January, 2013, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE (hereinafter referred to as DISTRICT), for its EMERGENCY RESPONSE TRAINING Programs (hereinafter referred to as PROGRAM) and EFFINGHAM CITY-COUNTY AMBULANCE, Effingham, Illinois (hereinafter referred to as AGENCY).
WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of AGENCY's facilities for clinical field training 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 Director of the Emergency Preparedness & Industrial Quality Management Program on behalf of the DISTRICT and the Director 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 Director 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. The DISTRICT will maintain on file, copies of the following student information, that shall be made available to the AGENCY upon request: valid Illinois driver's license, current CPR certification, current Illinois EMT-B licensure (applicable to Paramedic students),

background screen results, drug screen results, immunization record, health examination record, proof of health coverage, proof of seasonal flu vaccination administered since August of the current academic year, and documentation by the DISTRICT instructor confirming that the student has completed and passed specific, required competencies prior to AGENCY clinical rotation.

7. 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;
8. 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;
9. DISTRICT faculty will:
 - a. be responsible for guiding students and teaching the PROGRAM;
 - b. work with the staff of the AGENCY in coordination of the clinical field training objectives to be completed at the AGENCY;
 - c. coordinate the student clinical assignment with the Agency appointed Field Training Officer; and
 - d. review and evaluate, in cooperation with the Agency, the student's progress in the clinical field training setting;
10. The AGENCY's Director will coordinate with the DISTRICT and the AGENCY's Field Training Officer 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; students will be charged with maintaining evaluation forms to be completed by the AGENCY appointed Field Training Officer;
11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee;
12. 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;
13. 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;
14. Students are responsible for seeking health care if the need arises. Students are required to carry their own health coverage and are required to pay their own health care fees;
15. 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;
16. 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;
17. The faculty and students of the DISTRICT participating in the clinical field training 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;

18. The DISTRICT will provide a PROGRAM orientation for the AGENCY staff; the AGENCY will coordinate with the DISTRICT PROGRAM faculty and director to determine AGENCY staff who will serve as Field Training Officers during the duration of the four-paramedic course series. AGENCY staff will be expected to read and acknowledge acceptance of the FCC EP's Field Training Officer Field Training Guide, read and acknowledge acceptance of a FERPA (Family Educational Rights and Privacy Act) tutorial, and complete an FTO agreement provided by the DISTRICT PROGRAM.
19. PROGRAM students and faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records;
20. 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 (See attached Certificate of Insurance);
21. AGENCY will not request monetary reimbursement from PROGRAM students and faculty assigned to, or making use of any clinical facilities of the AGENCY under the contemplated program.
22. 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;
23. 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 8th day of January, 2013.

EFFINGHAM CITY-COUNTY

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529, FRONTIER
COMMUNITY COLLEGE

Director

Chairman, IECC Board of Trustees

CEO, Illinois Eastern Community Colleges

President, Frontier Community College

AFFILIATION AGREEMENT
BETWEEN
ILLINOIS EASTERN COMMUNITY COLLEGES,
District # 529
Olney Central College Phlebotomy Program
AND

**Paris Community Hospital
721 East Court Street
Paris, IL 61944-2460**

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

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. DISTRICT #529 faculty will:
 - be responsible for the teaching the didactic portion of the Phlebotomy Program;
 - work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
 - coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
 - review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**CLINICAL AFFILIATION AGREEMENT
BETWEEN
ILLINOIS EASTERN COMMUNITY COLLEGES
AND
ST. ANTHONY'S MEMORIAL HOSPITAL**

THIS CLINICAL AFFILIATION AGREEMENT (the "**Agreement**") is entered into as of the date of last signature ("**Effective Date**"), by and between **ST. ANTHONY'S MEMORIAL HOSPITAL, OF THE HOSPITAL SISTERS OF THE THIRD ORDER OF ST. FRANCIS** (the "**Facility**") and **ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT # 529** (the "**School**") (collectively, the "**Parties**" or separately, a "**Party**").

WHEREAS, Facility is an Illinois ("**State**") licensed acute care hospital, located at 503 North Maple Street, Effingham, IL 62401; and

WHEREAS, the School desires to provide educational experiences to the students (hereinafter each a "**Student**" or collectively "**Students**") enrolled in one of the School's practical learning programs, as listed in **Exhibit A**, attached hereto and incorporated herein (hereinafter, each a "**Program**" or collectively the "**Programs**"); and

WHEREAS, Facility is willing to make available certain Facility sites, as listed in **Exhibit B**, attached hereto and incorporated herein, to the School, its employed faculty members, if applicable, and Students for the purpose of providing practical learning and clinical experiences through the Programs, which will necessarily include some activities and tasks performed by each Student; and

WHEREAS, requirements specific to each Program are set forth in **Exhibit C**.

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

1. SCHOOL RESPONSIBILITIES:

1.1. Provision of foundational curriculum to students. The School shall have the total responsibility for planning and determining the adequacy of the educational experience of Students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those Students who have satisfactorily completed the prerequisite didactic portion of the School's Program curriculum.

1.2. Student professional liability insurance.

1.2.1. State Colleges and Universities. If the School is a state college or university, the School shall require Students participating in the practicum to maintain, and the School shall provide proof to the Facility of, a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate covering the acts of such Student while participating in the program at the Facility. Provided

further, in the event the required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the Student.

1.2.2. Other Colleges and Universities. Unless otherwise specified in **Exhibit C**, the School shall require Students participating in the practicum to maintain, and the School shall provide proof to the Facility of, a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate; and general liability coverage of at least One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) in the aggregate covering the acts of such Student while participating in the program. Such insurance coverage must be placed with an insurance carrier acceptable to the Facility. Certificates of insurance evidencing coverage as specified above must be produced prior to Student participation in the Program. In the event the required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the Student. The School shall require Students participating in the Program to maintain comprehensive health insurance. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the Student.

1.2.3. Additional insurance coverage. Any additional applicable insurance coverage requirements shall be set out by the Parties in **Exhibit C** to this Agreement.

1.3. Designation of liaison to Facility; communications relating to clinical placements. The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the Students participating in the Programs will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances. The School shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

1.4. Evidence of student certifications, vaccinations, etc. Where applicable, the School shall provide evidence that a Student has met all vaccination and certifications requirements, as required by law and Facility policy, which may include, without limitation, CPR certification, hepatitis B vaccination, and OSHA compliance for prevention of transmission of blood borne pathogens and TB, as described in further detail in **Exhibit C**.

1.5. Criminal background check and drug screen compliance. Where applicable, a criminal background check and drug screen, as specified in **Exhibit C**, and as required by and acceptable to the Facility, are required of each placed Student prior to participation in the clinical rotation. It is the School's responsibility to ensure that the background check and drug screening have been completed and that Students with unacceptable results will not participate at sites where Students with such results are forbidden by policy.

1.6. School notices to students. The School shall notify each Student prior to his/her arrival at the Facility and shall ensure that he/she:

- 1.6.1. Follows the administrative policies, standards, and practices of the Facility.
- 1.6.2. Obtains medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.
- 1.6.3. Provides his/her own transportation and living arrangements.
- 1.6.4. Reports to the Facility on time and follows all established regulations during the regularly scheduled operating hours of the Facility.
- 1.6.5. Conforms to the standards and practices established by the School while functioning at the Facility.
- 1.6.6. Obtains prior written approval of the Facility and the School before publishing any material relating to the clinical learning experience.
- 1.6.7. Meets the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional code of ethics and the applicable standards of TJC and/or other relevant accrediting or regulatory bodies.

1.7. Qualifications of School faculty. The School represents and warrants that relevant faculty members are appropriately certified and/or licensed. Where applicable, the School will provide the Facility with copies of evidence of certifications or licensures, as specified in **Exhibit C**.

2. FACILITY RESPONSIBILITIES:

2.1. Provision of facilities for supervised clinical experiences. Subject to the provisions of Section 3.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to Students. Such facilities shall include an environment conducive to the learning process of the Students as intended by the terms of this Agreement and conforming to customary Facility procedures.

2.2. Facility rules applicable to Students during clinical assignments. Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of clinical assignment, Students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.

2.3. Patient care. While at the Facility, Students are not to replace the Facility staff, and are not to render services except as identified for educational value and delineated in the jointly planned educational experiences set forth in **Exhibit D**, attached hereto and incorporated herein by reference (the “**Patient Care Duties**”). Any such direct contact between a Student and a patient shall be under the supervision of a supervisor designated by the Facility. The Facility shall at all times remain responsible for patient care.

- 2.4. **Emergency treatment of Students.** Emergency outpatient treatment will be available to Students while in the Facility hospital for clinical training in case of accident or illness. In case of emergency at a non-hospital Facility site, standard procedure will be followed. It is the Student's responsibility to bear the cost of the emergency treatment.
- 2.5. **Designation of liaison to School; communications relating to clinical placements.** The Facility shall designate a liaison responsible for coordinating the clinical placements. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the clinical Programs. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.
- 2.6. **Identity and credentials of Facility supervising personnel.** The Facility shall designate and submit in writing to the School the name, and where applicable the professional and academic credentials, of the individual(s) overseeing Student(s) experiences, as specified in Exhibit C.
- 2.7. **School tour of Facility.** The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.
- 2.8. **Provision of relevant Facility policies.** Where applicable, the Facility shall provide Student(s) and the School with the Facility's administrative policies, standards and practices relevant to the clinical placement, as specified in Exhibit C.
- 2.9. **FERPA compliance.** The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's Students who train at the Facility pursuant to this Agreement.

3. OTHER RESPONSIBILITIES:

- 3.1. **Compliance with patient privacy laws.** The School agrees to abide by and require its faculty and Students to abide by the Standards for Privacy of Individually Identifiable Health Information and all other regulations promulgated under Section 264 of the Health Insurance Portability and Accountability Act of 1996 ("**HIPAA**") and other state or federal health information privacy and security laws (collectively, "**Privacy Laws**") in effect as of the Effective Date or as amended from time to time. Upon request, the Parties may amend the Agreement to conform with any new or revised Privacy Laws in order to ensure that Facility is at all times in conformance with all Privacy Laws. School and

each Student acknowledges and agrees that each is a participant in Facility's organized health care arrangement ("OHCA"), and further agree to act in accordance with such OHCA designation.

- 3.2. Determination of instructional period.** The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.
- 3.3. Determination of number of participating Students.** The number of Students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the Parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of Students eligible to participate in the clinical education experience with prior notice to the School and adequate time for the School to reassign the Student(s) to another clinical site. The Facility agrees further to accommodate Students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.
- 3.4. Evaluation of Students' clinical experiences.** Evaluation of the clinical learning experiences of the Students will be accomplished jointly by the School and the Facility. Appropriate School and Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to Students.
- 3.5. Removal of Students.**
 - 3.5.1. The School has the right to remove a Student from a clinical education Program. The School shall notify the Facility of such removal in writing.
 - 3.5.2. The Facility may immediately remove any Student participating in a clinical education experience from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its patients, staff members, visitors, or operations. The Facility, in its sole discretion, may also immediately remove any Student for the failure to adhere to any applicable policy, procedure, standard, or practice of the Facility. In such event, the Facility shall notify the School in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a Student for any other reason, it shall notify the School in writing of the reasons for the removal and shall consult with the School before removing the Student.

4. TERM OF AGREEMENT:

The initial term of this Agreement shall be for three (3) years, to commence on the Effective Date and terminate three (3) years thereafter. Following expiration of the initial term, this

Agreement shall automatically renew for successive one (1) year terms until terminated in accordance with this Section. Either Party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other Party. In the event that this Agreement is terminated, Students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

5. ADDITIONAL TERMS:

- 5.1. **Ethical and Religious Directives.** The Parties acknowledge that Facility is operated in accordance with the *Ethical and Religious Directives for Catholic Healthcare Services* as promulgated, from time to time, by the United States Conference of Catholic Bishops, Washington, D.C., of the Roman Catholic Church ("**Ethical and Religious Directives**"), and that the principles and beliefs of the Roman Catholic Church are a matter of conscience to Facility. It is the intent and agreement of the Parties that neither this Agreement nor any part hereof shall be construed to require Facility to violate said Ethical and Religious Directives in its operation and all parts of this Agreement must be interpreted in a manner that is consistent with said Ethical and Religious Directives. The School shall ensure that Students act in accordance with the Ethical and Religious Directives when engaged in clinical educational experiences at Facility.
- 5.2. **Compliance with laws.** The Parties believe and intend that this Agreement complies with all relevant federal and state laws as well as relevant regulations and accreditation standards, including but not limited to Federal Health Care Program (as defined under 42 U.S.C. § 1320a-7b(f)), fraud and abuse laws (including the Anti-Kickback Statute and the Stark Law), and all of the rules and regulations promulgated pursuant to, and all of the cases or opinions interpreting such statutes and laws (collectively, "**Laws**").
- 5.3. **System Responsibility Program.** Facility has in place a System Responsibility Program (the "**Responsibility Program**") which has as its goal, to ensure that Facility complies with Laws. The Responsibility Program focuses on risk management, the prevention of misconduct and the promotion of good corporate citizenship, including the commitment to uphold a high standard of ethical and legal business practices. The School acknowledges Facility's commitment to the Responsibility Program and agrees to conduct all activities which occur pursuant to this Agreement in accordance with the underlying philosophy of the Responsibility Program.
- 5.4. **Warranty of non-exclusion.** Each Party represents and warrants to the other that it is not: excluded from participation in any Federal Health Care Program; debarred, suspended or otherwise excluded from participating in any other federal or state procurement or non-procurement program or activity; or designated a Specially Designated National or Blocked Person by the Office of Foreign Asset Control of the U.S. Department of Treasury. Each Party further represents and warrants to the other Party that to its knowledge, there are no pending or threatened governmental investigations that may lead to such exclusion. The

School shall notify Facility in writing upon the commencement of any such exclusion or investigation within seven (7) business days of receiving first notice of such exclusion or investigation. Facility shall have the right to terminate this Agreement immediately upon learning of any such exclusion and shall be kept informed of the status of any such investigation.

- 5.5. Independent Parties.** Except as set forth in this Agreement, no action taken by either Party, or its officers, employees or agents pursuant to this Agreement, shall be deemed to create any partnership, joint venture, association or syndicate between the Parties, nor shall any such action be deemed to confer upon either Party any express or implied right or authority to assume, or create any obligation or responsibility on behalf of, or in the name of, the other Party. The Parties to this Agreement are independent entities, contracting with each other solely for the purpose of carrying out the terms and conditions of this Agreement. Facility shall not be responsible for the payment of any federal, state or local taxes arising under or in connection with this Agreement, including, without limitation, the payment of actual and estimated tax liabilities, and Facility shall be indemnified and held harmless from any loss, cost, or liability arising out of the School's failure to do so.
- 5.6. Indemnification.** Each Party agrees to indemnify and hold the other harmless from any and all claims, suits, damages, fines, penalties, judgments, liabilities and expenses (including reasonable attorney's fees and court costs) arising from (a) any negligent or willful act or omission of the Party, its agents, or employees, (b) breach of this Agreement or (c) violation of a Law; provided, however, that the School shall not be entitled to indemnification for any claims, liability, losses, or damages caused by the acts or omissions of any of its Students or faculty members assigned to Facility pursuant to this Agreement. Notwithstanding anything to the contrary in this Agreement, a Party's obligations with respect to indemnification for acts described in this Section shall not apply to the extent that such application would nullify any existing insurance coverage of such Party or as to that portion of any claim of loss in which an insurer is obligated to defend or satisfy. This Section 5.6 shall survive the expiration or earlier termination of this Agreement. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
- 5.7. Non-discrimination.** The Parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, as well as any and all applicable rules and regulations of the State. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, ancestry, military status, sexual orientation or handicap in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.
- 5.8. Employment status.** No assigned Student or School faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such Student or faculty member be entitled to any fringe benefits,

Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.

- 5.9. Amendments.** This Agreement may be amended only by an instrument in writing signed by the Parties.
- 5.10. Assignment.** Neither Party may assign this Agreement or the rights or obligations hereunder without the specific written consent of the other Party, except that this Agreement may be assigned by Facility without the prior written approval of the School to an affiliate of Facility. For purposes of this Agreement, "Affiliate" shall mean any successor entity of Facility, or any entity controlled directly or indirectly by Facility or Hospital Sisters Health System.
- 5.11. Books and records.** If this Agreement is a contract within the purview of Section 1861(v)(1)(I) of the Social Security Act (Section 952 of the Omnibus Reconciliation Act of 1980) and the regulations promulgated at 42 C.F.R. Part 420 in implementation thereof, the Parties agree to make available to the Comptroller General of the United States ("**Comptroller General**"), the Secretary of the Department of Health and Human Services ("**Secretary**") and their duly authorized representatives, for four (4) years after the latest furnishing of services pursuant to this Agreement, access to the books, documents and records and such other information as may be required by the Comptroller General or Secretary to verify the nature and extent of the costs of services provided by each Party, respectively. If either Party, upon the approval of the other Party, carries out the duties of this Agreement through a subcontract worth \$10,000.00 or more over a twelve (12) month period with a related organization, the subcontract will also contain an access clause to permit access by the Secretary, Comptroller General and their representatives to the related organization's books and records.
- 5.12. Corporate practice of medicine.** Nothing contained herein shall be construed as allowing or authorizing Facility to engage in the practice of medicine, either directly or through its agents or employees. It is the intent of the Parties that any actions performed pursuant to this Agreement which constitute acts of medicine are not acts of, or by, Facility.
- 5.13. Counterparts; facsimile and pdf signatures.** The Parties agree that this Agreement may be executed in multiple originals, each of which shall be considered an original for all purposes and, collectively, shall be considered to constitute this Agreement. The Parties further agree that signatures transmitted by facsimile or in Portable Document Format (pdf) may be considered an original for all purposes, including, without limitation, the execution of this Agreement and enforcement of this Agreement.
- 5.14. Entire agreement.** This Agreement supersedes all previous contracts or agreements between the Parties for the same services, and constitutes the entire agreement between the Parties. Neither the School nor Facility shall be entitled to benefits other than those specifically enumerated herein.

- 5.15. Governing law.** This Agreement shall be construed and governed by the laws of the State. Unless otherwise required by law, the Parties shall submit to the jurisdiction of the courts within the county where Facility is located in the State.
- 5.16. Headings.** The headings and subheadings in this Agreement are inserted for convenience of reference only and shall not affect the meaning or interpretation of this Agreement.
- 5.17. Interpretation.** The Parties hereto acknowledge that (i) each Party has reviewed the terms and provisions of this Agreement; (ii) the rule of construction to the effect that any ambiguities are resolved against the drafting Party shall not be employed in the interpretation of this Agreement; and (iii) the terms and provisions of this Agreement shall be construed fairly as to all Parties hereto and not in favor or against any Party, regardless of which Party was generally responsible for the preparation of this Agreement.
- 5.18. Notice.** Notices or communications herein required or permitted shall be given to the respective Party by registered or certified mail, by overnight courier service (e.g., UPS), by electronic mail for which the sender has an electronic receipt, or by hand delivery, at the address listed under the Party's signature to this Agreement unless either Party shall designate a new address by written notice. The notice shall be deemed to be given as follows: (i) in the case of certified or registered mail, three (3) days after the date of its mailing; (ii) in the case of overnight courier service, on the next business day following mailing; (iii) in the case of electronic mail, on the date notice was sent; and (iv) in the case of hand delivery, on the date of its receipt by the Party entitled to it.
- 5.19. Severability.** If any term, covenant, or condition of this Agreement or the application thereof to any person or circumstance shall be invalid or unenforceable, then the remainder of this Agreement and the application of any term or provision to any person or circumstances, other than those to which it is held invalid or unenforceable, shall not be affected thereby and all other terms shall be valid and enforceable to the fullest extent permitted by law.
- 5.20. Survival.** Any provision which expressly or by its context requires, after termination of this Agreement, action or places obligations on the Parties to this Agreement, shall so survive the termination of this Agreement.
- 5.21. Third party rights.** Except as otherwise expressly stated herein, the Parties do not intend to create any enforceable rights in any third party under this Agreement and there are no third party beneficiaries to this Agreement.
- 5.22. Waiver of breach.** The waiver by either Party of a breach or violation of any provision of this Agreement shall not operate as nor be construed to be a waiver of any subsequent breach hereof.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the last day and year set forth below.

For and on behalf of:

**ST. ANTHONY'S MEMORIAL HOSPITAL,
OF THE HOSPITAL SISTERS OF THE
THIRD ORDER OF ST. FRANCIS**

**ILLINOIS EASTERN COMMUNITY
COLLEGES, DISTRICT # 529**

Printed Name: Mark Reifsteck

Printed Name: _____

Title: Interim President & CEO

Title: President, Frontier Community College

Date: _____

Date: _____

Address: 503 North Maple Street

Address: #2 Frontier Drive

Effingham, IL 62401

Fairfield, IL 62837

Printed Name: _____

Title: Chairman, IECC Board of Trustees

Date: _____

Printed Name: _____

Title: Phlebotomy Instructor

Date: _____

EXHIBIT A

PROGRAMS

Phlebotomy

EXHIBIT B

FACILITY SITES

St. Anthony's Memorial Hospital
503 North Maple Street
Effingham, IL 62401

EXHIBIT C

PROGRAM SPECIFIC REQUIREMENTS

(Each program shall have its own program specific requirement checklist)

Facility: **St. Anthony's Memorial Hospital**
 School: **Frontier Community College**
 Program: **Phlebotomy**

Facility requires:	Yes	No
1) Proof of general and medical professional liability protection for its Students and faculty assigned to the Facility in a minimum amount of \$1 million per occurrence for professional liability and, for non-state colleges and universities, \$1 million per occurrence for general liability. (paragraph 1.2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2) Verification that Students have met requirements for: (paragraph 1.4)		
a) CPR certification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Immunizations		
i) Chickenpox (Varicella): must have history of having Chickenpox disease, proof of immunity by titer <u>or</u> have received two doses of the varicella vaccine (Varivax) given one month apart.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ii) TB screening: a QuantiFERON TB Gold test within 90 days of start date or a TB skin test (TST) within 90 days prior to start date <u>plus</u> documentation of one other TST in the 365 days previous to start date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iii) If neither of these options is available, then the requirement is a 2-step TST within 90 days of start date. A 2-step TST is one test then another 7-21 days later.		
iv) Must have each of the following <u>or</u> meet v. below: (1) Rubella (German measles) immunization: Immunity required by documentation of one live dose of Rubella vaccine given on or after first birthday or positive Rubella titer. If Rubella titer is negative, immunization is required unless pregnant. (2) Rubeola (Red measles) immunization: Immunity required by documentation of two live doses of Rubeola vaccine given on or after first birthday <u>or</u> positive Rubeola titer. (3) Mumps immunization in 1969 or later written documentation of immunization of two live doses of mumps vaccine at 12 months of age or later or positive Mumps titer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
v) MMR (Mumps, Measles, Rubella) immunization: two doses of MMR separated by more than one month and given on or after the first birthday.		
vi) Adult Tetanus-Diphtheria (Td) vaccine <u>or</u> proof of 1-time dose of Adult Tetanus, Diphtheria & Pertussis (Tdap) vaccine must be current within 10 years.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
vii) Influenza immunization: documentation of influenza vaccination for current season <u>or</u> declination, in compliance with the current influenza vaccination policy in effect at Facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

viii) Hepatitis B: documentation of the hepatitis B vaccine series <u>or</u> proof of immunity by titer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Compliance with OSHA requirements for prevention of transmission of bloodborne pathogens and TB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3) The Facility, through the Employee Health Service, shall provide for post-exposure testing of source individual after all occupational blood/body fluid exposures which occur within the Facility and are reported on Facility's incident report forms. Beyond such testing, the School shall assume responsibility for its employees and Students as follow-up to reported exposures of any kind (including blood/body fluid and any other type of exposure to infectious disease and/or hazardous material).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4) Criminal background check (paragraph 1.5)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5) Drug screen (paragraph 1.5)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6) Evidence of relevant faculties' certifications or licensures (paragraph 1.7)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7) Student/Practitioner/contractor shall conduct his/her/its practice and professional activities (or duties and responsibilities pursuant to this contract) in accordance with the "Ethical and Religious Directives for Catholic Healthcare Services" published by the United States Conference of Catholic Bishops, and the Ethical Directives of the Hospital, or any succeeding documents which may be adopted by the USCCB or the Facility or their successors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School requires:		
1) Copy of relevant Facility policies (paragraph 2.8)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2) Evidence of academic credentials, certifications and licensures of individual(s) overseeing Student(s) experiences (paragraph 2.6)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3) Other _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EXHIBIT D

PATIENT CARE DUTIES

(Each program shall have its own patient care duties list)

Facility: **St. Anthony's Memorial Hospital**
School: **Frontier Community College**
Program: **Phlebotomy**

Students may perform the following Patient Care Duties at Facility, as amended from time to time:

- Unaided venipunctures
- Unaided skin punctures

Agenda Item #9

Bid Committee Report

IECC

- 1. HVAC & Lighting Upgrades – LTC, OCC & FCC**
- 2. Window and Flooring Replacements – WVC
Accessibility Compliance – District Wide**

Frontier Community College

- 1. Gravel Parking Lot –Workforce Development Center**

Olney Central College

- 1. Plasma Welder**

BID COMMITTEE REPORT

February 19, 2013

IECC

1. HVAC & Lighting Upgrades – LTC, OCC & FCC
2. Window and Flooring Replacements – WVC
Accessibility Compliance – District Wide

Frontier Community College

1. Gravel Parking Lot – Workforce Development Center

Olney Central College

1. Plasma Welder

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Bid Recommendation – HVAC & Lighting Upgrades – LTC, OCC & FCC

DATE: February 19, 2013

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

The Bid Committee recommends acceptance of the low bid received that meets all specifications from Merz Heating & Air Conditioning located in Effingham, Illinois for a total bid of \$389,950.00.

**IMAGE ARCHITECTS INC.
IA PROJECT NO. 12048A**

Bid Tabulation
Wednesday, February 13, 2013 at 2:00 p.m.
Bid Opening Location
IECC District Office

DIVISION I – HVAC WORK

BIDDER	BID SECURITY	ADDENDUM NO. 1	BASE BID	ALT BID H-1
Merz Heating & Air Conditioning Effingham, IL	5% BB	√	\$389,950.00	NO BID
Illini Builders Co. of Olney Olney, IL	NO BID			
John Flach Builders Teutopolis, IL	NO BID			
J & R Appliances, Inc. Nashville, IL	NO BID			
J.E. Shekell Inc. Evansville, IN	5% BB	√	\$393,534.00	NO BID
Heartland Mechanical Contractors Murphysboro, IL	5% BB	√	\$425,000.00	\$7,000.00 DEDUCT
Culbertson Heating & Cooling Vandalia, IL	5% BB	NO	\$419,477.00	\$4,000.00 DEDUCT

The Bid Committee recommends acceptance of the low bid received that meets all specifications from Illini Builders Co. of Olney for a total bid of \$231,688.00.

**IMAGE ARCHITECTS INC.
IA PROJECT NO. 12048A**

Bid Tabulation
Wednesday, February 13, 2013 at 2:00 p.m.
Bid Opening Location
IECC District Office

DIVISION II – ELECTRICAL WORK

BIDDER	BID SECURITY	ADDENDUM NO. 1	BASE BID	ALT BID E-1
Skill Electric Vincennes, IN	5% BB	√	\$276,000.00	\$32,500.00
Illini Builders Co. of Olney Olney, IL	5% BB	√	\$231,688.00	\$46,701.00
Lytle Electric Co. Robinson, IL	NO BID			
Mark's M&M Electric Inc. Teutopolis, IL	5% BB	√	\$260,710.00	NO BID
Twin Supplies Ltd. Oak Brook, IL	NO BID			
Pals Electric, Inc. Teutopolis, IL	NO BID			
J.E. Shekell Inc. Evansville, IN	NO BID			

Respectfully Submitted,

Roger Browning
Terry L. Bruce
Harry Hillis, Jr.

Source of Funds: PHS COMPLIANCE – PHASE 10

The "Advertisement for Bids" was placed in the Daily Republican Register for one (1) day.

INVITATION TO BID

HVAC & LIGHTING UPGRADES
PHS COMPLIANCE – PHASE 10
LTC, OCC, AND FCC
ILLINOIS EASTERN COMMUNITY COLLEGES
OLNEY, ILLINOIS

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529, OLNEY, ILLINOIS issues the following Invitation to Bidders desiring to submit proposals for work at the above titled project.

Bids will be received for the following work:

DIVISION I	HVAC WORK
DIVISION II	ELECTRICAL WORK

at 2:00 p.m. on Wednesday February 13, 2013 at the Illinois Eastern Community Colleges District Office, located at 233 East Chestnut Street, Olney, Illinois 62450.

Pre-Bid Meeting: A pre-bid meeting will not be held. Contractors shall contact the following persons to obtain permission and schedule a time to document existing conditions.

Lincoln Trail College	Mr. Dan Leggett	618-544-8657
Olney Central College	Mr. Larry Gangloff	618-395-4351
Wabash Valley College	Mr. Ron Martin	618-263-4999
Frontier Community College	Mr. Galen Dunn	618-842-3711

Immediately after closing time for receiving bids, they will be publicly opened, read aloud and taken under advisement. Owner reserves the right to reject any or all bids or any part thereof, to waive any informalities in bidding and to accept bids deemed most favorable to the Owner.

DESCRIPTION OF WORK

Work includes but is not limited to:

HVAC replacement: Replacement of existing rooftop units at Lincoln Trail College Theater and Wabash Valley College Science Building; replacement of HVAC systems at Frontier Community College Student Services Building and Adult Education Building. Also included is all associated general, plumbing and electrical work.

Lighting replacement: Replacement of interior lights in the Frontier Community College Workforce Development Storage/Work Area and Automotive Lab; conversion of existing parking lot lights and site bollard lights to LED; replacement of the interior lights in the Olney Central College Gymnasium; replacement of the house lights in the Lincoln Trail College Theater, to include upgrading the dimmer system.

Bonafide prime bidders may obtain an individual electronic CD-Rom (which includes specifications and drawings in PDF Format) at the office of Image Architects Inc., 1118 West Main Street, Carbondale, Illinois, by depositing \$25.00. Those who submit prime bids may obtain refund of deposit by returning CD-Rom in good condition within fifteen (15) days after bid opening. Those Prime Bidders who do not

submit a prime bid or those who do not return the CD-Rom within time stipulated above, or who returns damaged CD-Rom shall forfeit entire deposit.

PRIME BIDDER OPTION: Bonafide prime bidders may obtain copies of Drawings and Specifications at a cost of \$5.00 per sheet for full size drawings and \$0.30 per page of specifications, plus shipping charges, non-refundable.

Material suppliers and subcontractors may purchase for \$25.00 an individual electronic CD-Rom (which includes specifications and drawings in PDF Format) or purchase selected copies of Plans and Specifications at a cost of \$5.00 per sheet for full size drawings and \$0.30 per page of Specifications, plus shipping charges, non-refundable.

Bidding documents, Plans and Specifications may be examined by prospective bidders and material suppliers at the office of Image Architects Inc., and the following Plan Rooms:

MCGRAW-HILL CONSTRUCTION DODGE
St. Louis, Missouri
Evansville, Indiana

SOUTHERN ILLINOIS BUILDERS ASSOCIATION
O'Fallon, Illinois
Marion, Illinois

NATIONAL CONSTRUCTION NEWS, INC.
Evansville, Indiana

Bid security in amount and form stipulated in INSTRUCTIONS TO BIDDERS will be required with each bid. No bid may be withdrawn within 30 days after opening of bids.

Successful bidders shall be required to observe 820 ILCS 130/0.01 et. seq., pertaining to wages and known as the "Prevailing Wage Act" as issued by the Illinois Department of Labor. Successful bidders shall also observe 30 ILCS 560/0.01 et. seq., pertaining to hiring Illinois labor and known as the "Public Work Preference Act" Furthermore, successful bidders shall observe the "Illinois Human Rights Act, as Amended", 775 ILCS 5/1-101 et. seq. and the Rules and Regulations, Title 44, Section 750 of the Illinois Administrative Code, Illinois Department of Human Rights.

The successful bidders and subcontractors shall comply with the Illinois Procurement Code, 30 ILCS 500/30-22, to determine their need for Apprenticeship and Training Program requirement as defined in Project Manual, Section 00 21 13 Instruction to Bidders.

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT NO. 529
OLNEY, ILLINOIS

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Bid Recommendation – Window and Flooring Replacements – WVC
Accessibility Compliance – District Wide

DATE: February 19, 2013

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

The Bid Committee recommends acceptance of the low bid received that meets all specifications from **Grunloh Construction Inc.** located in Effingham, Illinois for a total bid of **\$244,000.00**.

**IMAGE ARCHITECTS INC.
IA PROJECT NO. 12047A**

Bid Tabulation
Wednesday, February 13, 2013 at 2:00 p.m.
Bid Opening Location
IECC District Office

DIVISION I – GENERAL WORK

BIDDER	BID SECURITY	ADDENDUM NO. 1	BASE BID
Illini Builders Co. of Olney Olney, IL	5% BB	√	\$296,257.00
K. Wohltman Construction, Inc. Effingham, IL	CC \$15,000.00	√	\$286,850.00
John Flach Builders Teutopolis, IL	NO BID		
Grunloh Construction Inc. Effingham, IL	5% BB	√	\$244,000.00
Swingler Construction Teutopolis, IL	5% BB	√	\$254,400.00
Kieffer Bros. Construction Co., Inc. Mt. Carmel, IL	5% BB	√	\$269,760.00

Respectfully Submitted,

Roger Browning
Terry L. Bruce
Harry Hillis, Jr.

Source of Funds: PHS COMPLIANCE – PHASE 10

The "Advertisement for Bids" was placed in the Daily Republican Register for one (1) day.

INVITATION TO BID

PHS COMPLIANCE – PHASE 10
WINDOW & FLOORING REPLACEMENT – WVC
ACCESSIBILITY COMPLIANCE – DISTRICT WIDE
ILLINOIS EASTERN COMMUNITY COLLEGES
OLNEY, ILLINOIS

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529, OLNEY, ILLINOIS issues the following Invitation to Bidders desiring to submit proposals for work at the above titled project.

Bids will be received for the following work:

DIVISION I GENERAL WORK

at 2:00 p.m. on Wednesday February 13, 2013 at the Illinois Eastern Community Colleges District Office, located at 233 East Chestnut Street, Olney, Illinois 62450.

Pre-Bid Meeting: A pre-bid meeting will not be held. Contractors shall contact the following persons to obtain permission and schedule a time to document existing conditions.

Lincoln Trail College	Mr. Dan Leggett	618-544-8657
Olney Central College	Mr. Larry Gangloff	618-395-4351
Wabash Valley College	Mr. Ron Martin	618-263-4999
Frontier Community College	Mr. Galen Dunn	618-842-3711

Immediately after closing time for receiving bids, they will be publicly opened, read aloud and taken under advisement. Owner reserves the right to reject any or all bids or any part thereof, to waive any informalities in bidding and to accept bids deemed most favorable to the Owner.

DESCRIPTION OF WORK

Work includes but is not limited to:

Replacement or addition of automatic door openers at Lincoln Trail College, Wabash Valley College, Olney Central College, and Frontier Community College.

Remodeling of the entrance to the Frontier Community College Textbook Library for accessibility to include new storefront entrance, new sidewalks and drive, new parking, and new site lighting.

Window replacement at Wabash Valley College Main Hall and Advanced Manufacturing Building.

Replacement of concrete patio at Olney Central College and Various sections of concrete sidewalk at Wabash Valley College.

Replacement of existing flooring at Wabash Valley College Main Hall (carpet), Library (carpet), and Day Care Center (sheet vinyl).

Bonafide prime bidders may obtain an individual electronic CD-Rom (which includes specifications and drawings in PDF Format) at the office of Image Architects Inc., 1118 West Main Street, Carbondale, Illinois, by depositing \$25.00. Those who submit prime bids may obtain refund of deposit by returning CD-Rom in good condition within fifteen (15) days after bid opening. Those Prime Bidders who do not submit a prime bid or those who do not return the CD-Rom within time stipulated above, or who returns damaged CD-Rom shall forfeit entire deposit.

PRIME BIDDER OPTION: Bonafide prime bidders may obtain copies of Drawings and Specifications at a cost of \$5.00 per sheet for full size drawings and \$0.30 per page of specifications, plus shipping charges, non-refundable.

Material suppliers and subcontractors may purchase for \$25.00 an individual electronic CD-Rom (which includes specifications and drawings in PDF Format) or purchase selected copies of Plans and Specifications at a cost of \$5.00 per sheet for full size drawings and \$0.30 per page of Specifications, plus shipping charges, non-refundable.

Bidding documents, Plans and Specifications may be examined by prospective bidders and material suppliers at the office of Image Architects Inc., and the following Plan Rooms:

MCGRAW-HILL CONSTRUCTION DODGE
St. Louis, Missouri
Evansville, Indiana

SOUTHERN ILLINOIS BUILDERS ASSOCIATION
O'Fallon, Illinois
Marion, Illinois

NATIONAL CONSTRUCTION NEWS, INC.
Evansville, Indiana

Bid security in amount and form stipulated in INSTRUCTIONS TO BIDDERS will be required with each bid. No bid may be withdrawn within 30 days after opening of bids.

Successful bidders shall be required to observe 820 ILCS 130/0.01 et. seq., pertaining to wages and known as the "Prevailing Wage Act" as issued by the Illinois Department of Labor. Successful bidders shall also observe 30 ILCS 560/0.01 et. seq., pertaining to hiring Illinois labor and known as the "Public Work Preference Act" Furthermore, successful bidders shall observe the "Illinois Human Rights Act, as Amended", 775 ILCS 5/1-101 et. seq. and the Rules and Regulations, Title 44, Section 750 of the Illinois Administrative Code, Illinois Department of Human Rights.

The successful bidders and subcontractors shall comply with the Illinois Procurement Code, 30 ILCS 500/30-22, to determine their need for Apprenticeship and Training Program requirement as defined in Project Manual, Section 00 21 13 Instruction to Bidders.

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT NO. 529
OLNEY, ILLINOIS

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Bid Recommendation – Gravel Parking Lot –Workforce Development Center

DATE: February 19, 2013

The Bid Committee recommends rejecting all bids received. There are not enough funds to complete the original size lot based on the bids received. The Bid Committee plans on rebidding this project with new specifications.

GRAVEL PARKING LOT WORKFORCE DEVELOPMENT CENTER			
Vendor	Total Bid	Alt. Bid Includes Sidewalk	Bid Bond
Hoffe Construction Barnhill, IL	\$63,500.00	\$65,600.00	5%
HSF Excavating Inc. Newton, IL	8,400.00	60,400.00	10%
Johannes Construction Centralia, IL	5,000.00	76,950.00	5%
Kieffer Bros. Construction Mt. Carmel, IL	6,890.00	72,520.00	10%
Rays Mowing & Backhoe Service Fairfield, IL	4,691.42	88,152.22	5%
K. Wohltman Construction, Inc. Effingham, IL	9,200.00	82,500.00	10%

Respectfully submitted,

Terry Bruce
 Galen Dunn
 Harry Hillis, Jr.
 Tim Taylor

The “Advertisement for Bids” was placed in the Daily Republican Register for one (1) day.

REVISED SPECS

General Project Information

Description: Construct a gravel drive and gravel parking lot (to accommodate 50-60 vehicles) at Frontier Community College in Fairfield, Illinois.

The project site for the proposed drive and parking lot is adjacent to the Frontier Community College Workforce Development Center. This building is located on the north side of Industrial Drive. The area is on the west side of the building in an undeveloped open yard space with no existing trees. In the proposed area there are drain lines from the building.

- All existing underground utilities in the proposed areas are to be located prior to the start of the project.

Size of drive and Parking Lot

- Dimensions of the entry drive to the parking lot shall be 25' in width and 55' in length.
- Dimensions of the parking lot shall be 250' in length(north-south) and 150' in width(east-west)

ENTRANCE

- Construct a 35' entrance at the south end of the proposed drive. This entrance will intersect with Industrial Drive and allow 2 lanes of traffic to flow along the drive and into the intersection. The existing culvert installed at the proposed entrance can be utilized. The radius of the drive should sweep into the north at a distance of 5'. The radius of the drive should sweep onto the street at a distance of 10'. The width of the entrance at the center of the culvert shall be 24'.

DIRTWORK

- All topsoil in the proposed area is to be stripped and stockpiled on site. This location will be near the area and identified by the Frontier Community College O&M Team Leader.
- Sub Grading of the dirt for the drive and parking lot area is required.
- Uniformly grade areas to a smooth surface free from irregular surface changes.
- All Sub Grade surfaces are to be compacted.
- Treat all graded surfaces with a soil sterilant.

Rock

- Apply **1500** tons of CA-6 rock to the subgrade of the drive and parking lot area to a depth of **9"**. Compact the CA-6 into the base with a roller compactor.
- Apply **150** tons of 1" chips as a top coat to the subgrade CA-6 base to a depth of 1". Compact the 1" chips into the CA-6 with a roller compactor.
- **SUCCESSFUL BIDDER IS REQUIRED TO PROVIDE WEIGHT TICKETS FOR BOTH THE CA-6 AND THE 1" CHIPS. THESE TICKETS MUST TOTAL THE SPECIFIED TONS FOR EACH GRADE OF ROCK.**

- **ALL ROCK BEING PLACED IN EXCAVATED AREAS MUST HAVE: A** Carthage Mills FX Slit-Film Series of Woven Polypropylene GEOTEXTILES FABRIC FX-55 (OR EQUIVALENT) IN PLACE PRIOR TO ROCK BEING APPLIED.

THE FOLLOWING WORK IS REQUESTED IN THE FORM OF AN ALTERNATE BID.

SIDEWALK

- A sidewalk is to be constructed that connects the newly constructed gravel drive with existing concrete stoop on the west side of the Workforce Development Building.
- The length of the sidewalk shall be 30' and the width shall be 6' with a slope to be handicap accessible and having tooled edges.
- The concrete shall be 4" thick with 6x6 w1.4xw1.4 wwf reinforcement on an 8 mil. vapor barrier. There shall be a 4" compacted granular base.
- The sidewalk is to be connected to the existing stoop with 4 – 1/2" rods and an expansion joint and sealant.

BID SPECIFICATIONS FOR PARKING LOT PROJECT

- Must be bonded.
- Must provide lien waivers.

TIMELINE

- **THE WORK SHALL BE COMPLETED AT THE EARLIEST POSSIBLE DATE WITH WEATHER AND GROUND PERMITTING.**

START DATE _____

DATE COMPLETED BY _____

ALL FREIGHT, SHIPPING, DELIVERY, HANDLING AND INSTALLATION CHARGES ARE TO BE INCLUDED IN BID TOTAL. THE QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS OPENED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

TOTAL BID \$ _____

ALT. BID INCLUDES SIDEWALK \$ _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Plasma Welder
DATE: February 19, 2013

Note: Award of this bid is pending grant approval from William Rainey Harper College.

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

Subject to grant approval by William Rainey Harper College, the Bid Committee recommends acceptance of the low bid received that meets all specifications from Gano Welding Supplies in Charleston, IL for a total bid of \$10,193.58.

Plasma Welder	
Arc Welding Supply Co. Vincennes, IN	\$11,305.48
Gano Welding Supplies Charleston, IL	10,193.58
ILMO Products Mt. Vernon, IL	10,510.55
Lincoln Electric Company Valley Park, MO	10,845.96

Respectfully submitted,

Terry Bruce
Harry Hillis, Jr
Curtis Marshall
Rodney Raney

Source of Funds: Department of Labor Grant – Trade Adjustment Assistance Community College & Career Training (TAACCCT Grant) thru Harper College (IECC is a sub-grantee of the grant)

Department: Welding Technology Program

Rationale for Purchase: Having a CNC plasma cutter for our welding shop will put us on the cutting edge. This will allow the students to work with a programmable plasma cutter. The students will get design experience working with torchmate software. This enables the welding program to develop more curriculum based upon the design software. This CNC Plasma cutter will further enrich the experience of the students and will help to further develop their metal fabricating skills.

The “Advertisement for Bids” was placed in the Dailey Republican Register for one (1) day.

Specifications for the Torchmate TM1

1. 4' x 8' Torchmate 1 Kit
2. Torchmate CAD/CAM Module that includes the following features and abilities
 - a. Import shapes or draw them in Torchmate CAD
 - b. Scan & Convert drawn shapes for cutting
 - c. Scale shapes to any desired size
 - d. Duplicate shapes in any number & pattern
 - e. Automatic nesting, including rotation & flipping
 - f. Automatic insertion of lead-ins and lead-outs
 - g. Automatic kerf compensation
 - h. Automatic control of torch travel direction
 - i. Control of cut order (sequence)
 - j. Export finished shape patterns as dsf files
3. Arc Volt Height Control Unit with 25' cable set that includes:
 - a. 25' Motor Cable
 - b. Control Box
 - c. Lifter Station with motor
 - d. Input Cable
 - e. 10' Start Wire
 - f. 25' Raw Arc Voltage Wires
4. Slat Support Bracket – 4' section
5. Lincoln Electric - Tomahawk 1000 (P/N) K2808-2
6. Shipping and handling to Olney Central College, Olney, Illinois 62450-1099

ALL FREIGHT, SHIPPING, DELIVERY, HANDLING AND INSTALLATION CHARGES ARE TO BE INCLUDED IN BID TOTAL. (SHIPPED TO OLNEY CENTRAL COLLEGE, OLNEY, IL 62450).

THE QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS OPENED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

TOTAL BID \$ _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

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

FUND	BALANCE
Educational	\$3,064,143.31
Operations & Maintenance	\$517,595.23
Operations & Maintenance (Restricted)	\$2,577,055.41
Bond & Interest	\$335,704.98
Auxiliary	\$693,225.60
Restricted Purposes	(\$286,587.75)
Working Cash	\$195,656.67
Trust & Agency	\$392,278.88
Audit	(\$6,726.44)
Liability, Protection & Settlement	\$164,193.95
TOTAL ALL FUNDS	\$7,646,539.84

Respectfully submitted,

Roger Browning, Treasurer

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

	ALL FUNDS
	Fiscal Year 2013
ASSETS:	
CASH	7,646,540
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	23,090,000
RECEIVABLES	4,019,029
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	624,458
OTHER ASSETS	466,102
TOTAL ASSETS AND OTHER DEBITS:	35,880,529
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	196,774
ACCOUNTS PAYABLE	142,033
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	922,003
TOTAL LIABILITIES:	1,260,810
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	3,099,351
OTHER RESTRICTED	882,361
 FUND BALANCES:	
FUND BALANCE	23,354,802
RESERVE FOR ENCUMBRANCES	7,283,205
TOTAL EQUITY AND OTHER CREDITS	34,619,719
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 35,880,529

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 As Of January 31, 2013

ALL FUNDS

FY 2013
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	10,573,728
STATE GOVT SOURCES	1,061,245
STUDENT TUITION & FEES	12,169,876
SALES & SERVICE FEES	2,474,115
FACILITIES REVENUE	1,865
INVESTMENT REVENUE	85,894
OTHER REVENUES	113,327
TOTAL REVENUES:	<u>26,480,050</u>

EXPENDITURES:

INSTRUCTION	6,938,688
ACADEMIC SUPPORT	249,662
STUDENT SERVICES	749,236
PUBLIC SERV/CONT ED	39,929
OPER & MAINT PLANT	1,763,556
INSTITUTIONAL SUPPORT	5,662,356
SCH/STUDENT GRNT/WAIVERS	4,593,410
AUXILIARY SERVICES	2,990,431
TOTAL EXPENDITURES:	<u>22,987,268</u>

TRANSFERS AMONG FUNDS:

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

NET INCREASE/DECREASE IN NET ASSETS	<u>3,492,782</u>
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Illinois Eastern Community Colleges
Operating Fund Analysis
CASH BASIS
July 1, 2012 -- January 31, 2013

REVENUES:	Education Fund	O & M Fund	Total Operating Funds
Local Government Sources	2,388,052	1,023,242	3,411,294
State Government Sources - Current Year	346,532	714,713	1,061,245
State Government Sources - Prior Year	5,320,158	-	5,320,158
Net Tuition and Fees	3,922,561	-	3,922,561
Sales & Service Fees	28,874	-	28,874
Facilities Revenue	-	1,090	1,090
Investment Revenue	44,017	10,050	54,067
Other Revenues	82,067	1,450	83,517
TOTAL REVENUES:	12,132,261	1,750,545	13,882,806
EXPENDITURES:			
Salaries	8,165,062	447,197	8,612,259
Employee Benefits	1,216,020	97,214	1,313,234
Contractual Services	328,423	182,620	511,043
Materials	802,479	148,504	950,983
Travel & Staff Development	152,317	2,728	155,045
Fixed Charges	116,744	37,286	154,030
Utilities	47,751	574,485	622,236
Capital Outlay	219,903	236,865	456,768
Other	72,583	45	72,628
TOTAL EXPENDITURES:	11,121,282	1,726,944	12,848,226
TRANSFERS :			
Interfund Transfers	(1,153,635)	-	(1,153,635)
TOTAL TRANSFERS:	(1,153,635)	-	(1,153,635)
NET INCREASE/DECREASE IN NET ASSETS	(142,656)	23,601	(119,055)

**OPERATING FUNDS
COMPARISON REPORT FY11-13**

College	Category	FISCAL YEAR 2011			FISCAL YEAR 2012			FISCAL YEAR 2013			
		Estimated Budget	Spent Thru January	% of Bdgt	Estimated Budget	Spent Thru January	% of Bdgt	Estimated Budget	Spent Thru January	% of Bdgt	% of Year
Frontier	Bills		\$ 1,134,963			\$ 1,076,646			\$ 1,267,916		
	Payroll		1,007,196			1,120,290			1,117,260		
	Totals	\$ 4,352,051	2,142,159	49%	\$ 4,378,358	2,196,936	50%	\$ 4,312,683	2,385,176	55%	58%
Lincoln Trail	Bills		1,242,743			1,245,009			1,249,049		
	Payroll		972,062			1,371,880			1,348,304		
	Totals	\$ 4,436,027	2,214,805	50%	\$ 4,566,700	2,616,889	57%	\$ 4,498,201	2,597,353	58%	58%
Olney Central	Bills		2,647,602			1,366,032			1,565,220		
	Payroll		1,313,190			2,744,281			2,731,929		
	Totals	\$ 7,257,531	3,960,792	55%	\$ 7,434,923	4,110,313	55%	\$ 7,396,633	4,297,149	58%	58%
Wabash Valley	Bills		1,680,583			1,536,456			1,735,371		
	Payroll		1,457,671			1,749,058			1,699,193		
	Totals	\$ 5,907,806	3,138,254	53%	\$ 6,115,012	3,285,514	54%	\$ 6,083,520	3,434,564	56%	58%
Workforce Educ.	Bills		744,961			1,788,440			1,716,025		
	Payroll		1,599,396			752,821			723,549		
	Totals	\$ 4,731,642	2,344,357	50%	\$ 5,377,687	2,541,261	47%	\$ 5,297,022	2,439,574	46%	58%
District Office	Bills		457,631			136,203			159,482		
	Payroll		137,865			496,071			512,693		
	Totals	\$ 1,168,424	595,496	51%	\$ 1,285,431	632,274	49%	\$ 1,266,150	672,175	53%	58%
District Wide	Bills		398,932			936,508			1,111,102		
	Payroll		826,779			449,070			479,331		
	Totals	\$ 2,538,417	1,225,711	48%	\$ 3,519,446	1,385,578	39%	\$ 3,329,156	1,590,433	48%	58%
GRAND TOTALS		\$30,391,898	\$ 15,621,574	51%	\$32,677,557	\$ 16,768,765	51%	\$32,183,365	\$17,416,424	54%	58%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
January 31, 2013

	FY 2013		FY 2012		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	8,612,259	49.45%	8,683,471	51.78%	(71,212)
Employee Benefits	1,313,234	7.54%	1,193,150	7.12%	120,084
Contractual Services	511,043	2.93%	343,364	2.05%	167,679
Materials	950,983	5.46%	1,017,096	6.07%	(66,113)
Travel & Staff Development	155,045	0.89%	130,078	0.78%	24,967
Fixed Charges	154,030	0.88%	341,184	2.03%	(187,154)
Utilities	622,236	3.57%	610,449	3.64%	11,787
Capital Outlay	456,768	2.62%	28,806	0.17%	427,962
Other	4,640,826	26.65%	4,421,167	26.37%	219,659
	<u>17,416,424</u>	<u>100.00%</u>	<u>16,768,765</u>	<u>100.00%</u>	<u>647,659</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: February 14, 2013
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.6 and 4007. will be mailed under separate cover.

INDEX

- 400.1. Bargaining Unit Faculty Seniority List for 2012-2013**
- 400.2. Non-Bargaining Unit Faculty Seniority List for 2012-2013**
- 400.3. Reemployment of Bargaining Unit Faculty for 2013-2014 Academic Year**
- 400.4. Reemployment of Non-Bargaining Unit Faculty 2013-2014**
- 400.5. Reduction-in-Force & Adoption of Resolution**
- 400.6. Retirement**
- 400.7. Resignation**
- 400.8. Special Assignment**

PERSONNEL REPORT

400.1. Bargaining Unit Faculty Seniority List for 2012-2013

Accounting

13 yrs. Kristi Urfer (includes one year seniority for 2012-13 academic year)
3 yrs. John Kendall (includes one year seniority for 2012-13 academic year)

Administrative Information Technology

8 yrs. John Kendall
* 6 yrs. Shasta Bennett
* 6 yrs. Amie Mayhall

Advanced Manufacturing

* 4 yrs. Jay Carter (includes one year seniority for 2012-13 academic year)
* 4 yrs. Byford Cook (includes one year seniority for 2012-13 academic year)
* 4 yrs. Gary Wise (includes one year seniority for 2012-13 academic year)

Agricultural Technology

* 6 yrs. Steve Hnetkovsky (includes one year seniority for 2012-13 academic year)
* 6 yrs. Doug Robb (includes one year seniority for 2012-13 academic year)

Art

5 yrs. Michael Conn (includes one year seniority for 2012-13 academic year)

Automotive Service Tech

10 yrs. Rodney Maxey (includes one year seniority for 2012-13 academic year)
5 yrs. Tyler Boyles (includes one year seniority for 2012-13 academic year)
4 yrs. Brian Wick

Chemical Sciences

5 yrs. Nick Wright (includes one year seniority for 2012-13 academic year)
2 yrs. Laura Bruck (includes one year seniority for 2012-13 academic year)

Collision Repair Technology

12 yrs. Mark Fitch (includes one year seniority for 2012-13 academic year)

Computer Telephony

2 yrs. Travis Matthews (includes one year seniority for 2012-13 academic year)

Diesel Equipment Technology

11 yrs. Scott Balding (includes one year seniority for 2012-13 academic year)

1 yr. Eric Scheller (includes one year seniority for 2012-13 academic year)

Drama

6 yrs. Barb Shimer (includes one year seniority for 2012-13 academic year)

Early Childhood Development

1 yr. Susan Stover (includes one year seniority for 2012-13 academic year)

Education

9 yrs. Kathy Harris (Dean, LTC, effective 6-14-10)

Electrical Distribution Systems

5 yrs. Steve Rafferty (includes one year seniority for 2012-13 academic year)

Electronics Technology

4 yrs. Jay Carter

English

29 yrs. Brenda Phegley (includes one year seniority for 2012-13 academic year)

18 yrs. William Tucker (includes one year seniority for 2012-13 academic year)

12 yrs. Winifred Wolven (includes one year seniority for 2012-13 academic year)

9 yrs. Kelly Payne (includes one year seniority for 2012-13 academic year)

4 yrs. Mary McGlasson (includes one year seniority for 2012-13 academic year)

3 yrs. Lisa Maple (includes one year seniority for 2012-13 academic year)

Gunsmithing

4 yrs. Brian Wick (includes one year seniority for 2012-13 academic year)

Health

12 yrs. Kathy Harris (Dean, LTC, effective 6-14-10)

Health Informatics

1 yr. Heather Kirkwood (includes one year seniority for 2012-13 academic year)

Health Programs

4 yrs. Pauletta Gullett (includes one year seniority for 2012-13 academic year)

History

33 yrs. Patricia Owens (includes one year seniority for 2012-13 academic year)

23 yrs. David Denton (includes one year seniority for 2012-13 academic year)

9 yrs. Carmen Jones (includes one year seniority for 2012-13 academic year)

1 yr. Cynthia Boyce (includes one year seniority for 2012-13 academic year)

Horticulture

6.5 yrs. Paul Stouse (includes one year seniority for 2012-13 academic year)

Industrial Studies

3 yrs. Byford Cook

Life Science

33 yrs. Don Leynaud (includes one year seniority for 2012-13 academic year)

28 yrs. James Burnett (includes one year seniority for 2012-13 academic year)

26 yrs. Anuradha Roy (includes one year seniority for 2012-13 academic year)

14 yrs. Richard Poskin (includes one year seniority for 2012-13 academic year)

13 yrs. Christian Mathews (includes one year seniority for 2012-13 academic

year)

* 10 yrs. Nixie Hnetkovsky (includes one year seniority for 2012-13 academic year)

* 10 yrs. Carrie Brown (includes one year seniority for 2012-13 academic year)

7 yrs. Nick Short (includes one year seniority for 2012-13 academic year)

Machine Shop Technology

11 yrs. Byford Cook

Manufacturing Technology

5 yrs. Gary Wise

Marketing Business Management

19 yrs. David Wilderman (includes one year seniority for 2012-13 academic year)

Massage Therapy

6 yrs. Penny Campbell-Henry (includes one year seniority for 2012-13 academic year)

Mathematics

20 yrs. C. Allen Brown (includes one year seniority for 2012-13 academic year)
12 yrs. Laurel Cutright (includes one year seniority for 2012-13 academic year)
6 yrs. Kimberly Stevens (includes one year seniority for 2012-13 academic year)
4 yrs. Mary (Linda) Monge (includes one year seniority for 2012-13 academic year)
3 yrs. Mary Jane Beckett
1 yr. Tammie Bohnhoff (includes one year seniority for 2012-13 academic year)

Medical Office Assistant

* 4 yrs. Shasta Bennett (includes one year seniority for 2012-13 academic year)
* 4 yrs. Amie Mayhall (includes one year seniority for 2012-13 academic year)

Microcomputer Support Specialist

3 yrs. Travis Matthews

Music

9 yrs. Suzanne Downes (includes one year seniority for 2012-13 academic year)
1 yr. Jeshua Franklin (includes one year seniority for 2012-13 academic year)
.5 yr. Andrew Pittman (includes one-half year seniority for 2012-13 academic year)

Nursing

24 yrs. Carole Fusco (includes one year seniority for 2012-13 academic year)
20.5 yrs. Kathleen Hudson (includes one year seniority for 2012-13 academic year)
11 yrs. Teresa Diekmann (includes one year seniority for 2012-13 academic year)
10 yrs. Ruby Houldson (includes one year seniority for 2012-13 academic year)
* 8.5 yrs. Tamara Fralicker (Assoc. Dean of Allied Health effective 1-2010)
* 8.5 yrs. Theresa Marcotte (includes one year seniority for 2012-13 academic year)
** 8 yrs. Brenda Grove (includes one year seniority for 2012-13 academic year)
** 8 yrs. Anne Hustad (includes one year seniority for 2012-13 academic year)
** 8 yrs. Sharen Wolke (includes one year seniority for 2012-13 academic year)

	7.5 yrs.	Holly Farley (includes one year seniority for 2012-13 academic year)
***	7 yrs.	Shirley Smithenry (includes one year seniority for 2012-13 academic year)
***	7 yrs.	Angelia Williams (includes one year seniority for 2012-13 academic year)
	6.5 yrs.	Cheryl Dill (includes one year seniority for 2012-13 academic year)
	6 yrs.	Judith Hudson (includes one year seniority for 2012-13 academic year)
****	4 yrs.	Anne Hahn (includes one year seniority for 2012-13 academic year)
****	4 yrs.	Vicky Lemons (includes one year seniority for 2012-13 academic year)
*****	2 yrs.	Wanda Douglas (includes one year seniority for 2012-13 academic year)
*****	2 yrs.	Sharon Hoffee (includes one year seniority for 2012-13 academic year)
	1 .5 yrs.	Amy Scamman (includes one year for 2012-13 academic year)
	1 yr.	Megan Heindselman (includes one year seniority for 2012-13 academic year)
	.5 yr.	Susan Adams (includes on-half year seniority for 2012-13 academic year)

Physical Education

	22 yrs.	Kathy Harris (Dean, LTC, effective 6-14-10)
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Physics

	14 yrs.	Robert Mason (includes one year seniority for 2012-13 academic year)
	2.5 yrs.	Andrew King (includes one year seniority for 2012-13 academic year)

Process Technology

	3 yrs.	Chris Boyd (includes one year seniority for 2012-13 academic year)
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Psychology

	13 yrs.	John Day (includes one year seniority for 2012-13 academic year)
	7 yrs.	Andrea Gere (includes one year seniority for 2012-13 academic year)
*	4 yrs.	Jason Hortin (includes one year seniority for 2012-13 academic year)
*	4 yrs.	Philip Thorsen (includes one year seniority for 2012-13 academic year)

Radio/TV Broadcasting

	7 yrs.	Kyle Peach (includes one year seniority for 2012-13 academic year)
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Remedial Education

	18 yrs.	Mary Jane Beckett (includes one year seniority for 2012-13 academic year)
	2 yrs.	Travis Matthews

Social Services

	11 yrs.	Judy Neikirk (includes one year seniority for 2012-13 academic year)
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Speech

14 yrs. James Tucker (includes one year seniority for 2012-13 academic year)
10 yrs. Jill Winter (includes one year seniority for 2012-13 academic year)

Telecommunications Technology

15 yrs. Tom Baird (includes one year seniority for 2012-13 academic year)
6 yrs. Travis Matthews
5 yrs. Chris Teague (includes one year seniority for 2012-13 academic year)
1 yr. Jesse Allen (includes one year seniority for 2012-13 academic year)

Welding

2 yrs. Reno Bemont (includes one year seniority for 2012-13 academic year)
1 yr. Curtis Marshall (includes one year seniority for 2012-13 academic year)

*/**/****/*****/*****/****** = same seniority

400.2. Non-Bargaining Unit Faculty Seniority List for 2012-13

Coal Mining Technology (non-bargaining unit)

22 yrs. 1 mo. Mitchell Wolfe (includes one year seniority for 2012-13 academic year)
12.5 yrs. Gary Wangler (includes one year seniority for 2012-13 academic year)
11.5 yrs. Philip Edmondson (includes one year seniority for 2012-13 academic year)
7.5 yrs. Kim Underwood (Assoc Dean of Workforce Ed, effective 7-1-12)
6.5 yrs. Jim Beers (includes one year seniority for 2012-13 academic year)
6 yrs. Michael Thomas (Dean of Workforce Ed, effective 9-22-10)
5 yrs. Donald Bennett (includes one year seniority for 2012-13 academic year)
3.5 yrs. William Rodgers (includes one year seniority for 2012-13 academic year)

Coal Mining Technology (non-bargaining unit) – continued

2.5 yrs. Stephen Questelle (includes one year seniority for 2012-13 academic year)
2 yrs. 3 mo. Phillip Brooks (includes one year seniority for 2012-13 academic year)
2 yrs. 1 mo. Vernon Miller (includes one year seniority for 2012-13 academic year)
2 yrs. Joshua Lipe (includes one year seniority for 2012-13 academic year)
1.5 yrs. Kevin Weber (includes one year seniority for 2012-13 academic year)
1 yr. 1 mo. Rick Lamb (includes one year seniority for 2012-13 academic year)
1 yr. Leonard Mitchell (includes one year seniority for 2012-13 academic year)
.5 yr. Jayson Hoffman (includes one-half year seniority for 2012-13 academic year)

400.3. Reemployment of Bargaining Unit Faculty for 2013-2014 Academic Year

A. Continuation of Tenure

1. Tom Baird
2. Scott Balding
3. Mary Jane Becktell
4. Shasta Bennett
5. Tyler Boyles
6. C. Allen Brown
7. Carrie Brown
8. James Burnett
9. Penny Campbell-Henry
10. Jay Carter
11. Michael Conn
12. Byford Cook
13. Laurel Cutright
14. John Day
15. David Denton
16. Teresa Diekmann
17. Cheryl Dill
18. Suzanne Downes
19. Holly Farley
20. Mark Fitch
21. Carole Fusco
22. Andrea Gere
23. Brenda Grove
24. Pauletta Gullett
25. Anne Hahn
26. Nixie Hnetkovsky
27. Steve Hnetkovsky
28. Jason Hortin
29. Ruby Houldson
30. Judith Hudson
31. Kathleen Hudson
32. Anne Hustad
33. Carmen Jones
34. John Kendall
35. Vicky Lemons
36. Don Leynaud
37. Theresa Marcotte
38. Rob Mason
39. Christian Mathews
40. Travis Matthews
41. Rodney Maxey
42. Amie Mayhall
43. Mary McGlasson
44. Mary (Linda) Monge
45. Judy Neikirk
46. Patricia Owens
47. Kelly Payne
48. Kyle Peach
49. Brenda Phegley
50. Richard Poskin
51. Steve Rafferty
52. Doug Robb
53. Anurahda Roy
54. Barbara Shimer
55. Nick Short
56. Shirley Smithenry
57. Kimberley Stevens
58. Christopher Teague
59. Philip Thorsen
60. James Tucker
61. William Tucker
62. Kristi Urfer
63. Brian Wick
64. David Wilderman
65. Angelia Williams
66. Jill Winter
67. Gary Wise
68. Sharen Wolke
69. Winifred Ann Wolven
70. Nick Wright

B. Initial Tenure

1. Christopher Boyd
2. Lisa Maple

C. Non-Tenure

1. Susan Adams
2. Jess Allen
3. Reno Bemont
4. Tammie Bohnhoff
5. Cynthia Boyce
6. Laura Bruck
7. Wanda Douglas
8. Jeshua Franklin
9. Megan Heindselman
10. Sharon Hoffee
11. Andrew King
12. Heather Kirkwood
13. Curtis Marshall
14. Andrew Pittman
15. Amy Scamman
16. Eric Scheller
17. Susan Stover

400.4. Reemployment of Non-Bargaining Unit Faculty 2012-2013

A. Continuation of Tenure

1. James Beers
2. Donald Bennett
3. Phillip Edmondson
4. Gary Wangler
5. Mitchell Wolfe

B. Initial Tenure

1. William Rogers

C. Non-Tenure

1. Phillip Brooks
2. Jayson Hoffman
3. Rick Lamb
4. Joshua Lipe
5. Vernon Miller
6. Leonard Mitchell
7. Stephen Questelle
8. Kevin Weber

400.5. Reduction-in-Force & Adoption of Resolution

A. Faculty

1. Paul Stouse

400.6. Retirement

A. Classified

1. Sharon Hanson, Office Assistant, LTC, effective May 1, 2013

400.7. Resignation

A. Professional/Non-Faculty

1. Carrie Dagg, Program Director, Emergency Preparedness and Industrial Quality Management, FCC, effective January 12, 2013

400.8. Special Assignment

A. Wabash Valley College

1. Extra Curricular

Adam Porter

Theater Lighting Technician

**Recommended
Academic Year 2012-2013**

\$ 1,500

Agenda Item #15

Collective Bargaining

Memorandum of Agreement

MEMORANDUM OF AGREEMENT

This is a Memorandum of Agreement between the Board of Trustees of Illinois Eastern Community Colleges, Illinois Community College District No. 529 (“Board”), the Illinois Eastern Colleges Education Association, IEA-NEA (“Association”), and Amie Mayhall (“Ms. Mayhall”). The parties hereby agree as follows:

1. The Board will allow Ms. Mayhall to work from her home for part of the Spring 2013 semester, subject to the remaining terms of this Agreement.
2. The above alternative work arrangement is being permitted on a trial basis. The Board may discontinue the arrangement at any time with five (5) instructional days prior notice to both the Association and Ms. Mayhall if the President of Olney Central College or his designee determines that such arrangement is detrimental to the best interests of the students or the District. In addition, there shall be no obligation to continue the alternative work arrangement beyond the end of the current semester.
3. This Agreement is non-precedential in all aspects. The alternative work arrangement set forth herein shall not be cited or relied upon in connection with other faculty members or any future requests for an alternative work arrangement of any kind.
4. The alternative work arrangement described herein is being implemented on a trial basis for a short-term period due to unique circumstances, including Ms. Mayhall’s situation, the timing of her request, the particular courses involved, and the Board’s evaluation of the efficacy of the arrangement.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the dates indicated below.

**BOARD OF TRUSTEES OF ILLINOIS
EASTERN COMMUNITY COLLEGES
DISTRICT NO. 529**

By: _____

Date: _____

**ILLINOIS EASTERN COLLEGES
EDUCATION ASSOCIATION,
IEA/NEA**

By: _____

Date: _____

AMIE MAYHALL

By: _____

Date: _____

Agenda Item #16

Litigation

Agenda Item #17

Other Items

Agenda Item #18

Adjournment

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

	Funding Source	Estimated Budget								
FY 2012 Capital Renewal @ LTC, OCC, & WVC	CDB	\$397,900	████████							
OCC - Collision Repair Tech Center	CDB	\$1,500,000	████████							
HVAC Replacement	PHS	\$477,400	████████							
Security Camera Surveillance	PHS	\$200,900	████████							
ADA Compliance	PHS	\$227,000	████████							
Lighting Replacement	PHS	\$158,200	████████							
Asbestos Abatement	PHS	\$150,700	████████							
Roof Replacement	PHS	\$1,202,900	████████████████							
Window Replacement	PHS	\$62,300	████████							
Energy Savings Lighting	PHS	\$106,600	████████							
Flooring Replacement	PHS	\$107,200	████████							
GRAND TOTAL		\$4,591,100	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

1/31/2013