

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**July 17, 2012**



**Location:**

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

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**July 17, 2012  
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. Human Resources 400.1 Background Checks
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. 2012 Program Review Report..... Cantwell
  - B. 2012-2013 IECC Catalog..... Cantwell
  - C. Joint Agreement with John A. Logan ..... Cantwell
  - D. Joint Agreement with Rend Lake College ..... Cantwell
  - E. Basic Nurse Assistant Handbook..... Bruce
  - F. Affiliation Agreement with Gibson General Hospital – Phlebotomy ..... Bruce
  - G. Affiliation Agreement with Deaconess Hospital – Emergency Response..... Bruce
9. Bid Committee Report..... Bruce
  - A. Non-Energized Radiographic X-Ray System
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. Litigation ..... Bruce
16. Other Items
17. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in Room 33 of the Workforce Development Center, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, June 19, 2012.

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

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

John D. Brooks, Gary Carter, Brenda K. Culver, George Andrew Fischer, William C. Hudson “Jr.,” Marilyn J. Wolfe. Also present was Logan Carlson, student trustee. Trustees absent at roll call: Michael K. Correll was absent because of duties related to his occupation. 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.  
Robert Boyles, Dean of Instruction at Frontier Community College.  
Kathy Harris, Dean of Instruction at Lincoln Trail College.  
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  
ICCB – Illinois Community College Board  
ICCTA – Illinois Community College Trustees Association  
IECC – Illinois Eastern Community Colleges  
IECEA – Illinois Eastern Colleges Education Association  
IGEN – Illinois Green Economy Network  
LTC – Lincoln Trail College

LWIB – Local Workforce Investment Board  
MSHA – Mine Safety & Health Administration  
OCC – Olney Central College  
PHS – Protection, Health & Safety  
SAN – Student Advantage Network  
SBDC – Small Business Development Center  
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, May 15, 2012 were presented for disposition.

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

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

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

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

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

**AGENDA #5 – “Reports”** –

**#5-A. Report from Trustees:** Trustee Gary Carter reported on his attendance at the recent meeting of the ICCTA in Bloomington. Trustee John Brooks reported on the successful Triathlon held in Robinson. Illinois Lt. Gov. Sheila Simon and her family were present and participated in the event.

**#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. 200.3 Information Technology (IT) Change Management Policy:** The District periodically reviews its Information Technology usage, and the auditor has recommended that a policy be adopted relating to changes to IT. IECC policy ensures that there is a consistent and systematic approach to any modification of IT resources, the mitigation of security risks and any loss of information due to system outages. Before any change is made, due consideration will be given to testing and communication to all staff involved, followed by a post change evaluation. All of these changes and evaluations are to be documented. The CEO recommended approval of the following Information Technology Change Management Policy:

### **200.3 - Information Technology (IT) Change Management Policy**

IECC has adopted an Information Technology Change Management Policy which ensures a consistent and systematic approach for modifying IECC's IT resources. Any IT change shall streamline processes while mitigating security risks and potential loss due to system outages. Any modification to IT resources will require serious forethought and testing and communication to appropriate staff and a post-change evaluation. Any change to IECC IT resources must be carefully evaluated before any change so that the change will have its intended impact and will avoid unintended consequences. Special consideration and caution shall be utilized before any changes are made that affect IT resources that are critical to IECC'S operations.

Systems covered under this policy include:

1. Banner ERP systems, related 3rd party software, and institutional reporting systems.
2. Core network and communication infrastructure – servers, routers, firewalls and telephones.
3. Critical online systems - learning management system, portal and web site.

All changes to IECC's IT resources will be documented, coordinated and communicated with all stakeholders as outlined in the Information Technology Change Management Procedures.

**Board Action:** Trustee William Hudson made a motion that second reading be waived and that the foregoing Information Technology (IT) Change Management Policy 200.3 be adopted as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, 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. RAMP Document FY2014:** Chris Cantwell reviewed IECC's Resource Allocation and Management Plan (RAMP) for FY2014, which includes two capital project requests in ranking order, as follows:

Olney Central College  
Project Name: Applied Technology Center  
District Priority No.: 1 of 2  
Total Building Budget: \$2,111,500

Frontier Community College  
Project Name: Student Education and Support Center  
District Priority No.: 2 of 2  
Total Building Budget: \$3,060,200

LTC's and WVC's RAMP projects will not be submitted as they are projects already listed on Table 1, Fiscal 2013 Capital Budget Recommendation and the funding levels are set at the amounts appropriated in FY2010. ICCB will continue to list those projects in FY2014 and adjust for inflation for information purposes. These two projects are:

IECC Lincoln Trail – Center for Technology

IECC Wabash Valley – Technology/Student Support Expansion to Main Hall and Renovation

Recommendation: The CEO recommended approval of the RAMP document for submission to the Illinois Community College Board.

**Board Action:** Trustee John Brooks made a motion to approve IECC's Resource Allocation and Management Plan for FY2014 as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, 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. Online Education Plan 2012:** Chris Cantwell reviewed the Online Education Plan 2012. The District has been offering online courses since 1997. Currently, IECC offers approximately 145 online courses taught by 70 full-time and part-time faculty. Impressive growth continues in the student enrollment in online courses.

Purpose of the Online Education Plan is to provide an institutional strategy and structure to support and promote district-wide online opportunities. IECC will continue to provide flexible, accessible, and quality programs and courses to students who desire an alternative delivery method for learning, as well as to foster effective and reliable student and faculty support services for online education. The 2012 Online Education Plan has been updated and revised to continue to effectively respond to the needs of the students and communities served.

The CEO recommended approval of the 2012 Online Education Plan.

**Board Action:** Trustee Gary Carter made a motion to approve the 2012 Online Education Plan as presented and recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, 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. Joint Agreement with Kaskaskia College:** Chris Cantwell reviewed the revised Joint Agreement for Educational Cooperation between IECC District #529 and Kaskaskia College District #501. Changes to this year's agreement are:

IECC added:

Advanced CNC Programming (Certificate)

Advanced Machining (Certificate)

Automation (Certificate)

Electrical Distribution Systems (Certificate)

Energy Technology (Degree)

Industrial Leadership & Organization (Certificate)

Manufacturing Design (Certificate)  
Reliability Maintenance (Certificate)  
Title Change: Changed Biofuels to Alternative Fuels (Certificate)

Kaskaskia added:

Alcohol and Other Drug Abuse (Certificate)  
Certificate in Aeronautical Science (Certificate)

The CEO recommended approval of the revised Joint Agreement with Kaskaskia College.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve the revised Joint Agreement for Educational Cooperation with Kaskaskia College as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, 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. Multi-Year Financial Planning Document:** Roger Browning reviewed the multi-year financial planning document. The Illinois Community College Board (ICCB) has scheduled a Recognition visit to IECC in the Spring of 2013. For this visit, Illinois Eastern Community Colleges has updated its multi-year Financial Planning Document for fiscal years 2013 thru 2017 for the Education Fund and for the Operations and Maintenance Fund. This document represents the District's best judgment relative to anticipated revenues for these two funds for the five year period and is based on current information. The document was developed in compliance with the District's Strategic Plan and incorporates information from the Program Review Report. The Financial Planning Document also takes into account current resources and the Environmental Scan. The District continually reviews and refines this information and updates this report annually. The CEO recommended approval of IECC's multi-year Financial Planning Document for FY2013-2017 as presented.

**Board Action:** Trustee William Hudson made a motion to approve IECC's multi-year Financial Planning Document for FY2013-2017 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-E. Inter-Fund Loans Resolution:** Roger Browning presented the following resolution. During each fiscal year, transfers are required to be made between existing designated funds to meet obligations of the District. Each year the Board of Trustees is asked to approve a resolution authorizing these inter-fund loans and transfers. These inter-fund loans, from any fund to any other fund maintained by the Board, are for the purpose of meeting the ordinary and necessary expenditures of the district. The CEO recommended adoption of the following resolution which authorizes the Treasurer of the District to make inter-fund loans as required during fiscal year 2013 and that such inter-fund loans be repaid and retransferred to the proper fund no later than June 30, 2013.

**Inter-Fund Loans Resolution**

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges District No. 529 desires to affect certain inter-fund loans for fiscal year 2013, pursuant to 110 ILCS 805/3-34, and



WHEREAS, these inter-fund loans, from any fund to any other fund maintained by the Board, are for the purpose of disbursing such funds to be used in meeting the ordinary and necessary expenditures of the District.

SO BE IT RESOLVED, that the Board of Trustees hereby authorizes the Treasurer of the District to make inter-fund loans as required for fiscal year 2013, and to make the necessary transfers therefore.

BE IT FURTHER RESOLVED, that each such inter-fund loan must be repaid and retransferred to the proper fund no later than June 30, 2013.

**Board Action:** Trustee Brenda Culver made a motion to adopt the foregoing Inter-Fund Loans Resolution 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-F. Working Cash Fund Resolution:** Roger Browning presented the following resolution. The Board of Trustees is required to approve a resolution authorizing the permanent transfer of interest earned in the Working Cash Fund to the General Fund for the purpose of paying general obligations of the District. The Treasurer of the District has or will transfer approximately \$20,000 from the Working Cash fund to the General Fund prior to June 30, 2012. Only interest is transferred and the principal of the Working Cash Fund remains intact. If for any reason the principal was spent and the District was unable to repay it, the Working Cash Fund would be depleted. A Working Cash Fund could only be reestablished by approval of a voter referendum. The CEO recommended adoption of the following resolution authorizing the Treasurer to permanently transfer approximately \$20,000 Working Cash Fund interest to the General Fund on or before June 30, 2012.

#### **Working Cash Fund Resolution**

WHEREAS, the Board of Trustees approved the permanent transfer of interest earned on the Working Cash Fund monies to the General fund on or before June 30, 2012;

WHEREAS, the Board of Trustees initiated this transfer pursuant to 110 ILCS 805/3-33.6 for the purpose of disbursing such funds to be used in meeting the ordinary and necessary expenditures of the district;

WHEREAS, the Board used these funds for aforesaid purposes and no repayment of this money is required;

SO BE IT RESOLVED that the Board of Trustees authorizes the Treasurer of the District to permanently transfer approximately \$20,000 Working Cash Fund interest to the General Fund, said transfer to be made on or before June 30, 2012.

**Board Action:** Trustee Gary Carter made a motion to adopt the foregoing Working Cash Fund Resolution as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, 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-G. FY2013 Budget Resolution:** Roger Browning presented the following resolution. The Board is required to establish a budget for each fiscal year. The following resolution sets the fiscal year,

dates for publication of the notice of a public hearing on the budget, establishes a date by which a tentative budget will be available for public inspection, establishes a public hearing on the budget for September 18 at Wabash Valley College, and states that the budget will be adopted by the Board on September 18, 2012 following the hearing. The CEO recommended approval of the following budget resolution.

### **FY2013 Budget Resolution**

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges District No. 529 of the State of Illinois, that the following requirements are hereby established relative to the budget for said community college district for the 2013 fiscal year:

1. Date of Fiscal Year: July 1, 2012 - June 30, 2013.
2. Publication of Notice of Public Hearing on Budget: On or before August 3, 2012.
3. Tentative Budget to be available for Public Inspection at the District Business Office: On and after August 3, 2012.
4. Mailing Tentative Budget to Board of Trustees: August 3, 2012.
5. Public Hearing on Budget: September 18, 2012 at the hour of 7:00 p.m., local time, Wabash Valley College, 2200 College Drive, Mt. Carmel, IL 62863.
6. Adoption of Budget: September 18, 2012 following the Public Hearing.

**Board Action:** Trustee Marilyn Wolfe made a motion to adopt the foregoing FY2013 Budget Resolution as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, 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.

(Without objection, the Chair directed that the following Agenda Item #8-G (1) be added to the agenda.)

**#8-G (1). Building and Maintenance Fund Resolution:** State statute requires that the Board of Trustees approve by a resolution granting authority to budget and expend funds collected from tax revenues for the purpose of operations and maintenance of the District campuses and properties. The following resolution authorizes the Chief Executive Officer of the District to budget and expend funds from a tax levied for operations, building and maintenance purposes, for the payment of salaries of maintenance and grounds workers, custodial employees, or any other operations and maintenance staff, engineers or such other contractors as required, and all costs of fuel, lights, gas, water, and custodial supplies and equipment or the cost of a professional survey of the condition of school buildings or of any one or more of the preceding items. The CEO recommended approval.

### **Building and Maintenance Fund Resolution**

WHEREAS, expenses payable from taxes levied for operations, building and maintenance purposes and for the purchase of school grounds are subject to 110 ILCS 805/3-20.3,

WHEREAS, funds expended for obligations incurred for the improvement, maintenance, repair or benefit of buildings and property, including cost of interior decorating and the installation, improvement, repair, replacement and maintenance of building fixtures, for the rental of buildings and property for community college purposes or for the payment of all premiums for insurance upon buildings and building fixtures shall be paid from tax levied for operations, building and maintenance purposes and the purchase of school grounds,

WHEREAS, payment of all salaries for maintenance and grounds workers, custodial employees, or any other operations and maintenance staff, engineers, or such other contractors as required, and all costs of fuel, lights, gas, water, and custodial supplies and equipment, or the cost of a professional survey of the conditions of school buildings, or any one or more of the preceding items may not be paid from tax levied for operations, building and maintenance purposes and the purchase of school grounds without resolution of the Board of Trustees,

SO BE IT RESOLVED, that the Board of Trustees of the Illinois Eastern Community College District No. 529 by resolution authorizes the Chief Executive Officer of the District to budget and expend funds from a tax levied for operations, building and maintenance purposes for the payment of salaries for maintenance and grounds workers, custodial employees, or any other operations and maintenance staff, engineers, or such other contractors as required, and all costs of fuel, lights, gas, water, and custodial supplies and equipment or the cost of a professional survey of the condition of school buildings or of any one or more of the preceding items.

**Board Action:** Trustee Brenda Culver made a motion to adopt the foregoing Building and Maintenance Fund Resolution 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-H. Title III Grant Application:** The District is submitting an application for a federal Title III grant. Title III grants are for “Strengthening Institutions” and if granted, will help the District address declining enrollment and assist in new program development. It will also allow the District to revitalize current programs and develop new initiatives on student retention.

In an effort to develop a successful Title III grant application, a Memorandum of Understanding between Ramona Munsell & Associates Consulting, Inc. (RMA) and Illinois Eastern Community Colleges District #529 has been developed. Under the agreement, RMA will provide consultation services to assist IECC in establishing eligibility and developing a Title III grant application. The services of RMA will also include, assuming a grant is obtained, grant management assistance in establishing appropriate program and fiscal controls, technical assistance with program implementation, and assistance with annual performance reports during the term of the grant.

Under the agreement, it is agreed that IECC will pay an upfront fee of \$7,000 for proposal development. It is also agreed that should the proposal be successful as a result of the joint efforts of RMA and IECC, the District will pay RMA a fee equal to ten percent (10%) of the Title III funds received by IECC each year during the term of the grant. It is understood that the upfront fee will be deducted from the payment due during the first quarter. Payment of RMA’s fee will be made in equal, quarter-annual installments, commencing with the date of the grant, beginning October 1.

The CEO recommended approval of the Memorandum of Understanding with RMA relating to a Title III grant application.

**Board Action:** Trustee Brenda Culver made a motion to approve the Memorandum of Understanding with RMA relating to a Title III grant application as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, 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-I. Prevailing Wage:** The CEO presented and recommended adoption of “An Ordinance of the Board of Trustees of Illinois Eastern Community Colleges Ascertain the Prevailing Rate of Wages for Laborers, Mechanics and Other Workers Employed in any Public Works of Said District.” The ordinance is the same as adopted one year ago and includes attachments listing the prevailing rate of wages for Crawford, Richland, Wabash and Wayne Counties, Illinois, as determined by the Illinois Department of Labor under date of June 2012. The determination is to be on file in the District Office and available to any interested party, attached to all contract specifications, and copies are to be mailed to the Secretary of State Index Division and Illinois Department of Labor. A notice of the determination must be published.

**Board Action:** Trustee Brenda Culver made a motion to adopt the Ordinance Ascertain the Prevailing Rate of Wages 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-J. Payment of Accrued Bills:** The District’s fiscal year ends on June 30, and under general accounting rules, the District may pay bills accrued in June, but received for a short period in July, as expenses for FY2012. The accrual period runs from July 1 and ends on July 13. On July 13, all FY2012 obligations received during this run-out period will be paid. Therefore, these accrued bills will be paid before the Board approves them. At each regular Board meeting, the Board receives an electronic copy of bills for review and payment. At the July Board meeting, that electronic report will include current bills for approval plus all the bills that were paid in the accrual period. Each of these accrual period payments will be designated with an A (for accrual) beside the vendor. This procedure has been followed in prior years. The CEO recommended approval to pay the FY2012 accrued bills prior to Board approval, with the understanding that these bills will be made available electronically for Board review at the July Board meeting.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve payment of accrued bills as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, 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-K. Ameren Property Tax Appeal Resolution:** The Jasper County Board of Review (BOR) and Ameren Energy Generating Company are in a dispute over the assessment of property in Jasper County. The BOR assessed the property for assessment year 2009 at \$59,795,180.00. Ameren has appealed and asked for a property tax assessment of \$44,897,495.00.

The Board of Trustees of Illinois Eastern Community Colleges, a taxing body within Jasper County, has the right to intervene before the Illinois Property Tax Appeal Board (PTAB) with other taxing bodies in Jasper County. Fred Lane, attorney, has represented the District in the past and would handle the appeal. The fees involved will be equally split between the taxing bodies based upon their percent of funds collected from the Ameren property. In the past, the cost to the District has been less than \$8,000.00.

The CEO recommended adoption of the following resolution to intervene on the Ameren Energy Generating Company assessment matter before the Property Tax Appeal Board.

### **Resolution**

In the Matter of: STATE PROPERTY TAX APPEAL - AMEREN ENERGY GENERATING CO., PROPERTY INDEX NUMBER 83-11-23-300-001 (SEE ATTACHMENT)

**WHEREAS**, AMEREN ENERGY GENERATING CO. has filed an appeal of the Decision of the Jasper County Board of Review to the State of Illinois Property Tax Appeal Board; and

**WHEREAS**, it is in the best interests of the citizens of ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT that the BOARD intervenes in this appeal.

**NOW, THEREFORE, THE ILLINOIS EASTERN COMMUNITY COLLEGE 529 BOARD OF TRUSTEES DOES HEREBY RESOLVE AS FOLLOWS:**

The ILLINOIS EASTERN COMMUNITY COLLEGE 529 BOARD OF TRUSTEES shall intervene in the AMEREN ENERGY GENERATING CO. Property Tax Appeal. The law firm of Robbins Schwartz Nicholas Lifton & Taylor, Ltd., Fred Lane Attorney, is hereby authorized to file the necessary paperwork with State of Illinois Property Tax Appeal Board.

**Board Action:** Trustee Gary Carter made a motion to adopt the foregoing resolution to intervene on the Ameren Energy Generating Company assessment matter before the Property Tax Appeal Board as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted as follows: John Brooks, nay; Gary Carter, yea; Brenda Culver, yea; Andrew Fischer, yea; William Hudson, yea; Marilyn Wolfe, nay. Student advisory vote: Yea. Trustees absent: Michael Correll. The motion having received 4 yea votes and 2 nay votes, the Chair declared the motion carried.

**#8-L. IECC Lease Agreements:** The following IECC leases were presented for Board information and for Board of Trustees approval as indicated:

1. OCC Cosmetology Lease – lease for the Cosmetology program property located at 104 E. Main, Olney, IL to extend the lease through June 30, 2013. Monthly rent remains at \$1,200.00. **Board of Trustee Action is Required.**

2. IECC/Elvan Wallace and A. Carol Wallace – lease for the Frontier Newton Center located at 207 E. Jourdan St., Newton, IL extended to June 30, 2012, at the current monthly rental of \$875.00. **Board of Trustee Action Recommended: Non-Renewal.**

3. OCC Phlebotomy and Massage Therapy Lease – lease for the Phlebotomy and Massage Therapy programs located at 108 East Main Street, Olney, IL extended to June 30, 2013, at the current monthly rental of \$1,500.00. **Board of Trustee Action is Required.**

4. IECC and Prairie State Generating Company – lease for the Coal Mining Training Program facility located in Venedy, IL, beginning November 2009 and continuing month to month until terminated by 30 days notice of either party. No monthly rental charge is paid.

5. IECC/WVC Foundation Lease – lease for building located at 310-314 West Third Street, Mt. Carmel, IL for Advanced Manufacturing Training. Lease began on July 25, 2009 and was amended by Board action on January 17, 2012 to extend the lease to March 1, 2022. The monthly rental is \$1,401.75 and remains constant throughout the term of the lease.

6. IECC Business and Industry Training Lease – lease for building located at 218 East Main Street, Olney, IL for Business and Industry Training, Small Business Development Center, and LWIA

23 staff. The lease is hereby extended to June 30, 2013 at a monthly rental rate of \$2,000. **Board of Trustees Action is Required.**

7. IECC/WED Girard Facility Lease – lease of facility for Workforce Education Staff and classroom space at 170 West Center Street, Girard, IL. Lease commenced on January 1, 2007 at \$700 per month. On January 1, 2009 lease increased to current \$800 per month. Current lease expires June 30, 2012, and is hereby extended to June 30, 2013, at which time the lease will terminate. **Board of Trustee Action is Required.**

8. IECC/LTC and City of Robinson - Intergovernmental Agreement between IECC/LTC and the City of Robinson, as amended by Board action on February 21, 2012, for the Lease, Operation and Use of a Fitness Center located at 501 South Cross Street until July 1, 2016.

9. IECC/FCC Foundation Hall Lease – Lease by IECC/FCC of a building commonly known as Foundation Hall owned by Frontier Community College Foundation and located adjacent to the campus of Frontier Community College. Lease began July 1, 2008 and expires on June 30, 2012. The lease should be extended to June 30, 2015. In lieu of rent, IECC agrees to provide maintenance to the building's interior and exterior, provide janitorial services, telephone, insurance, and utility services. **Board of Trustees Action is Required.**

10. IECC/FCC/and Frontier Community College Foundation Extension Building Sublease – The Frontier Community College Foundation conveyed a building located at 2-B Frontier Drive, Fairfield, IL, commonly known as the Extension Building utilized by University of Illinois Board Of Trustees. By agreement between the District and the Foundation, in lieu of payment for the building, the District agreed to convey any rent received to the Foundation. This agreement is proposed to be extended to June 30, 2015. **Board of Trustees Action is Required.**

11. IECC/WVC Foundation Lease – Wabash Valley College Administration occupies approximately 1,600 square feet of the Foundation Building at 2201 College Drive. In exchange for this use, the College District provides mowing, snow clearing and routine maintenance of the building. The lease expires June 30, 2012, and should be extended to June 30, 2015, without change in the terms of the lease. **Board of Trustees Action is Required.**

12. IECC/WVC WVJC Radio Tower – Lease of Property – The District leased 1.68 acres in Wabash County for thirty years for the placement of the WVJC antenna from October 1, 1976 to September 30, 2006. The administration is currently in negotiation with the current owner to extend the lease.

13. IECC/OCC Oil Derrick Lease of Property – The District leases a 47 square foot piece of property, including access thereto, located at the North West corner of the intersection of Illinois Route 130 and St. John Street. The City of Olney has erected an oil derrick on this property for which the City pays the District rent of \$1.00 per year. The lease was extended on August 18, 2009 for twenty years to August 17, 2029.

14. LWIA 23 Lease with Lake Land College – As fiscal agent and grant recipient for Local Workforce Investment Area 23, 932 square feet is rented from Lake Land College at a building located at 305 Richmond Avenue East, Mattoon, IL 61938. The lease began July 1, 2012 and ends June 30, 2013, at a quarterly payment of \$6,052.16. Lease payments are paid with LWIA funds. **Board of Trustees Action is Required.**

15. LWIA 23 Lease with Illinois Department of Central Management Services (CMS) – As fiscal agent and grant recipient for Local Workforce Investment Area 23, 820 square feet is rented from CMS at an office building located at 2311 Hoffman Drive, Effingham, IL at a monthly rate of \$1,018.16. The Lease began July 1, 2012 and ends June 30, 2013. Lease payments are paid with LWIA funds. **Board of Trustees Action is Required.**

16. LWIA 23 Lease with Kaskaskia College – As fiscal agent and grant recipient for Local Workforce Investment Area 23, space totaling 38 square feet is rented from Kaskaskia College at office

buildings located at Centralia, Illinois at a monthly rate of \$464.58. The lease began July 1, 2012 and ends June 30, 2014. Lease payments are paid with LWIA funds. **Board of Trustees Action is Required.**

**Board Action:** Trustee Brenda Culver made a motion to approve the foregoing IECC lease agreements as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, 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-M. Affiliation Agreement with Mt. Carmel CVS – Pharmacy Technician:** IECC wishes to enter into a new affiliation agreement with Mt. Carmel CVS, located in Mt. Carmel, Illinois. This affiliation agreement is for the LTC Pharmacy Technician Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Pharmacy Technician Program with Mt. Carmel CVS, Mt. Carmel, Illinois, 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-N. Affiliation Agreement with Lawrenceville CVS – Pharmacy Technician:** IECC wishes to enter into a new affiliation agreement with Lawrenceville CVS, located in Lawrenceville, Illinois. This affiliation agreement is for the LTC Pharmacy Technician Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Pharmacy Technician Program with Lawrenceville CVS, Lawrenceville, Illinois, 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-O. Affiliation Agreement with Southern Illinois Health Care Foundation – ADN:** IECC wishes to enter into a new affiliation agreement with the Southern Illinois Health Care Foundation, located in Olney, Illinois. This affiliation agreement is for the Associate Degree Nursing Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Associate Degree Nursing Program with Southern Illinois Health Care Foundation, Olney, Illinois, 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-P. Affiliation Agreement with Timber Creek Village – Medical Office Assistant:** IECC wishes to enter into a new affiliation agreement with Timber Creek Village, located in Robinson, Illinois. This affiliation agreement is for the OCC Medical Office Assistant Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Medical Office Assistant Program with Timber Creek Village, Robinson, Illinois, 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-Q. Affiliation Agreement with Clay County Hospital – Emergency Response:** IECC wishes to enter into a new affiliation agreement with Clay County Hospital, located in Flora, Illinois. This affiliation agreement is for the FCC Emergency Response Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Emergency Response Program with Clay County Hospital, Flora, Illinois, 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-R. Affiliation Agreement with Wabash General Hospital – Emergency Response:** IECC wishes to enter into a new affiliation agreement with Wabash General Hospital, located in Mt. Carmel, Illinois. This affiliation agreement is for the FCC Emergency Response Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Emergency Response Program with Wabash General Hospital, Mt. Carmel, Illinois, 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-S. Affiliation Agreement with Bertram's Pharmacy – Pharmacy Technician:** IECC wishes to enter into a new affiliation agreement with Bertram's Pharmacy, located in Robinson, Illinois. This affiliation agreement is for the LTC Pharmacy Technician Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.



**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Pharmacy Technician Program with Bertram's Pharmacy, Robinson, Illinois, 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-T. Affiliation Agreement with Sikorski Chiropractic Clinic – Health Information Management:** IECC wishes to enter into a new affiliation agreement with Sikorski Chiropractic Clinic, located in Robinson, Illinois. This affiliation agreement is for the LTC Health Information Management Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Health Information Management Program with Sikorski Chiropractic Clinic, Robinson, Illinois, 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-U. Affiliation Agreement with United Life Care Ambulance – Certified Medical Assistant:** IECC wishes to enter into a new affiliation agreement with United Life Care Ambulance, located in Robinson, Illinois. This affiliation agreement is for the LTC Certified Medical Assistant Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Certified Medical Assistant Program with United Life Care Ambulance, Robinson, Illinois, 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.

**AGENDA #9 – “Bid Committee Report”** – None.

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

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of May 31, 2012. State grants in the Education Fund currently due the District total \$5,320,159.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for June 2012, totaling \$610,461.66, 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 June 2012, in the amounts listed, and payments from the revolving fund for May 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. New Legislative Agenda Requirements: The Open Meetings Act has been amended to require that Board agendas be available to the public at least 48 hours before the meeting. IECC is already in compliance with this new requirement.

2. Boiler Asbestos Requirement: Following an inspection by the State Fire Marshal, a boiler valve at Lincoln Trail College needs to be replaced for removal of asbestos.

3. Enrollment: From June 2011 to June 2012, IECC reimbursable headcount is down 11%, while reimbursable FTE is down 13.24%.

**AGENDA #12 – “Executive Session”** – The Board of Trustees did not hold an executive session at this meeting, Tuesday, June 19, 2012.

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

**#13-A. Written Executive Session Minutes:** No executive session was held during the regular meeting, Tuesday, May 15, 2012.

**#13-B. Audio Recordings of Executive Sessions:** No executive session was held during the regular meeting, Tuesday, May 15, 2012.

**#13-C. Semi-Annual Review of Executive Session Minutes:** The Board of Trustees having conducted a semi-annual review of executive session minutes as mandated by Section 2.06 of the Open Meetings Act, the CEO presented the following report and recommendations:

A. The following written executive session minutes were reviewed in December 2011 and the decision was made at that time to keep them closed:

1. Tuesday, June 20, 1995.
2. Tuesday, August 15, 1995.
3. Tuesday, September 19, 1995.
4. Friday, August 2, 1996.
5. Tuesday, January 20, 1998.
6. Tuesday, June 15, 1999.
7. Tuesday, July 20, 1999.
8. Tuesday, February 20, 2001.
9. Tuesday, March 20, 2001.
10. Tuesday, June 19, 2001.
11. Tuesday, July 17, 2001.

12. Tuesday, August 21, 2001.
13. Tuesday, September 18, 2001.
14. Tuesday, June 18, 2002.
15. Tuesday, July 16, 2002.
16. Tuesday, August 20, 2002.
17. Tuesday, September 17, 2002.
18. Tuesday, December 10, 2002.
19. Tuesday, February 18, 2003.
20. Tuesday, June 17, 2003.
21. Tuesday, August 19, 2003.
22. Tuesday, September 16, 2003.
23. Tuesday, August 17, 2004.
24. Tuesday, December 14, 2004.
25. Tuesday, June 21, 2005.
26. Tuesday, July 19, 2005.
27. Tuesday, August 16, 2005.
28. Tuesday, April 18, 2006.
29. Tuesday, November 21, 2006.

B. The following written executive session minutes have been approved, but remain closed, and are being subjected to the semi-annual review for the first time in June 2012:

1. Tuesday, January 17, 2012.

C. The following written executive session minutes have been approved and opened to the public record:

1. None.

D. Audio recordings of previously approved executive sessions will remain closed to the public record and these audio executive session recordings will remain in the custody of the Board Secretary until 18 months following the executive session at which the audio recordings were made:

1. Tuesday, January 17, 2012.

E. As part of the Board of Trustees semi-annual review of executive sessions, the Board notes that the audio tape recordings of the following meetings have been held by the Secretary for more than the 18 months required, and the Secretary is directed to destroy these recordings after this meeting:

1. None.

F. As part of the Board of Trustees semi-annual review of executive session minutes, the Board notes that executive sessions were not held on the following dates:

1. Tuesday, December 13, 2011.
2. Tuesday, February 21, 2012.
3. Tuesday, March 20, 2012.
4. Tuesday, April 17, 2012.

5. Tuesday, May 15, 2012.

G. It is recommended that the following previously approved closed meeting minutes be open to the public record:

1. None.

**Board Action:** Trustee Gary Carter made a motion to adopt the foregoing report and recommendations as outlined, for minutes of executive sessions held on the dates listed. Trustee William Hudson seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

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

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

A. Faculty

1. Susan Stover, Early Childhood Education Instructor, effective August 9, 2012.

B. Classified

1. Crystal McDaniels, Administrative Assistant, WVC, effective June 25, 2012.
2. Kim Merrick, Office Assistant, WVC, effective July 1, 2012.
3. Brenda Halbin, Office Assistant, FCC, effective July 1, 2012.
4. Patricia Hilliard, Office Assistant, FCC, effective July 9, 2012.
5. Stephanie Greifzu, Custodian, OCC, effective June 21, 2012.
6. Chad Noble, Information Systems Technician, FCC, effective June 21, 2012.

#### **400.2. Change-In-Status**

A. Professional/Non-Faculty

1. Dana Hart, Administrative Assistant, HR, DO to Coordinator, Employment & Benefits, DO, effective July 1, 2012.

**400.3. Special Assignments:** A list of Special Assignments for the 2012-2013 academic year is attached to the minutes as an exhibit.

#### **400.4. Request for Approval of Proposed Non-College Employment**

A. Faculty

Shirley Smithenry, Richland Memorial Hospital, Olney, IL, approximate time per academic year, 54 days/648 hours.

#### **400.5. Resignations**

A. Faculty

1. Hollie Kelly, Nursing Instructor, effective August 1, 2012.

B. Professional/Non-Faculty

1. Stacey White, Head Women's Basketball Coach, LTC, effective June 6, 2012.

C. Classified

1. Betty Jo Noll, Program Assistant, WED, effective June 30, 2012.

#### **400.6. Retirements**

A. Administration

1. Wayne Morris, Interim Dean of Instruction, WVC, effective June 15, 2012.

B. Faculty

1. David Goodson, Telecommunications Instructor, effective June 30, 2012.

#### **Personnel Report Addendum**

#### **400.7. Employment of Personnel**

A. Faculty

1. Eric Scheller, Diesel Equipment Technology Instructor, effective August 9, 2012.

B. Classified

1. LuAnn Frank, Program Assistant – Girard, WED, effective July 1, 2012.

#### **400.8. Special Assignment**

A. Other

1. Brittany Bass, Interim LRC Director, OCC, \$300/month, effective July 1, 2012.

#### **400.9. Request for Approval of Proposed Non-College Employment**

A. Faculty

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

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

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

**#14-A. Board Action to Amend Personnel Report:** Trustee William Hudson made a motion to amend the Personnel Report, to add an addendum containing Sections 400.7, 400.8, and 400.9 as recommended. Trustee Gary Carter seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

**#14-B. Board Action to Approve Personnel Report:** Trustee Marilyn Wolfe made a motion to approve the amended Personnel Report as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, 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 #15 – “Litigation”** – The CEO presented an update on the status of pending litigation affecting the Board of Trustees.

**AGENDA #16– “Other Items”** – The Board of Trustees noted with sadness the passing of James S. Spencer on May 30, 2012. Dr. Spencer helped establish the IECC District. He was named the President of Olney Central College in 1968 and then was the District’s first Chancellor, a position he held until 1983. Upon retirement he was named Chancellor Emeritus by the Board of Trustees. His leadership was essential to the District’s creation and early operation.

**AGENDA #17 – “Adjournment”** – Trustee Gary Carter made a motion to adjourn. Student Trustee Logan Carlson seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:30 p.m.

Approved:      Chairman: \_\_\_\_\_

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

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**



**Agenda Item #3**

**Recognition of Visitors and Guests**

**A. Visitors and Guests**

**B. IECEA Representatives**

**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports**

- A. Trustees**
- B. Presidents**
- C. Cabinet**

**Agenda Item #6**

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

**Human Resources 400.1 Background Checks**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: July 17, 2012  
RE: Human Resources 400.1 Background Checks

The Board approved the District's new insurance carrier. The Board also approved the implementation of a criminal background check prior to employment, as requested by the new insurance carrier.

The proposed policy change reflects the new requirement for a criminal background check before an individual is hired. The language applies both to full-time employees and part-time employees hired by the District.

I ask the Board's approval of this policy which implements the criminal background check requirement.

TLB/rs

Attachment

## HUMAN RESOURCES - 400

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

Date Adopted: February 18, 1997

Revised: July 18, 2012 (pending Cabinet and Board approval)

#### Full-Time Employees

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

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

#### Part-Time Employees

The Board of Trustees delegates to the Chief Executive Officer/Chief Operating Officer or his designated representatives the authority to employ part-time employees on an as-needed basis and to discipline, dismiss or terminate such employees. Within 30 days of initial hire, part-time employees shall have had completed an acceptable criminal background check.

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

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

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**



**Agenda Item #8A**

**2012 Program Review Report**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: July 17, 2012  
RE: 2012 Program Review Report

Annually, the District prepares a detailed review of specific career and technical education programs and an academic transfer discipline based on quality, cost, and need. This report also includes a review of cross-disciplinary instruction and student and academic support services. This program review report is filed with the Illinois Community College Board (ICCB).

During this year's review of programs and services, the District and the colleges reviewed 47 career and technical education degrees and certificates as well as written and oral communications, general education, assessment of student learning, athletics, business services and student activities.

As a result of the District's program review, programs and services are continually changed to improve quality and cost. Program review provides an opportunity to up-date curricula to accommodate changes in the field and identify resource needs as well as assess support services that contribute to better academic programs and the achievement of IECC's mission.

An electronic copy of the 2012 Program Review Report was sent to the Board. Printed copies of the 2012 Program Review Report will be available at the Board meeting.

The report was approved by the Cabinet on July 11, 2012, and will be filed with the ICCB by August 1, 2012.

I ask the Board's approval for submission of the 2012 Program Review Report to the Illinois Community College Board.

TLB/rs

**Agenda Item #8B**

**2012-2013 IECC Catalog**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: July 17, 2012  
RE: 2012-2013 IECC Catalog

The District's catalog sets forth the courses, programs, degrees and certificates, and establishes the District policy that applies to the operation of the District and its students. Throughout the year, the Board has approved changes to the catalog, which are added as they occur, to the electronic version of the District's catalog on the IECC website. This amended electronic version becomes the binding document for the District's relationship with students, faculty, and staff.

Because high school counselors continue to use the catalog when advising students, the District will print 2,815 catalogs for a price of \$8,100.

A link to the amended catalog has been sent to the Board for review and is posted on the IECC website. The memorandum which follows sets forth the changes made since the approval of the 2011-12 catalog.

I ask for the Board's approval to print the 2012-2013 IECC catalog.

TLB/rs

## Additions/Changes to 2012-2013 IECC Catalog

Added Emergency Management Systems – LTC EMS C328 .....	9/11
*Updated Financial page- tuition rates for Out of District, Out of State & International ...	9/11
Revised Collision Repair Technology, OCC AUB D515.....	9/11
Revised Medical Coding Associate – OCC MCOB C189 .....	9/11
Revised GAD 1201, 1221 Course Descriptions .....	9/11
Removed MTH 1141 from IAI Core Curriculum, AS D110, AA, D100 & ASA D111 .....	9/11
Revised AES D103 .....	9/11
Revised Administration page, content page, divider pages and index .....	9/11
Added Paralegal PLEGL D 171 – WVC .....	10/11
Added Fire Science FIRES D 141 – FCC.....	10/11
Added Fire Service Specialist FIRES C402; Fire Administrator FIRES C403; Fire Suppression Specialist FIRSC404; and Fires Technician FIRES C406, FCC	10/11
*Added Dubois, Martin, Owen, Putman, Spencer, and Vermillion to designated Indiana county rate.....	10/11
Added Computer Telephony CTY D449, LTC .....	10/11
Revised Computer Telephony TELCS C488 to “check with advisor” status.....	10/11
Added high school transcript information to Admissions section.....	10/11
Revised contents, index, and divider pages .....	10/11
Added Paramedicine PARA D411, Paramedic PARA C412, EMT PARA C414, and Emergency Medical Responder PARA C421 to FCC .....	11/11
Name change: Electronic Medical Records HIM C194 from Health Information Mgt. ...	11/11
Updated Index, Inside Cover, Contents and Divider pages .....	11/11
Revised Paralegal D171 .....	12/11
*Revised Allied Health section to include TEAS-V testing requirements & HESI revision.....	12/11
*Updated FCC Book Fee (33% of net price for new book) .....	12/11
Revised Parenting PARNT C356 and Electronics Technology ELECTD265 WVC .....	12/11
*Added Paramedicine and EMT - FCC Uniform and Liability Insurance Fee .....	12/11
*Revised Financial Section – Tuition and International Admissions Fee .....	2/12
Revised LTC Process Technology PTEC 301 .....	2/12
*Revised Cooperative Agreement – SWIC .....	2/12
Program Revisions:.....	5/12
Accounting D140 OCC; Administration of Justice D390 OCC; Administrative Information Tech D219; Advanced Manufacturing D563 WVC; Agricultural Technology D115 WVC; Agricultural Technology D125 WVC; Automotive Service Technology D520; Automotive Technology D522 FCC; Coal Mining Technology D295 WVC; Collision Repair Technology D515 OCC; Computer Telephony D449 LTC; Corrections CORYS D391; Corrections Parole Office CORPO D392; Diesel Equipment Technology D535 WVC; Early Childhood Education D355 WVC; Electronics Technology D265 WVC; Energy Technology ENRGY D121 WVC; Fire Science D401; Gunsmithing C573 WVC; Gunsmithing D572 WVC; Health Informatics HNFO D197 FCC; Horticulture C386 LTC; Horticulture D387 LTC; Industrial Maintenance Technology D500 WVC; Industrial Management D274 FCC; Industrial Quality Management D278 FCC; Informations Systems Support ISS D471 FCC; Legal Secretary D170 WVC; Marketing Business Management D235 WVC; Medical Office Assistant D190 OCC; Office Management D186 LTC; Paralegal D171 WVC; Paramedicine Cluster D411 FCC;	

Paraprofessional Educator ECUD D365; Phlebotomy C339 FCC & OCC; Process Technology C301 LTC; Process Technology D302 LTC; Professional Bookkeeper ACT C142 OCC; Quickbooks ACT C141 OCC; Radio D255 WVC; Social Services Specialist D425 WVC; Sport Ground Maintenance C388 LTC; Telecommunications Technology D485 LTC; Welding C571 LTC

Allied Health Section.....	5/12
Associate of Engineering in Science – semester course change.....	5/12
General Program Information.....	5/12
*Financial Information- Information Support Program Fees .....	5/12
Administration .....	5/12
Student Services.....	5/12
Course Information .....	5/12
Inside Cover .....	5/12
Cooperative Agreement Kaskaskia College .....	6/12
Admission Information – Admission Procedures & Course Placement.....	6/12
Electronics Technology D265 – Added “check with advisor” status .....	6/12

\*These changes have been approved by the Board of Trustees prior to this version of the catalog.

**Agenda Item #8C**

**Joint Agreement with John A. Logan College**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: July 17, 2012  
RE: Joint Agreement with John A. Logan College

Attached is the Joint Agreement between Illinois Eastern Community Colleges and John A. Logan College.

Changes to this agreement from last year are:

IECC

Added:	Advanced CNC Programming	Certificate
	Advanced Manufacturing	AAS Degree
	Advanced Machining	Certificate
	Automation	Certificate
	Electrical Distribution Systems	Certificate
	Energy Technology	AAS Degree
	Industrial Leadership & Organization	Certificate
	Manufacturing Design	Certificate
	Reliability Maintenance	Certificate

John A. Logan

Removed:	Construction Management Technology	AAS
	Residential Construction Management	AAS

I ask the Board's approval of this joint agreement with John A. Logan College.

TLB/rs

Attachment



***A Joint Agreement for Educational Cooperation Between  
John A. Logan College, District #530 and  
Illinois Eastern Community Colleges, District #529***

This agreement effective Fall semester, 2012 entered into between the Board of Trustees of the above listed community colleges, for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

***Purpose***

It is the desire of the districts entering into this agreement to expand educational services to the greatest number of students. The parties believe this agreement should be one of the means of implementing the Board of Higher Education's State of Illinois Master Plan - Phase IV in accomplishing a viable method of cooperation between the parties involved in the agreement.

***I. Instructional Identification***

For the purpose of this agreement, the college district sending the students to another college will be referred to as the "sending district" and the college receiving students from another district will be referred to as the "receiving district."

***II. Educational Programs***

Any educational program offered by and between the parties to this agreement shall be approved by the Illinois Community College Board and the Board of Higher Education.

**John A. Logan College, District #530, agrees to accept students from Illinois Eastern Community Colleges, District #529, in the following programs:**

Name of Program	Degree
ASL/Deaf Studies	AAS Degree/Certificate
Cardiac Medical Sonography	Advanced Certificate
Dental Assisting	Certificate
Dental Hygiene	AAS Degree
Interpreter Preparation	AAS Degree

All mutually approved interactive courses in the distance learning program. All Department of Corrections training courses.

The sending college may assist the receiving college in locating suitable training stations and clinical facilities within the confines of the sending college's district for the purpose of providing laboratory and clinical instruction by the receiving college for the convenience of the sending college's students enrolled in any of the programs covered

by this agreement.

**Illinois Eastern Community Colleges, District #529**, agrees to accept students from **John A. Logan College, District #530**, in the following programs:

Name of Program	Degree
Advanced CNC Programming	Certificate
Advanced Manufacturing	Degree
Advanced Machining	Certificate
Agricultural Technology/Business	AAS Degree
Agricultural Technology/Production	AAS Degree
Alternative Fuels	Certificate
Automation	Certificate
Diesel Equipment Technology	AAS Degree
Electrical Distribution Systems	Certificate
Energy Technology	Degree
Gunsmithing	AAS Degree/Certificate
Horticulture	AAS Degree/Certificate
Industrial Leadership & Organization	Certificate
Industrial Quality Management	AAS Degree/Certificate
Manufacturing Design	Certificate
Professional Ag Applicator	Certificate
Radio-TV Broadcasting	AAS Degree
Reliability Maintenance	Certificate
Telecommunications Technology	AAS Degree/Certificate
Turf and Landscape Design	Certificate

All mutually approved interactive courses in the distance learning program. All Department of Corrections training courses.

### ***III. Student Enrollment and Responsibility***

The cooperating institutions allow enrollment in programs included in this agreement on the same basis as enrollment for in-district students. Students wishing to participate in these programs/courses should be encouraged to enroll as soon as they can to ensure their admission to the program of their choice.

Students wishing to pursue a program contained in this agreement may enroll in the college offering the program. The student will pay tuition, fees and any other charges applicable to the district=s students. The students from the sending district will assume the same responsibilities and comply with the same rules and regulations as in-district students of the receiving district.

Students shall be responsible and liable for their own transportation to and from the sending and receiving district.

#### ***IV. Receiving District's Responsibility***

The receiving district shall provide access to its Learning Resources Center and other instructional resources, and provide counseling-guidance, placement, follow-up, and other services that will facilitate the learning process for students from the sending district equal to those provided for any other student on its campus.

The receiving district will maintain the official records which include the student's transcript, grades and other related records. The receiving college will award any certificate or degree earned by the student.

#### ***V. Finance***

The receiving district shall claim credit hours or other state and federal reimbursement normally received for students of its district for any program contained in this agreement, but will receive no equalization for these students. The sending district will pay no chargeback to the receiving college for any program contained in this agreement, but will receive equalization for these students.

If a student from the sending district enrolls in a program listed in this agreement and subsequently changes his/her program to pursue a degree or certificate in a program not included, this agreement shall cease to be in effect concerning that student.

Procedurally, students who wish to enroll at the receiving district in one of the programs herein identified will secure from their sending district a letter designating them as eligible to participate in the specific program covered by this cooperative agreement. The letter will either be sent directly to the receiving district or given to the student.

#### ***VI. Publicity and Catalog***

The sending college will list the educational programs of the receiving college, which are included in this agreement, in its catalog and other informational brochures.

#### ***VII. Amendments to Agreements***

This agreement will be reviewed annually or at any time by mutual written consent of the participating colleges. Such amendments and/or revisions shall be prepared in the form of an addendum agreement.

#### ***VIII. Termination***

This agreement may be terminated at any time by the participating colleges. In the event of such termination, students who have entered the educational programs covered by this agreement shall be allowed to complete said programs.

**IX.** The following responsible college representatives commit the aforementioned agencies to this joint agreement.

***John A. Logan College  
District #530***

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President Date

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Chairman, Board of Trustees Date

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Secretary, Board of Trustees Date

***Illinois Eastern Community Colleges  
District #529***

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Chief Executive Officer Date

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Chairman, Board of Trustees Date

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Secretary, Board of Trustees Date

**Agenda Item #8D**

**Joint Agreement with Rend Lake College**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: July 17, 2012  
RE: Joint Agreement between Illinois Eastern and Rend Lake College

Attached is a new Joint Agreement between Illinois Eastern Community Colleges and Rend Lake College. The purpose of this agreement is to expand educational services to the greatest number of students by providing a viable method of cooperation between IECC and Rend Lake College.

Rend Lake College agrees to accept students from Illinois Eastern in the following programs:

Architectural Technology	Certificate/AAS
Architecture-Computer Aided Drafting	Certificate
Baking & Pastry Arts	Certificate
Computer Tomography	Certificate
Enology	AAS
MRI	Certificate
Surveying Technology	AAS
Viticulture	Certificate/AAS

Illinois Eastern agrees to accept students from Rend Lake College in the following programs:

Collision Repair Technology	AAS
Electrical Distribution Systems	Certificate
Gunsmithing	Certificate/AAS
Industrial Leadership & Organization	Certificate
Process Technology	Certificate/AAS
Radio/TV Broadcasting	AAS
Telecommunications Technology	Certificate/AAS

This agreement will be effective beginning Fall 2012 and will be reviewed annually or at any time by mutual written consent of IECC and Rend Lake College.

I request the Board's approval of the joint agreement with Rend Lake College.  
TLB/rs

Attachment

**A JOINT AGREEMENT FOR EDUCATIONAL COOPERATION BETWEEN  
REND LAKE COLLEGE, DISTRICT #521  
AND  
ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529**

This agreement effective beginning Fall 2012 entered into between the Board of Trustees of the above listed community colleges, for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

**Purpose**

It is the desire of the districts entering into this agreement to expand educational services to the greatest number of students. The parties believe this agreement should be one of the means of implementing the Board of Higher Education’s State of Illinois Master Plan – Phase IV in accomplishing a viable method of cooperation between the parties involved in the agreement.

**I. Instructional Identification**

For the purpose of this agreement, the college district sending the students to another college will be referred to as the “sending district” and the college receiving students from another district will be referred to as the “receiving district”.

**II. Educational Programs/Course**

Any educational program offered by and between the parties to this agreement shall be approved by the Illinois Community College Board and the Board of Higher Education.

Rend Lake College, District #521, agrees to accept students from Illinois Eastern Community College, District #529, in the following programs:

NAME OF PROGRAM	DEGREE
Architectural Technology	Certificate/AAS
Architecture-Computer Aided Drafting	Certificate
Baking & Pastry Arts	Certificate
Computed Tomography	Certificate
Culinary Arts Management	Certificate/AAS
Enology	AAS
MRI	Certificate
Surveying Technology	AAS
Viticulture	Certificate/AAS

Illinois Eastern Community College, District #529, agrees to accept students from Rend Lake College, District #521, in the following programs:

NAME OF PROGRAM	DEGREE
Collision Repair Technology	AAS
Electrical Distribution Systems	Certificate
Gunsmithing	Certificate/AAS
Industrial Leadership & Organization	Certificate
Process Technology	Certificate/AAS
Radio/TV Broadcasting	AAS
Telecommunications Technology	Certificate/AAS

The Sending College may assist the Receiving College in locating suitable training stations and clinical facilities within the confines of the Sending College’s District for the purpose of providing laboratory and clinical instruction by the Receiving College for the convenience of the Sending College’s students enrolled in any of the programs covered by this agreement.

**III. STUDENT ENROLLMENT AND RESPONSIBILITY**

The cooperating institutions allow enrollment in programs included in this agreement on the same basis as enrollment for in-district students. Students wishing to participate in these programs/courses should be encouraged to enroll as soon as they can to ensure their admission to the program of their choice.

Students wishing to pursue a program contained in this Agreement may enroll in the college offering the program. The student will pay tuition, fees and any other charges applicable to the district’s students. The students from the sending district will assume the same responsibilities and comply with the same rules and regulations as in-district students of the receiving district.

Students shall be responsible and liable for their own transportation to and from the sending and receiving district.

**IV. RECEIVING DISTRICT’S RESPONSIBILITIES**

The receiving district shall provide access to its learning resources center and other instructional resources, and provide counseling/guidance, placement, follow-up, and other services that will facilitate the learning process for students from the sending district equal to those provided for any other student on its campus.



The receiving district will maintain the official records which include the student's transcript, grades, and other related records. The receiving district will award any certificate or degree earned by the student.

The receiving district shall, at the end of each semester, provide the sending district with a listing of the sending district's students and the number of hours they were enrolled in each of the programs covered by this Agreement during the preceding semester.

## **V. FINANCE**

The receiving district shall claim credit hours or other state and federal reimbursement normally received for students of its district for any program contained in this agreement but will receive no equalization for these students. The sending district will pay no chargeback to the receiving district for any program contained in this agreement, but will receive equalization for these students.

If a student from the sending district enrolls in a program listed in this agreement and subsequently changes his/her program to pursue a degree or certificate in a program not included, this agreement shall cease to be in effect concerning that student.

Procedurally, students who wish to enroll at the receiving district in one of the programs herein identified will secure from their sending district a letter designating them as eligible to participate in the specific program covered by this cooperative agreement. The letter will either be sent directly to the receiving district or given to the student.

## **VI. PUBLICITY AND CATALOG**

The sending college will list the educational programs of the receiving college, which are included in this agreement, in its catalogs and other informational brochures.

The receiving and sending districts may assist each other in distributing information about programs covered under this agreement to high schools within their respective districts.

## **VII. AMENDMENTS TO AGREEMENT**

This agreement will be reviewed annually or at any time by mutual written consent of the participating colleges. Such amendments and/or revisions shall be prepared in the form of an addendum agreement.

## **VIII. TERMINATION**

This agreement may be terminated at any time by the participating colleges. In the event of such termination, students who have entered the educational programs covered by this agreement shall be allowed to complete said program.

The following responsible college representatives commit the aforementioned agencies to this joint agreement.

REND LAKE COLLEGE  
District #521

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President

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Chairman, Board of Trustees

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Date

ILLINOIS EASTERN COMMUNITY COLLEGE  
District #529

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President

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Chairman, Board of Trustees

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Date

**Agenda Item #8E**

**Basic Nurse Assistant Handbook**

**Agenda Item #8E**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: July 17, 2012  
RE: IECC Basic Nurse Assistant Handbook

Basic Nurse Assistant Training (formerly Certified Nurse Assistant) is provided by all four of the IECC colleges. Tammy Fralicker, Associate Dean of Nursing/Allied Health, developed a handbook to clearly outline the responsibilities and requirements of students enrolling in the Basic Nurse Assistant Training program for Olney Central College. During discussions regarding revisions to the OCC handbook, it became clear that all IECC students enrolled in the program could benefit from the use of a District-wide handbook.

Associate Dean Fralicker worked with representatives from each college to review and revise the handbook to meet District Basic Nurse Assistant Training program needs. Changes to the handbook include the prohibition of social networking during class, labs, and clinical, as well as the addition of a section regarding Clinical Student Conduct. Representatives from each IECC college have reviewed and approved the use and content of the IECC Basic Nurse Assistant Training Handbook.

The Basic Nurse Assistant Handbook has been sent to the Board by e-mail.

I ask the Board's approval of the Basic Nurse Assistant Handbook.

TLB/rs

**Agenda Item #8F**

**Affiliation Agreement with Gibson General Hospital – Phlebotomy**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: July 17, 2012  
RE: Affiliation Agreement with Gibson General Hospital - Phlebotomy

IECC wishes to enter into an affiliation agreement with Gibson General Hospital, located in Princeton, Indiana.

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

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

TLB/rs

Attachment

**AFFILIATION AGREEMENT  
BETWEEN**

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

**AND  
Gibson General Hospital  
1808 Sherman Drive  
Princeton, IN 47670-1043**

THIS AGREEMENT made and entered into this 5<sup>th</sup> day of June, 2012, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and Gibson General Hospital (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

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

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

3. DISTRICT #529 faculty will:

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

**Agenda Item #8G**

**Affiliation Agreement with Deaconess Hospital – Emergency Response**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: July 17, 2012  
RE: Affiliation Agreement with Deaconess Hospital – Emergency Response

IECC wishes to enter into an affiliation agreement with Deaconess Hospital, located in Evansville, Indiana.

This affiliation agreement is for the Emergency Response Training Program at Frontier Community College.

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

TLB/rs

Attachment

## AFFILIATION AGREEMENT

Between  
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529  
FRONTIER COMMUNITY COLLEGE  
and  
DEACONESS HOSPITAL  
for  
EMERGENCY RESPONSE TRAINING

THIS AGREEMENT made and entered into this 1<sup>st</sup> day of June, 2012, 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 DEACONESS HOSPITAL, Evansville, Indiana (hereinafter referred to as AGENCY). WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the PROGRAM for observation and participation by the students and faculty of the DISTRICT's PROGRAM, subject to the conditions and limitations contained herein;
2. The arrangements for use of said facilities of the AGENCY will be made by the Program Director of the Emergency Preparedness & Industrial Quality Management Program on behalf of the DISTRICT and the EMS Medical 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 EMS Medical 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 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 laboratory objectives to be completed at the AGENCY;
  - c. coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
  - d. review and evaluate, in cooperation with the Agency, the student's progress in the clinical setting;
10. The AGENCY's EMS Medical Director will coordinate with the DISTRICT and the AGENCY's preceptor to ensure that specific assignment of learning experiences to specific students is consistent with PROGRAM outcomes/objectives. Assigned experiences will be selected for the educational benefit of the student. The District will provide the AGENCY a written set of clinical outcomes/objectives and evaluation forms to be completed by the AGENCY appointed Clinical Supervisor;
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 encouraged to carry their own health insurance 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 laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT PROGRAM faculty may be included in demonstrations of new equipment and techniques;
18. The DISTRICT will provide a PROGRAM orientation for the AGENCY staff;
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 1<sup>st</sup> day of June, 2012.

DEACONESS HOSPITAL

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529, FRONTIER  
COMMUNITY COLLEGE

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CEO, DEACONESS HOSPITAL

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Chairman, IECC Board of Trustees

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EMS Medical Director, DEACONESS  
HOSPITAL

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CEO, Illinois Eastern Community Colleges

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President, Frontier Community College

**Agenda Item #9**

**Bid Committee Report**

Olney Central College

1. Non-Energized Radiographic X-Ray System



BID COMMITTEE REPORT

July 17, 2012

Olney Central College

2. Non-Energized Radiographic X-Ray System

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – Non-Energized Radiographic X-Ray System  
DATE: July 17, 2012

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 Electromek Diagnostic Systems located in Troy, IL for a total bid of \$16,000.00.

Company	Total Bid for Equipment	Total Bid for Equipment that includes Installation
Electromek Diagnostic Systems Troy, IL	\$16,000.00	\$16,000.00
Interstate Imaging Evansville, IN	\$19,000.00	\$19,000.00

Respectfully submitted,

Terry Bruce  
Rodney Raney  
Harry Hillis, Jr.

Source of Funds: OCC Foundation

Department: Radiology

Rationale for Purchase: Current lab equipment is very outdated and is affecting the quality experience the students need to be ready for placement in a clinical facility. A new operating console will mirror the equipment used by students in local hospital settings and a new radiography table will better prepare students for work with clinical supervisors within hospitals. The current table does not operate like tables presently used in hospitals and this negatively affects student preparation when working with clients. Furthermore, the current lab equipment is a floor mounted unit which is no longer used by hospitals. A ceiling mounted unit is the industry standard.

The “Advertisement for Bids” was placed in the Wayne County Press for one (1) day.

## SPECIFICATIONS FOR

### NON-ENERGIZED RADIOGRAPHIC X-RAY SYSTEM

#### New Demo Operating Control Console:

- Will allow the student radiographer to control the x-ray tube current and voltage by setting kilovolt peak(kVp), Milliampereage (mA), and exposure time.
- Will allow the student radiographer to choose the focal spot size
- Will allow the student radiographer the capability of using manual techniques as well as the capability of using the Anatomical Programmed Radiography (APR) system which allows for preset techniques based on the examination being performed.
- Operating console must be the same as the energized complete systems currently being sold

#### Pre-Owned Ceiling-Mounted Radiographic Tube Suspension:

- Telescopic Vertical Column with Operator Controls and Tube Support Allowing Angulation and Rotation
- Longitudinal Rails
- Transverse Travel
- Vertical Travel – Approximately 60” of travel
- Electromagnetic Locks
- Compatible with Fully Automatic Collimators
- Install with High Voltage Cable for proper exam simulation and future energized lab

#### Pre-Owned Automatic Collimator

#### Pre-Owned Table with Four-Way Tabletop:

- 10:1 Ratio -103 LPI Grid
- Reciprocating Bucky capable of being retrofitted with ion chamber in future
- Heavy Duty Size Sensing Cassette Tray
- 4-way Float Top
- Heavy Duty Electric Locks
- Foot Operated, Switches to Release Table Top Magnetic Locks

#### Pre-Owned Radiographic Tube:

- 0.6/1.2mm focal spots
- 300,000 Heat Units or greater
- 4” Anode Target

ALL BIDS MUST SATISFY THE FOLLOWING TERMS:

- All equipment quoted must be installed in a professional, workman like manner to meet state and federal regulations.
- All equipment must carry a 12 month parts and labor warranty from date of completion of installation
- The Automatic Collimator must be interfaced and calibrated with existing vertical bucky. Bidder will not be responsible for any parts or repairs needed to make existing vertical bucky operational
- Ceiling Mounted Tube Suspension must be installed to properly align with the table bucky and existing Vertical Bucky
- Pre-owned Equipment must be completely cleaned inside and out. Equipment must be electrically and mechanically refurbished to 100% functionality with smooth mechanical operation. Equipment must be cosmetically cleaned and touched up for good appearance

**NOTE:** The successful bidder will not be responsible for providing or installing any ceiling unistrut supports, electrical or mechanical requirements to prepare the x-ray room for equipment installation

ALL FREIGHT, SHIPPING, DELIVERY AND HANDLING 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 FOR EQUIPMENT \_\_\_\_\_

TOTAL BID FOR EQUIPMENT THAT INCLUDES INSTALLATION \_\_\_\_\_

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  
June 30, 2012**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$3,351,359.23
Operations & Maintenance	\$321,751.82
Operations & Maintenance (Restricted)	\$26,692.90
Bond & Interest	\$323,979.44
Auxiliary	\$36,157.74
Restricted Purposes	(\$141,274.63)
Working Cash	\$182,324.86
Trust & Agency	\$366,918.61
Audit	(\$8,476.95)
Liability, Protection & Settlement	\$191,204.47
<b>TOTAL ALL FUNDS</b>	<b>\$4,650,637.49</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**June 30, 2012**

(Prior to the accrual run and year-end adjusting journal entries)

	<b>ALL FUNDS</b>
	<b>Fiscal Year 2012</b>
<b>ASSETS:</b>	
CASH	4,650,637
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	21,690,000
RECEIVABLES	4,011,581
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	332
INVENTORY	577,237
OTHER ASSETS	469,090
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>31,433,277</b>
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	180,985
ACCOUNTS PAYABLE	85,304
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	3,983,623
OTHER LIABILITIES	611,437
<b>TOTAL LIABILITIES:</b>	<b>4,861,349</b>
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	3,097,988
PR YR BDGTD CHANGE TO FUND BALANCE	132,361
 <b>FUND BALANCES:</b>	
FUND BALANCE	22,779,556
RESERVE FOR ENCUMBRANCES	562,023
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>26,571,928</b>
 <b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>31,433,277</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF June 30, 2012

(Prior to the accrual run and year-end adjusting journal entries)

ALL FUNDS

	FY 2012
	YEAR-TO-DATE
<b>REVENUES:</b>	
LOCAL GOVT SOURCES	6,087,526
STATE GOVT SOURCES	9,388,614
STUDENT TUITION & FEES	14,148,357
SALES & SERVICE FEES	2,961,030
FACILITIES REVENUE	5,085
INVESTMENT REVENUE	172,275
OTHER REVENUES	721,250
<b>TOTAL REVENUES:</b>	<b>33,484,137</b>
 <b>EXPENDITURES:</b>	
INSTRUCTION	12,138,394
ACADEMIC SUPPORT	473,275
STUDENT SERVICES	1,399,837
PUBLIC SERV/CONT ED	75,166
OPER & MAINT PLANT	2,883,823
INSTITUTIONAL SUPPORT	8,763,290
SCH/STUDENT GRNT/WAIVERS	6,545,140
AUXILIARY SERVICES	4,195,184
<b>TOTAL EXPENDITURES:</b>	<b>36,474,109</b>
 <b>TRANSFERS AMONG FUNDS:</b>	
INTERFUND TRANSFERS	0
<b>TOTAL TRANSFERS AMONG FUNDS:</b>	<b>0</b>
 <b>NET INCREASE/DECREASE IN NET ASSETS</b>	 <b>-2,989,972</b>



**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:** July 12, 2012

**RE:** Personnel Report

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

## **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Approval to Hire Faculty Prior to August Board Meeting**
- 400.3. Approval of Proposed Non-College Employment (External Report)**
- 400.4. Annual Review of FMLA taken during 2012 fiscal year (External Report)**

# **PERSONNEL REPORT**

## **400.1. Employment of Personnel**

### **A. Faculty**

1. Emily Ferguson, Nursing Instructor, effective August 9, 2012

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

1. Cindy Foerster, Director of Adult Education, FCC, effective August 13, 2012, contingent upon continued grant funding
2. Gina Hutton, Assistant Director, Educational Talent Search, DO, effective July 23, 2012, contingent upon continued grant funding

### **C. Classified**

1. Samantha Krumreich, TRiO Upward Bound Counselor, DO/LTC, effective August 1, 2012, contingent upon continued grant funding
2. Jana Roark, TRiO Upward Bound Counselor, DO/LTC, effective August 1, 2012, contingent upon continued grant funding
3. Karen Souder, Administrative Assistant, Human Resources, DO, effective August 1, 2012

## **400.2. Approval to Hire Faculty Prior to August Board Meeting**

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

## **400.4. Annual Review of FMLA taken during 2011 fiscal year (External Report)**

**Agenda Item #15**

**Litigation**



**Agenda Item #16**

**Other Items**

**Agenda Item #17**

**Adjournment**

