

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**May 15, 2007**



**Location:**

**Olney Central College  
305 North West Street  
Olney IL 62450**

**Dinner – 6:00 p.m. – Banquet Room  
Meeting – 7:00 p.m. – Banquet Room**

**Illinois Eastern Community Colleges  
Board Agenda**

**May 15, 2007  
7:00 p.m.  
Olney Central College**

1. Call to Order & Roll Call..... Vice Chairman Fischer
2. Disposition of Minutes..... Vice Chairman Fischer
3. Canvass of April 17, 2007 Election Returns  
and Resolution of Approval ..... Vice Chairman Fischer
4. Adjournment of Board – Sine Die ..... Vice Chairman Fischer
5. Organization of New Board ..... CEO Presides
  - A. Appointment of Temporary Secretary
  - B. Oath of Office and Seating of Trustees Elected April 17, 2007
  - C. Roll Call
  - D. Election of Chairman
  - E. Election of Vice-Chairman
  - F. Election of Secretary Pro Tempore
  - G. Election of Secretary
  - H. Appointment of Ethics Officer
  - J. Resolution for Adoption of Rules,  
Regulation and Actions of Prior Boards ..... Chairman Presides
  - K. Resolution for Time and Place of Board Meetings
6. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECCEA Representative
7. Public Comment
8. Reports.
  - A. Trustees
  - B. Presidents
  - C. Cabinet  
Coal Mining Technology/Telecom
9. Policy First Reading (and Possible Approval) ..... Bruce
  - A. Time to Completion
  - B. Tuition Waiver

- 10. Policy Second Reading ..... Bruce
  - A. None
  
- 11. Staff Recommendations for Approval
  - A. Division of Rehabilitation Services Agreement ..... Cantwell
  - B. Kaskaskia Joint Agreement ..... Cantwell
  - C. Phase VIII Carryover Funds, Applications ..... Bruce
  - D. Phase VIII Carryover Funds, Project Resolutions ..... Bruce
  - E. International Transportation Fee ..... Bruce
  - F. Amendment to Lawrence DOC FY 2007 Budget ..... Bruce
  - G. Amendment to Robinson DOC FY07 Budget ..... Bruce
  - H. Lawrence DOC Budget FY 2008 Budget ..... Bruce
  - I. Robinson DOC Budget FY 2008 Budget ..... Bruce
  - J. Medical Assistant Testing Fee ..... Bruce
  - K. Cooperative Agreement with Illinois Laborers & Contractors ..... Bruce
  - L. Affiliation Agreement with Ambucare Clinic, Terre, Haute, IN Medical Asst ..... Bruce
  - M. Affiliation Agreement with Clark County Family Medicine Medical Asst ..... Bruce
  - N. Affiliation Agreement with Podiatry Medical Surgical Center Medical Asst ..... Bruce
  - O. Affiliation Agreement with RWR Medical Arts, SC Robinson, IL Medical Asst ..... Bruce
  - P. Affiliation Agreement with AP & S Clinic, Terre Haute, IN Medical Asst ..... Bruce
  - Q. Affiliation Agreement with Ridgeview Care Center, Oblong, IL Medical Asst ..... Bruce
  - R. Affiliation Agreement with Stigler Osteopathic Clinic, Mt. Carmel, IL Medical Asst ... Bruce
  - S. Affiliation Agreement with Crawford Memorial Hospital Robinson, IL Pharmacy Tech Bruce
  - T. Affiliation Agreement with Walgreens Pharmacy –Vincennes IN Pharmacy Tech ..... Bruce
  - U. Affiliation Agreement with Fayette County Hospital, Vandalia, IL Pharmacy Tech ..... Bruce
  - V. Affiliation Agreement with Newton CVS Pharmacy Tech ..... Bruce
  - W. Affiliation Agreement with Cotillion Ridge Robinson, IL CNA ..... Bruce
  
- 12. Bid Committee Report ..... Bruce
  
- 13. District Finance
  - A. Financial Report ..... Browning
  - B. Approval of Financial Obligations ..... Browning
  
- 14. Chief Executive Officer’s Report ..... Bruce
  
- 15. Executive Session ..... Bruce
  
- 16. Approval of Executive Session Minutes
  - A. Written Executive Session Minutes ..... Bruce
  - B. Audio Executive Session Minutes ..... Bruce
  
- 17. Approval of Personnel Report ..... Bruce
  
- 18. Collective Bargaining ..... Bruce

- 19. Litigation.....Bruce
- 20. Acquisition and Disposition of Property.....Bruce
- 21. Other Items
- 22. 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 Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, April 17, 2007.

**AGENDA #1 – “Call to Order & Roll Call”** –James W. Lane, Jr., Chairman, who chaired the meeting, 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:

Brenda K. Culver, George Andrew Fischer, Walter L. Koertge, James W. Lane, Jr., Larry Rost, Marilyn J. Wolfe. Also present was Randi Scott, student trustee. Trustees absent: Kevin C. Williams. 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.

Jack Davis, President of Olney Central College.

Michael Dreith, President of Frontier Community College.

Matt Fowler, Dean of Instruction of Wabash Valley College.

Beverly Turkal, Interim President of Lincoln Trail College.

Roger Browning, Chief Finance Officer & Treasurer.

Tara Buerster, Director of Human Resources.

Christine Cantwell, Associate Dean of Academic & Student Support Services.

Alex Cline, Director of Information & Communications Technology.

Kathleen Pampe, Associate Dean, Career Education & Economic Development.

George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

BITS – Business Industry Training Services

DO – District Office

DOC – Department of Corrections

DRS – Division of Rehabilitation Services

FCC – Frontier Community College

HLC – Higher Learning Commission

ICCB – Illinois Community College Board

ICCTA – Illinois Community College Trustees Association

IECC – Illinois Eastern Community Colleges

IECCEA – Illinois Eastern Community Colleges Education Association  
LCC – Lawrence Correctional Center  
LTC – Lincoln Trail College  
LWIB – Local Workforce Investment Board  
OCC – Olney Central College  
PHS – Protection, Health & Safety  
RCC – Robinson Correctional Center  
SURS – State Universities Retirement System  
WED – Workforce Education  
WVC – Wabash Valley College

**Agenda Item Added:** The CEO asked that leave be given to add an item to the agenda of this meeting. Without objection, the Chair directed that Item #9-Y, “NUR 1206 and NUR 2205 Fees,” be added to the agenda.

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes of the regular meeting, Tuesday, March 20, 2007, were presented for disposition.

**Board Action:** Trustee Walter Koertge made a motion to approve minutes of the foregoing meeting as prepared. Trustee Larry Rost 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 – “Seating of Student Trustee Randi Scott”** – The oath of office was administered to Randi Scott, a student at Lincoln Trail College, and she was seated as student member of the Board of Trustees for the coming year, succeeding Jessica Lowe.

**AGENDA #4 – “Recognition of Visitors & Guests”** –

**#4-A. Visitors & Guests:** Visitors and guests present were recognized. A motorcycle, built by several departments at Wabash Valley College, was brought to the meeting and several cyclists rode the cycle in the LTC parking lot before the meeting. It will be used as a marketing tool at WVC. Power point presentations were given on a Career and Technical Education Workshop Day at LTC for alternative education students, and on the new nursing courses to be offered online.

**#4-B. IECCEA Representative:** None.

**AGENDA #5 – “Public Comment”** – None.

**AGENDA #6 – “Reports”** –

**#6-A. Report from Trustees:** Chairman James Lane reviewed some of the accomplishments achieved by the IECC District during his ten years of service as a member and chairman of the Board of Trustees.

**#6-B. Report from Presidents:** Reports from the colleges were noted.

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

**AGENDA #7 – “Policy First Readings (and Possible Approval)” –**

**#7-A. Technical Degree/Certificate Educational Guarantee Policy (500.19):** Since 1994, the Illinois Eastern Community College District has guaranteed students in occupational programs that the education received at IECC’s colleges is appropriate for the career that they have chosen. Should the student be unable to demonstrate the basic skills expected by an employer, the student will be offered up to an additional 15 hours of IECC training, without cost, subject to several conditions set forth in the policy. In the event that the student must pass a licensing exam, the student currently must attempt to pass the licensure exam at least three times within two years of graduation. Because of the rapidly changing requirements of occupations requiring licensure, the District proposes to change the guarantee to require that a student attempt to pass a licensure exam at least two times within fourteen months of graduation.

**Recommendation:** An amended copy of the foregoing revised policy was presented and without objection the Chair directed that the amended copy be accepted and made a part of the records of this meeting. The CEO recommended that second reading be waived and the foregoing revised policy be adopted.

**Board Action:** Trustee Brenda Culver made a motion to waive second reading and adopt the revised Technical Degree/Certificate Educational Guarantee Policy 500.19 as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #8 – “Policy Second Readings” –** None.

**AGENDA #9 – “Staff Recommendations for Approval” –** The following staff recommendations were presented for approval.

**#9-A. Wal-Mart Commercial Invoice Account Agreement:** Certain students enrolled at an IECC college qualify for benefits including eye exams, frames, and lenses. Under the terms of the grants received, it is expected that an invoice will be presented to a governmental agency for payment and reimbursement. Wal-Mart Vision Centers require a commercial invoice account to be established before they will invoice vision services or eyeglasses. Wal-Mart has an authorization form that has to be approved by the Board of Trustees for Wal-Mart to issue such an invoice. The CEO recommended approval of the Wal-Mart Commercial Invoice Account Agreement.

**Board Action:** Trustee Andrew Fischer made a motion to approve the Wal-Mart Commercial Invoice Account Agreement as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-B. Department of Corrections Amendment – Robinson:** The Department of Corrections wishes to start a new program dealing with job preparedness for inmates scheduled to leave the correctional facility within a short time. The Department has found that a program of inmate counseling and instruction in job interview techniques has dramatically reduced the rate of recidivism. The Department plans to hire two job preparedness program instructors for the Robinson Correctional Facility and has submitted an amendment that increases IECC's current contract with the Department with sufficient funds to cover the employment of these two employees for two months. The CEO recommended approval of this budget amendment.

**Board Action:** Trustee Andrew Fischer made a motion to approve the amendment to the DOC Contract at the Robinson Correctional Facility as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-C. Department of Corrections Amendment – Lawrence:** The Department of Corrections wishes to start a new program dealing with job preparedness for inmates scheduled to leave the correctional facility within a short time. The Department has found that a program of inmate counseling and instruction in job interview techniques has dramatically reduced the rate of recidivism. The Department plans to hire one job preparedness program instructor for the Lawrence Correctional Facility and has submitted an amendment that increases IECC's current contract with the Department with sufficient funds to cover the employment of this employee for two months. The CEO recommended approval of this budget amendment.

**Board Action:** Trustee Andrew Fischer made a motion to approve the amendment to the DOC Contract at the Lawrence Correctional Facility as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-D. HLC Request for Institutional Changes:** Chris Cantwell and Jervaise McGlone have been preparing information that would allow the District to seek and receive approval from the Higher Learning Commission to offer online degrees and programs. By this application, Illinois Eastern Community Colleges (IECC) is requesting approval from the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools to offer, through distance delivery, selected degree and certificate programs in areas relevant to the IECC mission. In 2001-02, IECC served 341 students in online courses; by 2006-07 the enrollment has grown to 3,423 and the trend upward is continuing. IECC's ability to offer online courses that will lead to

a degree or certificate will allow the District to better serve its area. IECC has requested approval to offer the following degree and certificate programs in a complete online format:

- Associate in Science and Arts Degree
- Associate in General Studies Degree
- Associate in Applied Science in Accounting
- Certificate in Computer Applications
- Certificate in medical Transcription
- Certificate in Sales

The CEO recommended approval of the HLC Request for Institutional Change.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve the HLC Request for Institutional Change as recommended. Trustee Andrew Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-E. Monterey Coal Agreement:** Each year the Board of Trustees is asked to renew the District's agreement with the Monterey Coal Company, Carlinville, Illinois, for the "faculty-in-residence" program. Monterey Coal has agreed to continue its contract with IECC for training. The contract submitted is unchanged from last year's agreement and continues the excellent working relationship with the company for an additional year. The CEO recommended approval of this contract with Monterey Coal Company as presented.

**Board Action:** Trustee Andrew Fischer made a motion to approve the Monterey Coal Agreement as recommended. Student Trustee Randi Scott seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-F. Real Estate Tax Evaluation Agreement:** The various governmental bodies that levy taxes in Crawford County have historically entered into an inter-governmental cooperation funding agreement dealing with the assessment of property in Crawford County owned by the Marathon Petroleum Company, commonly known as the Robinson Refinery. These taxing bodies include Crawford County, Crawford Memorial Hospital, Robinson Community Unit School District #2, Robinson Fire Protection District, Robinson Public Library District, Robinson Township, the Robinson Township Road District, and Illinois Eastern Community College District #529. By this agreement, the taxing bodies agree to retain the Whitt Law Firm to provide legal services regarding the assessment of taxes for the Robinson Refinery and to pay the cost of such representation in an amount equal to each taxing body's respective percentage of taxes collected. Currently, IECC receives 6.6% of the taxes collected and therefore would be responsible for 6.6% of the legal fees incurred. The total liability for the District will be approximately \$5,000.00. This would compare favorably with past legal expenses in this matter.

The CEO recommended approval of participation in the inter-governmental real estate tax evaluation agreement.

**Board Action:** Trustee Andrew Fischer made a motion to approve IECC participation in the Real Estate Tax Evaluation Agreement as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-G. Bid Schedule:** The Chief Finance Officer presented the recommended Bid Schedule for FY2008, listing the dates requisitions/specifications are due in the CFO's office, date bids are due from vendors, date recommendations are due in the CFO's office, Board meeting dates, and dates purchase orders are to be mailed. The CEO recommended approval.

**Board Action:** Trustee Larry Rost made a motion to approve the FY2008 Bid Schedule as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-H. Activity Fee Allocations:** The Chief Finance Officer presented the following allocations of student activity fees for FY2008. The allocation notes what percentage of each dollar will be turned over to an appropriate self-balancing account in the auxiliary fund. The CEO recommended approval.

	<u>LTC</u>	<u>OCC</u>	<u>WVC</u>
Alumni Association	0%	0%	0%
Athletics	30%	30%	30%
Cheerleaders	3%	0%	0%
College Union	7%	0%	14%
Student Testing	3%	4%	0%
Intramurals	0%	0%	0%
Parking Maintenance	0%	9%	0%
Publications	10%	0%	10%
Soc. Cul. Act. Team	0%	8%	0%
Special Events	3%	0%	3%
Student Senate	15%	10%	17%
Special Projects	7%	0%	16%
Natatorium	0%	0%	0%
Student Handbook	0%	3%	0%
Model United Nations	0%	0%	0%
Child Care	0%	19%	0%
Food Services	12%	17%	10%
Sports Facility	10%	0%	0%

**Board Action:** Student Trustee Randi Scott made a motion to approve the FY2008 Activity Fee allocations as recommended. Trustee Andrew Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-I. Capital Project Application – Greenhouse for LTC Horticulture Program:**

The CEO recommended approval from the Board of Trustees to submit an application for the construction of a greenhouse at Lincoln Trail College for support of the current Horticulture Program. The construction of this new facility is essential to support the educational delivery of the new horticulture program recently approved by the Illinois Community College Board (ICCB) for Lincoln Trail College. The certificates and the degree programs are designed to prepare individuals for employment and will provide continuing education training and will facilitate small business ownership. Construction cost of the greenhouse is estimated to be \$156,700. The Lincoln Trail College Foundation has agreed to provide \$ 36,000 in support of this project. The remainder of the project would be funded through the District's previously approved Career and Technical Education Enhancement Plan. Following Board of Trustees approval, this Project Application will be submitted to the ICCB for its consideration and approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the Capital Project Application for construction of a greenhouse for the LTC Horticulture Program. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-J. Capital Project Resolution:** The CEO recommended approval of the following resolution to be attached to the Capital Project Application for the new greenhouse at Lincoln Trail College.

**Resolution on Capital Project Application  
Greenhouse -- Lincoln Trail College  
Illinois Eastern Community College District #529**

BE IT RESOLVED, by the Board of Trustees of Illinois Eastern Community Colleges, District No. 529, State of Illinois, that the Board hereby approves a Capital Project Application for the construction of a new greenhouse at Lincoln Trail College, Robinson, IL.

BE IT FURTHER RESOLVED that said Capital Project Application, along with Programmatic Justification and other supporting documentation, be submitted to the Illinois Community College Board.

**Board Action:** Trustee Marilyn Wolfe made a motion to adopt the foregoing Resolution relative to the Capital Project Application for Construction of a new greenhouse at Lincoln Trail College as recommended. Student Trustee Randi Scott seconded the motion and on a recorded

roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-K. Bio-Medical Applications of Indiana Agreement – Terre Haute South Facility:** IECC wishes to enter into a new affiliation agreement with Bio-Medical Applications of Indiana, South Facility, located in Terre Haute, Indiana. This new affiliation agreement for the Associate Degree Nursing Program is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Walter Koertge made a motion to approve the affiliation agreement with Bio-Medical Applications of Indiana, Terre Haute South Facility, for the Associate Degree Nursing Program as recommended. Trustee Andrew Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-L. Bio-Medical Applications of Indiana Agreement – Terre Haute North Facility:** IECC wishes to enter into a new affiliation agreement with Bio-Medical Applications of Indiana, North Facility, located in Terre Haute, Indiana. This new affiliation agreement for the Associate Degree Nursing Program is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Walter Koertge made a motion to approve the affiliation agreement with Bio-Medical Applications of Indiana, Terre Haute North Facility, for the Associate Degree Nursing Program as recommended. Trustee Andrew Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-M. Bio-Medical Applications of Indiana Agreement – Wabash Valley Facility:** IECC wishes to enter into a new affiliation agreement with Bio-Medical Applications of Indiana, Wabash Valley Facility, located in Terre Haute, Indiana. This new affiliation agreement for the Associate Degree Nursing Program is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Walter Koertge made a motion to approve the affiliation agreement with Bio-Medical Applications of Indiana, Wabash Valley Facility, Terre Haute, Indiana, for the Associate Degree Nursing Program as recommended. Trustee Andrew Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-N. Christopher Rural Health's Clay Medical Center Phlebotomy Affiliation**

**Agreement:** IECC wishes to enter into a new affiliation agreement with Christopher Rural Health's Clay Medical Center, located in Flora, Illinois. This new affiliation agreement for the Phlebotomy Program is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Walter Koertge made a motion to approve the affiliation agreement with Christopher Rural Health's Clay Medical Center, Flora, Illinois, for the Phlebotomy Program as recommended. Trustee Andrew Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-O. Deaconess Hospital Preceptor Agreement:** IECC wishes to enter into a preceptor agreement with Deaconess Hospital, located in Evansville, Indiana. This new preceptor agreement for the Associate Degree Nursing Program is the standard agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Walter Koertge made a motion to approve the preceptor affiliation agreement with Deaconess Hospital, for the Associate Degree Nursing Program as recommended. Trustee Andrew Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-P. Crawford Memorial Hospital CNA Affiliation Agreement:** IECC wishes to enter into a new affiliation agreement with Crawford Memorial Hospital, located in Robinson, Illinois. This new affiliation agreement for the Certified Nurse Assistant Program is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Walter Koertge made a motion to approve the affiliation agreement with Crawford Memorial Hospital, for the Certified Nurse Assistant Program as recommended. Trustee Andrew Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-Q. Springhill Medical Clinic Medical Assistant Affiliation Agreement:** IECC wishes to enter into a new affiliation agreement with Springhill Medical Clinic, located in Terre Haute, Indiana. This new affiliation agreement for the Medical Assistant Program is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Walter Koertge made a motion to approve the affiliation agreement with Springhill Medical Clinic, for the Medical Assistant Program as recommended. Trustee Andrew Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-R. Jasper County Health Department Medical Assistant Affiliation Agreement:** IECC wishes to enter into a new affiliation agreement with Jasper County Health Department, located in Newton, Illinois. This new affiliation agreement for the Medical Assistant Program is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Walter Koertge made a motion to approve the affiliation agreement with Jasper County Health Department, for the Medical Assistant Program as recommended. Trustee Andrew Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-S. Sikorski Chiropractic Medical Assistant Affiliation Agreement:** IECC wishes to enter into a new affiliation agreement with Sikorski Chiropractic, located in Robinson, Illinois. This new affiliation agreement for the Medical Assistant Program is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Walter Koertge made a motion to approve the affiliation agreement with Sikorski Chiropractic, for the Medical Assistant Program as recommended. Trustee Andrew Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-T. Sarah Bush Lincoln Health System Medical Assistant Affiliation Agreement:** IECC wishes to enter into a new affiliation agreement with Sarah Bush Lincoln Health System, located in Mattoon, Illinois. This new affiliation agreement for the Medical Assistant Program is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Walter Koertge made a motion to approve the affiliation agreement with Sarah Bush Lincoln Health System, for the Medical Assistant Program as recommended. Trustee Andrew Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-U. Brush Creek Medical Center Medical Assistant Affiliation Agreement:** IECC wishes to enter into a new affiliation agreement with Brush Creek Medical Center, located in Newton, Illinois. This new affiliation agreement for the Medical Assistant Program is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Walter Koertge made a motion to approve the affiliation agreement with Brush Creek Medical Center, for the Medical Assistant Program as recommended. Trustee Andrew Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-V. CVS Pharmacy Technician Affiliation Agreement, Charleston:** IECC wishes to enter into a new affiliation agreement with CVS Pharmacy, located in Charleston, Illinois. This new affiliation agreement for the Pharmacy Technician Program is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Walter Koertge made a motion to approve the affiliation agreement with CVS Pharmacy, Charleston, for the Pharmacy Technician Program as recommended. Trustee Andrew Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-W. CVS Pharmacy Technician Affiliation Agreement, Lawrenceville:** IECC wishes to enter into a new affiliation agreement with CVS Pharmacy, located in Lawrenceville, Illinois. This new affiliation agreement for the Pharmacy Technician Program is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Walter Koertge made a motion to approve the affiliation agreement with CVS Pharmacy, Lawrenceville, for the Pharmacy Technician Program as recommended. Trustee Andrew Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-X. CVS Pharmacy Technician Affiliation Agreement, Vincennes:** IECC wishes to enter into a new affiliation agreement with CVS Pharmacy, located in Vincennes, Indiana. This new affiliation agreement for the Pharmacy Technician Program is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Walter Koertge made a motion to approve the affiliation agreement with CVS Pharmacy, Vincennes, for the Pharmacy Technician Program as recommended. Trustee Andrew Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost,

Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-Y. NUR 1206 and NUR 2205 Fees:** The CEO recommended approval of a fee of \$75 per course for NUR 1206 and NUR 2205.

**Board Action:** Trustee Brenda Culver made a motion to approve a fee of \$75 per course for NUR 1206 and NUR 2205 as recommended. Trustee Andrew Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #10 – “Bid Committee Report”** – None.

**AGENDA #11 – “District Finance”** – The following District financial matters were presented:

**#11-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$4,865,790.72, as of March 31, 2007.

**#11-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for April 2007, totaling \$619,063.39, 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 April 2007, in the amounts listed, and payments from the revolving fund for March 2007. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #12 – “Chief Executive Officer's Report”** – Mr. Bruce presented informational reports relative to the following topics:

1. Oil and Gas Lease Proposal. (Proposal for Emma Vance Woods will probably be denied.)
2. IBHE Illinois Cooperative Work Study Grant Award Received – \$23,200.
3. Emergency Incident Response. (There is a Manual of Procedure on each campus.)
4. Community College Lobby Day – April 24 & 25, 2007 in Springfield.
5. IECC Graduation Data – 1,393 Total for District.
6. Enrollment Report – District up 1%.

**AGENDA #13 – “Executive Session”** – The Board of Trustees did not hold an executive session at this meeting.

**AGENDA #14 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the Tuesday, March 20, 2007 meeting.

**AGENDA #15 – “Approval of Personnel Report”** – The CEO presented the following amended Personnel Report and recommended approval.

**400.1. Intent to Hire Presidents**

A. Lincoln Trail College – Beverly Turkal: A two year contract was extended to Beverly Turkal as President of Lincoln Trail College, Robinson.

B. Wabash Valley College – Matt Fowler: A two year contract was extended to Matt Fowler as President of Wabash Valley College, Mt. Carmel.

**400.2. Change in Status**

A. Professional/Non-Faculty

1. Karen Bryant, Administrative Assistant, FCC, to Coordinator of Public Information and Marketing, FCC, effective June 1, 2007.

**400.3. Leave of Absence approved by CEO since March 20, 2007**

A. None.

**400.4. Retirement**

A. Classified

1. Lyndal Hefley, Literacy Development Center Technician (GR), FCC, effective June 1, 2007.

**Personnel Report Addendum**

**400.5. Employment of Personnel**

A. Faculty

1. Timothy Andrews, Job Preparedness Instructor, LTC/RCC, start date pending DOC funding and approval.

2. Jackie Shaffer, Job Preparedness Instructor, LTC/RCC, start date pending DOC funding and approval.

3. Brent Urfer, Job Preparedness Instructor, LTC/LCC, start date pending DOC funding and approval.

## 400.6. Retirement

### A. Administrative

1. Donna Henry, Associate Dean, Nursing and Allied Health, OCC, retirement effective July 1, 2007.

2. Deborah Kull, Director of Financial Aid, LTC, retirement effective August 1, 2007.

**#15-A. Board Action to Amend Personnel Report:** Trustee Brenda Culver made a motion to amend the Personnel Report, to add an addendum containing Sections 400.5 and 400.6 as recommended. Trustee Andrew Fischer 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.

**#15-B. Board Action to Approve Amended Personnel Report:** Trustee Andrew Fischer made a motion to approve the foregoing amended Personnel Report as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #16 – “Collective Bargaining”** – None.

**AGENDA #17 – “Litigation”** – None.

**AGENDA #18 – “Acquisition & Disposition of Property”** – None.

**AGENDA #19 – “Other Items”** –

**#19-A. Plaque Presented to James Lane:** The CEO presented a plaque to James W. Lane, Jr. expressing appreciation for his ten years of service as a member of the Board of Trustees. He was elected in 1997 to fill an unexpired four year term and has served continuously since, being elected to a full six year term in April 2001. Lane was elected Chairman of the Board of Trustees in November of 1999 when Dr. Kent L. Wattleworth retired from the Board.

**AGENDA #20 – “Adjournment”** – Trustee Marilyn Wolfe made a motion to adjourn. Trustee Andrew Fischer 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 carried, and the meeting adjourned at 8:30 p.m.

Approved:      Chairman: \_\_\_\_\_

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

Minutes of a special 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 Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Conference Room at the District Office building, 233 East Chestnut Street, Olney, Illinois, on Wednesday, April 11, 2007.

**Notice of Special Meeting:** This special meeting was called by James W. Lane, Jr., Chairman of the Board of Trustees. Notice of the meeting was given at least 48 hours before the meeting, in writing, by mail service to each member of the Board and to news media having requested such notice. A copy of the notice was also posted at the main office of this community college district. The notice did specify the date, time and place of the meeting, and the purpose thereof.

**Purpose:** Purpose of this special meeting was to discuss personnel matters, to interview and discuss candidates for President vacancies at Lincoln Trail College and Wabash Valley College.

**1. Call to Order and Roll Call:** James W. Lane, Jr., Chairman, who chaired the meeting, called the meeting to order at 6:00 p.m. and directed the Secretary, Harry Hillis, Jr. to call the roll. The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present:

Brenda K. Culver, George Andrew Fischer, Walter L. Koertge, James W. Lane, Jr., Larry Rost, Marilyn J. Wolfe. Trustees absent at roll call: Kevin C. Williams. The student trustee-elect has not yet been seated. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

Also present at this meeting, in addition to trustees: Terry L. Bruce, Chief Executive Officer/Chief Operating Officer; Tara Buerster, Director of Human Resources; Harry Hillis, Jr., Board Secretary.

**2. Recognition of Visitors & Guests:** None.

**3. Public Comment:** None.

**4. Executive Session:** The CEO recommended that a closed meeting be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity].

**Board Action:** Trustee Andrew Fischer made a motion to hold a closed meeting to consider the matters outlined by the CEO. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Culver, Fischer, Koertge, Lane, Rost, Wolfe. Trustees voting nay: None. Trustees absent: Williams. The

motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 6:05 p.m.

**5. Closed Meeting Ended:** Trustee Andrew Fischer made a motion to reconvene in open session. Trustee Larry Rost 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 is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 8:50 p.m.

(Note: Separate minutes have been prepared for the foregoing closed meeting.)

**6. Adjournment:** Trustee Walter Koertge made a motion to adjourn. Trustee Larry Rost 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 adjourned at 8:52 p.m.

Approved:      Chairman: \_\_\_\_\_

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

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Canvass of April 17, 2007 Election Returns  
And Resolution of Approval**

## RESOLUTION

The Board of Trustees of Illinois Eastern Community Colleges District #529 hereby states that:

WHEREAS on April 17, 2007, an election was held for the purpose of electing members to the Board of Trustees in the counties or portions of counties within Illinois Eastern Community College District #529, namely the counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne, and White, and;

WHEREAS Alice Mullinax, Richland County Clerk and Recorder, and Election Authority for Richland County, has certified the election results and provided a tabulation of the votes cast in the various counties and precincts within Illinois Eastern Community College District #529 at the election held on April 17, and;

WHEREAS Alice Mullinax, has certified the official ballot for the office of trustee and candidates for that office and;

WHEREAS Alice Mullinax, in her tabulation of votes cast included all valid and counted election day ballots, absentee ballots, early voting ballots, grace period ballots, and provisional ballots, and;

WHEREAS Alice Mullinax has certified that the following votes were tabulated:

William C. Hudson "Jr."	7,216	
John A. Spitz	5,983	
John D. Brooks	8,073	and;

WHEREAS Alice Mullinax has certified that William C. Hudson "Jr." and John D. Brooks were elected as trustees to serve a full term and;

THEREFORE the Board of Trustees of Community College District #529 hereby accepts the results of the April 17, 2007 election as provided by Alice Mullinax, Richland County Clerk and Recorder, and Election Authority and further declares that William C. Hudson "Jr." and John D. Brooks were duly elected to serve full terms as trustees.

ADOPTED THIS 15th Day of May, 2007.

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

ATTEST: \_\_\_\_\_  
Harry Hillis, Secretary  
Board of Trustees  
Illinois Eastern Community Colleges

**Agenda Item #4**

**Adjournment of Board – Sine Die**

**Agenda Item #5**

**Organization of New Board**

- A. Appointment of Temporary Secretary**
- B. Oath of Office and Seating of Trustees Elected April 17, 2007**
- C. Roll Call**
- D. Election of Chairman**
- E. Election of Vice-Chairman**
- F. Election of Secretary Pro Tempore**
- G. Election of Secretary**
- H. Appointment of Ethics Officer**
- I. Resolution of Adoption of Rules,  
Regulations and Actions of Prior Boards**
- J. Resolution for Time and Place of Board Meetings**

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges, District No. 529, State of Illinois, that all rules, regulations, policies, and actions of prior Boards of Trustees of this community college district are hereby adopted in full, including any changes and revisions.

Procedures: The Board agrees to follow past practices and procedures. The Secretary shall rotate the order of calling upon Board members to cast votes on each roll call vote. Explanation of votes is not allowed during the taking of a roll call vote. *Roberts Rules of Order* will be followed for general procedural guidelines, but will not be adopted. When voice votes are taken, any trustee may ask for a roll call vote on that issue.

ADOPTED THIS 15th Day of May, 2007.

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

ATTEST: \_\_\_\_\_  
Harry Hillis, Secretary  
Board of Trustees  
Illinois Eastern Community Colleges

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2007:

Tuesday, June 19, 2007, 7 p.m., Wabash Valley College  
Tuesday, July 17, 2007, 7 p.m., Frontier Community College  
Tuesday, August 21, 2007, 7 p.m., Lincoln Trail College  
Tuesday, September 18, 2007, 7 p.m., Olney Central College  
Tuesday, October 16, 2007, 7 p.m., Wabash Valley College  
Tuesday, November 20, 2007, 7 p.m. Frontier Community College  
Tuesday, December 11, 2007, 7 p.m. Lincoln Trail College\*

\*Board meetings in December will be held on the second Tuesday of the month due to Winter Break.

ADOPTED THIS 15th Day of May, 2007.

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

ATTEST: \_\_\_\_\_  
Harry Hillis, Secretary  
Board of Trustees  
Illinois Eastern Community Colleges

**Agenda Item #6**

**Recognition of Visitors and Guests**

**A. Visitors and Guests**

**B. IECEA Representatives**

**Agenda Item #7**

**Public Comment**

**Agenda Item #8**

**Reports**

**A. Trustees**

**B. Presidents**

**C. Cabinet**

**Coal Mining Technology/Telecom**

**Agenda Item #9**

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

- A. Time to Completion**
- B. Tuition Waiver**

**Agenda Item #9A**

**Time to Completion**

**Agenda Item #9A**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: Time to Completion for Career and Technical Education

The District needs to clarify its policy concerning career and technical education (CTE) programs that have been withdrawn.

The policy proposed would allow students two years to complete a withdrawn degree program and one year to complete a withdrawn certificate program. The policy further clarifies that students that have been absent for more than two years may not enroll in a program that has been withdrawn and will be required to select a new program of study.

TLB/rs

Attachment

INSTRUCTION 800.4

**Time to Completion for Career and Technical Education Curricula (800.5)**

Date Adopted:

**Time to completion for withdrawn CTE programs** For CTE programs that have been withdrawn by the district, students will be given a specified length of time to complete their program of study or may be transferred to another similar program.

- a. For a withdrawn associate in applied science degree program, students will be given two years from the date the program was withdrawn to complete the degree requirements.
- b. For a withdrawn certificate program of 30 hours or more, students will be given one year from the date the program was withdrawn to complete the certificate requirements.
- c. Students failing to meet the deadlines set forth above will not be eligible to graduate from a withdrawn degree or certificate program.
- d. Students who return after an absence of less than two years and wish to enroll in a degree or certificate program that has been withdrawn must complete the degree or certificate within the timelines listed above.
- e. Students who return after an absence of more than two years and who had been enrolled in a certificate or degree program that has been withdrawn will be required to select a new program of study.

For the purpose of defining “degree” or “certificate” program/curriculum as it applies to this policy, the following definition will apply:

Definition of Degree or Certificate Program: A CTE program of study that includes core courses and general education courses that support a degree or certificate curriculum.

**Agenda Item #9B**

**Tuition Waiver**

**Agenda Item #9B**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: Tuition Waiver Policy

It has been Board policy for more than 30 years to allow dependents of full-time employees a full tuition waiver to attend an IECC college. Because of the changing composition of families, it has become necessary to recognize the various living arrangements that may occur involving dependent children.

This new policy will allow a waiver for a full-time employee whose dependent child is living in-district with a custodial parent who is not an employee. I believe this new policy recognizes the changes in family life in our district.

I ask the Board's approval of this policy change.

TLB/rs

Attachment

STUDENT PERSONNEL - 500

**Tuition Waiver (500.14)**

Date Adopted: November 17, 1998

Revised: July 19, 2005

Revised: May 15, 2007 (pending Board approval)

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

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

**Agenda Item #10**

**Policy Second Reading**

**None**

**Agenda Item #11**

**Staff Recommendations for Approval**

**Agenda Item #11A**

**Division of Rehabilitation Services Agreement**

**Agenda Item #11A**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: Agreement with Illinois Division of Rehabilitation Services

The District works closely with the Division of Rehabilitation Services (DRS) and Vocational Rehabilitation (VR) to provide services to individuals with disabilities so that they may successfully prepare for and obtain employment. The proposed agreement clarifies the roles and responsibilities of DRS and VR and IECC in providing a delivery system for services to these individuals.

The primary goal in developing this cooperative agreement is to promote student achievement and employability. To that end, DRS will provide technical assistance which can include assistive technology, consultative, grant availability, program accessibility, and resources for students with disabilities.

DRS agrees to provide financial assistance to the extent of 20% of the cost of interpreters, CART services, note takers and scribes, and ancillary services.

I ask the approval of the Board of this agreement which is reviewed annually.

TLB/rs

Attachment

**Agreement between the Division of Rehabilitation Services located at 1112 South  
West Street, Olney, IL 62450 and Illinois Eastern Community Colleges  
Frontier Community College, Lincoln Trail College, Olney Central College, and  
Wabash Valley College  
April 2007**

Introduction:

The mission of Division of Rehabilitation Services (DRS)-Vocational Rehabilitation program is to assist individuals with disabilities in successfully preparing for, obtaining and retaining employment. Vocational Rehabilitation (VR) provides a variety of services pursuant to this mission. In contrast, the mission of higher education is to make available to all students, regardless of disability, the opportunity to acquire knowledge, skills, and/or expertise commensurate with their level of ability. Institutions of higher education provide accommodations to students with disabilities, as necessary, to assure their equal access to such opportunities. While the missions of VR and of higher education are different, they are not mutually exclusive. This agreement seeks to clarify roles and responsibilities of the parties involved in fostering a seamless delivery system for those services that overlap.

Although the primary purpose is to clarify relationships between DRS and a college/university, it is equally beneficial to extend these collaborations into high schools. The interagency team developing this agreement encourages the development of a similar agreement between DRS and the secondary educational system. Additional benefits of this agreement are improving communications and increasing dialogue among local parties, including secondary schools that will ultimately improve service to students (as described in state law 20 ILCS 2405).

DRS' responsibilities for funding disability - related services are defined in Sections 101 and 103 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 721 and 794). The educational entities' responsibilities for funding accommodations for students with disabilities are defined under Section 504 of the Rehabilitation Act (20 U.S.C. 794) and the Americans with Disabilities Act (42 U.S.C. 12182(a)).

Every partner within the higher education system will have an agreement with the local DRS office. This agreement will be periodically reviewed (at least annually) and is subject to modification at the initiation of either party.

Intent:

To ensure that students with disabilities receive services needed to complete their course of study and to obtain viable employment for independent living.

To make the most effective use of available resources of the Division of Rehabilitation Services, the community colleges, and four-year colleges and universities to promote learning, academic achievement and employability of students with disabilities.

To foster collaboration and information sharing among various governmental entities, educational institutions, local service organizations, and students with disabilities and their families.

**Guiding Principles:**

The primary goal in developing a cooperative agreement is to promote student achievement and employability.

DRS and educational institutions will collaborate to identify ways to use resources in the most efficient manner.

In order to increase understanding, support efficient resource allocation and foster students' success and goal attainment, DRS and educational institutions will encourage the use of professional meetings, training sessions, customer consultations and resource planning between DRS and the educational institution staff.

DRS will provide technical assistance to all entities that may assist DRS customers.

**Technical assistance from DRS may include:**

- **ADA Surveys/issues**
- **Assistive technology consultation**
- **Consultation regarding specific disability**
- **Disability Awareness Information**
- **DRS grant availability**
- **Information on specific accommodation**
- **Linkages to other DRS services**
- **Program accessibility**
- **Rehabilitation Technology evaluation**
- **Requirements for DRS sponsorship**
- **Resources for students with disabilities**
- **VR Administrative Rules applying to postsecondary training**

**General Directives:**

In keeping with their differing missions, the Division of Rehabilitation Services and education institutions may maintain different requirements regarding eligibility, documentation of disability and assignment of services or accommodations. In addition, nothing within this agreement shall obligate DRS or educational institutions to abandon or alter their policies regarding such matters as are used in guiding the provision of services/ support.

DRS is responsible for provision of vocational rehabilitation services to eligible individuals who attend higher education as part of an Individual Plan for Employment.

DRS and the local educational institution will determine mutual in-service training needs of staff and implement joint staff development/training.

**Identified in-service training needs include:**

- **Changes regarding financial aid**
- **DRS customer responsibilities**
- **In-service training for staff as needed**
- **Mutual cross-training on programs/services offered by both DRS and the college/university**
- **Meetings to review DRS procedures and other items of interest**
- **Placement planning**
- **Process for collaboration**
- **Reasonable accommodation training**
- **SSA work incentive benefits for postsecondary students**

Entities will share information regarding programming, policies and procedures of the DRS and higher education institution within the parameters of rules relative to customer confidentiality.

DRS and educational institutions will obtain the signatures necessary for release of information from DRS customers to facilitate communication regarding services, when applicable.

The parties will emphasize the maximum utilization of comparable benefits defined as services that are provided or paid for, in whole or in part, by other Federal, State, or local public resources, which are available to the student.

The educational institution is responsible for assuring that students with disabilities have access to all programs, for goods and services through the use of nondiscriminatory policies and procedures, and for assuring students are provided reasonable accommodations, auxiliary aids and services as indicated necessary by the appropriate documentation of the student's disability.

The educational institution is responsible for the costs of making its programs and services accessible to DRS customers. This applies to programs and services that are provided to all students attending the particular college/universities. This would include items that are kept by the program and used by multiple students.

DRS is responsible for costs of services that are used in an individual's residence. DRS pays for DRS-approved auxiliary services that are retained by the customer upon program completion.

### **DRS Financial Responsibility**

- **20% of DRS rates for registered interpreters (including mileage)**
- **20% of the DRS rates for CART services**
- **20% of DRS fees for note takers & scribes**
- **20% of DRS rates for Ancillary Services (including tutoring)**

### **DRS dispute resolution staff:**

Dorothy Neal, Rehabilitation Services Supervisor  
Jeff Standerfer, Assistant Bureau Chief (Region 5)  
Robert Kilbury, Director (DRS)

### **College/university dispute resolution staff:**

#### **Illinois Eastern Community Colleges**

**Terry Bruce, Chief Executive Officer**

**Chris Cantwell, Associate Dean, Academic & Student Support**

**Rita Adams, Program Director, College Support Services**

**Frontier Community College**

**Dean of College - Vacant**

**Michael Dreith, President**

**Terry Bruce, Chief Executive Officer**

**Lincoln Trail College**

**Penny Quinn, Dean**

**Beverly Turkal, President**

**Terry Bruce, Chief Executive Officer**

**Olney Central College**

**Lisa Benson, Dean**

**Jack Davis, President**

**Terry Bruce, Chief Executive Officer**

**Wabash Valley College**

**Dean of College, Vacant**

**Matt Fowler, President**

**Terry Bruce, Chief Executive Officer**

This agreement is intended as a point of departure to clarify cooperative relations between DRS and institutions of higher education, rather than a final destination. The agreement is a work in a progress with an expectation that continued refinements will lead to an increasingly effective collaborative ventures. The end result will be consistent and effective procedures between DRS and educational institutions, enhanced communication among partners and improved services to students.

**Addendum**

The mission of the Department of Human Services Office of Rehabilitation Services is to assist individuals with disabilities in achieving their goals in the areas of employment, education and independent living. We value our community partners, including institutions of higher education, who work with us to provide the training that is needed to obtain and retain employment.

The intention of this addendum is to provide clarification of the responsibilities of institutions of higher education and DHS-DRS. It is necessary to provide our customers with a seamless delivery system for service(s) that overlap.

DRS will develop an Individual Plan for Employment (IPE) for our customers. DRS will conduct a financial analysis on an annual basis; this will determine the extent of DRS financial participation towards the cost of a customer's training.

The institution of higher education is responsible for making its services and programs accessible to an individual with a disability. This may include, but is not limited to, the provision of sign language interpreters, readers, note takers, scribes, alternate formatting (Braille & text enlargement), Computer Assisted Real Time captioning (CART), and other speech-to-text services.

DRS has an obligation to ensure that customers have the knowledge and tools needed to obtain and retain employment. DRS may purchase various services for a customer with an appropriate IPE. This would include auxiliary services that are used off-campus and those that are kept by the customer after he/she completes training. This may include, but is not limited to, Personal Assistants (PA's), computer software and hardware that is kept by the customer and the use of readers in the customer's residence.

The payment of DRS funds for approved auxiliary services is based on current DRS rules and policies. This includes the use of an established fee and rules regarding the reimbursement of various services. Unless otherwise noted, reimbursement is based on DRS rates.

Sign language interpreters, for instance, would be paid in accordance to DRS policies and rules. DRS has established rates and does not pay portal-to-portal (door-to-door); we pay for the actual time that is worked. We pay for mileage if it is more than 20 miles one way. DRS will only pay for interpreters who are registered with the Illinois Deaf and Hard of Hearing Commission.

**Signature Page  
Illinois Eastern Community Colleges**

\_\_\_\_\_  
Dorothy Neal, Rehabilitation Services Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Illinois Eastern Community Colleges, Chief Executive Officer

\_\_\_\_\_  
Date

**Agenda Item #11B**

**Kaskaskia Joint Agreement**

**Agenda Item #11B**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: Joint Agreement with Kaskaskia College

Below is the Joint Agreement between Illinois Eastern and Kaskaskia College. Additions to this agreement from last year include Network Security, Personal Fitness Trainer, and Veterinary Tech.

***Illinois Eastern Community College District #529, agrees to accept students from KASKASKIA COLLEGE, District #501, in the following programs:***

<i>Coal Mining Technology</i>	<i>AAS/Certificate</i>
<i>Diesel Equipment Technology</i>	<i>AAS</i>
<i>Industrial Manufacturing Technology</i>	<i>AAS</i>
<i>Machine Shop Technology</i>	<i>AAS/Certificate</i>
<i>Radio-TV Broadcasting</i>	<i>AAS</i>
<i>Telecommunications Technology</i>	<i>AAS/Certificate</i>

***Kaskaskia College, District #501, agrees to accept students from ILLINOIS EASTERN COMMUNITY COLLEGE District #529, (Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College), in the following programs:***

<i>Dental Assisting</i>	<i>Certificate</i>
<i>Diagnostic Medical Sonography</i>	<i>Certificate</i>
<i>Nail Technology</i>	<i>Certificate</i>
<i>Network Security</i>	<i>Certificate</i>
<i>Personal Fitness Trainer</i>	<i>Certificate</i>
<i>Physical Therapist Assistant</i>	<i>AAS</i>
<i>Respiratory Therapy</i>	<i>AAS</i>
<i>Veterinary Tech</i>	<i>AAS</i>

I recommend the Board's approval of this agreement.

TLB/rs

Attachment

**JOINT AGREEMENT PROGRAM WITH KASKASKIA COLLEGE  
District #501  
and  
ILLINOIS EASTERN COMMUNITY COLLEGES  
District #529**

**Illinois Eastern Community College District #529**, agrees to accept students from **KASKASKIA COLLEGE, District #501**, in the following programs:

Coal Mining Technology	AAS/Certificate
Diesel Equipment Technology	AAS
Industrial Manufacturing Technology	AAS
Machine Shop Technology	AAS/Certificate
Radio-TV Broadcasting	AAS
Telecommunications Technology	AAS/Certificate

**Kaskaskia College, District #501**, agrees to accept students from **ILLINOIS EASTERN COMMUNITY COLLEGES, District #529**, (Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College), in the following programs:

Dental Assisting	Certificate
Diagnostic Medical Sonography	Certificate
Nail Technology	Certificate
Network Security	Certificate
Personal Fitness Trainer	Certificate
Physical Therapist Assistant	AAS
Respiratory Therapy	AAS
Veterinary Tech	AAS

## COOPERATIVE AGREEMENT

The Joint Agreement between Kaskaskia College and Illinois Eastern Community College is hereby extended for a one-year period beginning July 1, 2007.

### **Kaskaskia College**

\_\_\_\_\_  
Chairman of the Board of Trustees

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### **Illinois Eastern Community Colleges**

\_\_\_\_\_  
Chairman of the Board of Trustees

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Agenda Item #11C**

**Phase VIII Carryover Funds, Applications**

**Agenda Item #11C**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
SUBJECT: Phase VIII Carryover Funds, Project Applications

Under the Protection, Health, and Safety bonding authority afforded the Board of Trustees, the Board issued \$3.5 million worth of PHS bonds in November of 2005. Because of the nature of the bids on the previous projects funded with this bond issue and because the projects were completed efficiently with minimal change orders, we have excess PHS funds available to be carried over and additional projects completed.

At the March 20, 2007 Board Meeting a project application was approved for a new roof at LTC using \$267,900 of carryover funds. At that time we indicated that additional carryover projects would be forthcoming.

Roger Browning, the Presidents, and the college O & M Team Leaders, have determined that ventilation upgrades at OCC, a compressed air system replacement at WVC, and district-wide sidewalk and concrete work at all colleges should have priority for these remaining PHS funds. These projects have been incorporated into the Capital Project Applications attached.

Subject to the Board's approval of these project applications, they will be submitted to the Illinois Community College Board for their approval. If the project applications are approved by the ICCB, then we will proceed to bid and complete the projects.

I ask the Board's approval of the attached Capital Project Application Forms for submittal to the Illinois Community College Board.

TLB/cr

Attachments

(Revised 11/3/99)

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

District/College and District # Illinois Eastern Community Colleges District 528

Contact Person Mr. Roger Browning Phone # 618-393-2982

Project Title Ventilation Upgrades – OCC

Project Budget \$ 60,500 ( ) check  here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2

Date May 4, 2007

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

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

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

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

**Section II**

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

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

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

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

**Section III**

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

## **VentilationUpgrades – OCC**

**Project Budget \$ 60,500**

### **Programmatic Justification**

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

Volatile Organic Compounds (VOC's) are organic chemicals that have a high vapor pressure and easily form vapors at normal temperature and pressure. VOC's are an important health and environmental concern. Some are hazardous when inhaled. Both the cadaver lab and art room emit VOC's from preservatives used with the cadavers and the paints used in the art room. There are no operable windows in Wattleworth Hall, so a make up air ventilation system needs to be installed in each room. International Building Code 1203.5.

### **Scope of Work**

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

Provide separate ventilation systems for the OCC cadaver lab and art room to alleviate the vapor problem.

**Attachment #1  
Project Budget**

**Check One:**

- New Construction**
- Remodeling**

**Project Name**

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land		
Site Development		
Construction (including Fixed Equipment)		
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

**Protection, Health, and Safety Project Name** Ventilation Upgrades – OCC

	<u>Budget Amounts</u>
Project Costs	<u>50,000</u>
Contingency	<u>5,000</u>
A/E Professional Fees	<u>5,500</u>
Total	<u>\$ 60,500</u>

(Revised 11/3/99)

**Attachment #2  
Funding Source**

**District/College Name** Illinois Eastern Community Colleges No. 528

**Project Name** Ventilation Upgrades – OCC

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

Available fund balance  
(Including excess funds from  
previously approved protection,  
health, and safety projects)

  X   Fund name (s): O & M (Restricted) – Excess  
funds from previously approved  
protection, health, and safety  
projects.

Bond Proceeds  
(including protection, health,  
and safety bonds)

       Type of bond issuance (s):

Protection, Health, and  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

       Tax rate/fiscal year:

Contract for Deed  
(ILCS 805/3-36)

       Term of Contract for Deed in months:

Lending Arrangement with a  
Financial Institution  
(ILCS 805/3-37)

       Term of Lending Arrangements in months:

Lease Agreement  
(ILCS 805/3-38)

       Term of Lease in months:

Capital Renewal Funding

       Proposed Fiscal Year Source(s):

ADA  
Access for All Funding

       Proposed Fiscal Year Source(s):

**Protection, Health, and Safety Signature/Certification Page**

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)

Structural Integrity Certification (see attachment, if applicable)

Budget Certification (see attachment, always required)                      x  

Feasibility Study Identifying Need of the Project

Other Documentation which May Support the Justification  
of this Project

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Illinois Eastern Community Colleges Board of Trustees

Date

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**PROTECTION, HEALTH, AND SAFETY PROJECT**

**Budget and Certification**

Name and address of architect/engineer providing the estimate:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

\_\_\_\_\_  
Architect/Engineer's Signature

\_\_\_\_\_  
May 4, 2007  
Date

\_\_\_\_\_  
001-010485  
Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Install Ventilation Systems - OCC	50,000
Contingency - 10%	5,000
A/E Compensation and reimbursables	<u>5,500</u>
Project Total	\$ 60,500

Note: Project not yet designed.

(Revised 11/3/99)

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

District/College and District # Illinois Eastern Community Colleges District 528

Contact Person Mr. Roger Browning Phone # 618-393-2982

Project Title Site Paving Replacement & Protection – OCC, WVC, FCC

Project Budget \$ 176,641 ( ) check  here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2 Date May 4, 2007

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

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

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

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

**Section II**

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes \_\_\_ No \_\_\_  
If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion
- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes?  
Yes \_\_\_ No \_\_\_  
If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

**Section III**

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

## **Site Paving Replacement & Protection – OCC, WVC, FCC**

**Project Budget \$ 176,641**

### **Programmatic Justification**

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

#### **Olney Central College:**

The existing concrete pedestrian bridge connecting the Main and South campuses has deteriorated to the point where surface spalling of the concrete has exposed the reinforcing steel in several locations, creating a situation where the steel reinforcing is starting to rust and deteriorate.

The creek running under the pedestrian bridge and adjacent to one of the campus parking lots is causing erosion along its banks. The erosion is at a point along the parking lot where it is undercutting a stretch of the pavement, jeopardizing the parking surface. The creek bank is also beginning to erode towards one of the bridge piers, creating concern that continued erosion will lead to structural issues with the pier and foundation if the erosion is left unchecked.

Concrete sidewalks in several locations on campus have heaved or settled, resulting in a difference in plane of one inch or more. These situations create a tripping hazard and are noncompliant with the Illinois Accessibility Code.

The perimeter steel curb angle of the dock leveler on the loading dock has rusted and deteriorated to the point that it is now raised above the adjacent concrete dock surface. This creates a tripping hazard for all who exit out the doors onto the dock, and is located such that a trip could easily cause one to fall off the four feet high dock.

#### **Wabash Valley College and Frontier Community College:**

Several large areas of concrete sidewalk are in need of replacement throughout the campuses. The surfaces are badly spalled, the sidewalks are cracked in several locations, and there are several locations where heaving/settlement have created hazards and barriers to wheelchairs.

## **Scope of Work**

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

### **Olney Central College:**

Clean the concrete deck and exposed reinforcing steel and patch all areas where spalling has occurred. Coat the deck with an elastomeric topping to provide protection to the walking surface and prevent further deterioration. International Code Council PMC 302.3

Backfill under the section of the parking lot where erosion has undercut the surface. Provide riprap along the banks of the creek to halt further erosion. International Code Council PMC 302.2, 302.3

Remove and replace sidewalks where damage and heaving/settlement have occurred. International Code Council PMC 302.3, Illinois Accessibility Code 400.310 a) 7)

Remove the existing dock leveler and cut out the deteriorated steel curb angle at the perimeter of the leveler pit. Install a new curb angle, patch the concrete dock, and install a new leveler. International Code Council PMC 303.2

### **Wabash Valley College and Frontier Community College:**

Remove and replace sidewalks where damage and heaving/settlement have occurred. International Code Council PMC 302.3, Illinois Accessibility Code 400.310 a) 7)

**Attachment #1  
Project Budget**

**Check One:**

- New Construction**
- Remodeling**

**Project Name**

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land		
Site Development		
Construction (including Fixed Equipment)		
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

**Protection, Health, and Safety Project Name** Site Paving Replacement & Protection – OCC, WVC, FCC

	<u>Budget Amounts</u>
Project Costs	<u>145,984</u>
Contingency	<u>14,598</u>
A/E Professional Fees	<u>16,058</u>
Total	<u>\$ 176,641</u>

(Revised 11/3/99)

**Attachment #2  
Funding Source**

**District/College Name** Illinois Eastern Community Colleges No. 528

**Project Name** Site Paving Replacement & Protection – OCC, WVC, FCC

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

Available fund balance  
(Including excess funds from  
previously approved protection,  
health, and safety projects)

Fund name (s): O & M (Restricted) – Excess  
funds from previously approved  
protection, health, and safety  
projects.

Bond Proceeds  
(including protection, health,  
and safety bonds)

Type of bond issuance (s):

Protection, Health, and  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

Tax rate/fiscal year:

Contract for Deed  
(ILCS 805/3-36)

Term of Contract for Deed in months:

Lending Arrangement with a  
Financial Institution  
(ILCS 805/3-37)

Term of Lending Arrangements in months:

Lease Agreement  
(ILCS 805/3-38)

Term of Lease in months:

Capital Renewal Funding

Proposed Fiscal Year Source(s):

ADA  
Access for All Funding

Proposed Fiscal Year Source(s):

**Protection, Health, and Safety Signature/Certification Page**

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)

Structural Integrity Certification (see attachment, if applicable)

Budget Certification (see attachment, always required)   x  

Feasibility Study Identifying Need of the Project

Other Documentation which May Support the Justification  
of this Project

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Illinois Eastern Community Colleges Board of Trustees

Date

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**PROTECTION, HEALTH, AND SAFETY PROJECT**

**Budget and Certification**

Name and address of architect/engineer providing the estimate:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

\_\_\_\_\_  
Architect/Engineer's Signature

\_\_\_\_\_  
May 4, 2007  
Date

\_\_\_\_\_  
001-010485  
Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Bridge Repair	21,600
Riprap Erosion Control	44,000
Sidewalk Replacment	58,385
Loading Dock	<u>22,000</u>
Subtotal	145,985
Contingency - 10%	14,598
A/E Compensation and reimbursables	<u>16,058</u>
Project Total	\$ 176,641

Note: Project not yet designed.

(Revised 11/3/99)

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

District/College and District # Illinois Eastern Community Colleges District 528

Contact Person Mr. Roger Browning Phone # 618-393-2982

Project Title Replace Compressed Air System – WVC Diesel Lab

Project Budget \$ 99,329 ( ) check  here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2 Date May 4, 2007

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

Locally Funded New Construction--complete/submit Sections I, II, and II.

Locally Funded Remodeling--complete/submit Sections I and III.

Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.

Protection, Health and Safety--complete/submit Section I and Attachment PHS.

Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.

ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

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

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

**Section II**

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

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

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

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

### **Section III**

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

## **Replace Compressed Air System – WVC Diesel Lab**

**Project Budget \$ 99,329**

### **Programmatic Justification**

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

The existing compressed air system in the Diesel Lab is comprised of galvanized steel pipe and is more than thirty years old. The piping currently leaks in several places, causing the compressor to frequently cycle on and off. The system does not have a dryer, compounding the moisture and rusting problem with the steel piping. The piping has ruptured in the past, with students nearby, due to the rusted and deteriorated piping under pressure. Because of the condition of the pipes, proper repairs cannot be made, with rubber hoses and clamps used as strictly temporary patches instead.

### **Scope of Work**

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

Remove the existing compressed air system and replace with a new system consisting of copper piping, properly valved for control, compressor with integral drier, and drain valves for moisture removal. International Property Maintenance Code 304.1, 504.3.

**Attachment #1  
Project Budget**

**Check One:**

- New Construction**
- Remodeling**

**Project Name**

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land		
Site Development		
Construction (including Fixed Equipment)		
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

**Protection, Health, and Safety Project Name** Replace Compressed Air System – WVC Diesel Lab

	<u>Budget Amounts</u>
Project Costs	<u>82,090</u>
Contingency	<u>8,209</u>
A/E Professional Fees	<u>9,030</u>
Total	<u>\$ 99,329</u>

(Revised 11/3/99)

**Attachment #2  
Funding Source**

**District/College Name** Illinois Eastern Community Colleges No. 528

**Project Name** Replace Compressed Air System – WVC Diesel Lab

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

Available fund balance  
(Including excess funds from  
previously approved protection,  
health, and safety projects)

Fund name (s): O & M (Restricted) – Excess  
funds from previously approved  
protection, health, and safety  
projects.

Bond Proceeds  
(including protection, health,  
and safety bonds)

Type of bond issuance (s):

Protection, Health, and  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

Tax rate/fiscal year:

Contract for Deed  
(ILCS 805/3-36)

Term of Contract for Deed in months:

Lending Arrangement with a  
Financial Institution  
(ILCS 805/3-37)

Term of Lending Arrangements in months:

Lease Agreement  
(ILCS 805/3-38)

Term of Lease in months:

Capital Renewal Funding

Proposed Fiscal Year Source(s):

ADA  
Access for All Funding

Proposed Fiscal Year Source(s):

**Protection, Health, and Safety Signature/Certification Page**

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)

Structural Integrity Certification (see attachment, if applicable)

Budget Certification (see attachment, always required)     x    

Feasibility Study Identifying Need of the Project

Other Documentation which May Support the Justification of this Project

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the     Illinois Eastern Community Colleges     Board of Trustees

Date

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**PROTECTION, HEALTH, AND SAFETY PROJECT**

**Budget and Certification**

Name and address of architect/engineer providing the estimate:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

\_\_\_\_\_  
Architect/Engineer's Signature

\_\_\_\_\_  
May 4, 2007  
Date

\_\_\_\_\_  
001-010485  
Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Demolition	5,000
Piping and Valves	51,590
Compressor	18,000
Miscellaneous	<u>7,500</u>
Subtotal	82,090
Contingency - 10%	8,209
A/E Compensation and reimbursables	<u>9,030</u>
Project Total	\$ 99,329

Note: Project not yet designed.

**Agenda Item #11D**

**Phase VIII Carryover Funds, Project Resolutions**

**Agenda Item #11D**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
SUBJECT: Phase VIII Carryover Funds, Resolutions

The following resolutions are required attachments for the Capital Project Applications.

I would request the Board's approval of these attached Resolution to Approve PHS Construction Projects, in order that they may be submitted to the Illinois Community College Board along with the Capital Project Application Forms.

TLB/cr

Attachments

## **Resolution to Approve PHS Construction Projects**

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

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

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

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

WHEREAS, the projects recommended for repair and alterations are:

Site Paving Replacement & Protection – OCC, WVC, FCC  
Total estimated cost including fees and contingency: \$176,641

WHEREAS, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are necessary projects for Americans with Disabilities Act of 1990 or handicapped accessibility and not routine maintenance projects.

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

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

Resolution adopted by roll call vote this 15th day of May, 2007.

Approved:      Chairman: \_\_\_\_\_

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

(Revised 11/3/99)

**Resolution to Approve PHS Construction Projects**

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

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

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

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

WHEREAS, the projects recommended for repair and alterations are:

Ventilation Upgrades – OCC  
Total estimated cost including fees and contingency: \$60,500

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

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

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

Resolution adopted by roll call vote this 15th day of May, 2007.

Approved:      Chairman: \_\_\_\_\_

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

## **Resolution to Approve PHS Construction Projects**

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

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

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

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

WHEREAS, the projects recommended for repair and alterations are:

Replace Compressed Air System - WVC  
Total estimated cost including fees and contingency: \$99,329

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

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

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

Resolution adopted by roll call vote this 15th day of May, 2007.

Approved:      Chairman: \_\_\_\_\_

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

(Revised 11/3/99)

**Agenda Item #11E**

**International Transportation Fee**

**Agenda Item #11E**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: International Transportation Fee

The District has developed an extensive International Student Program at Olney Central, Lincoln Trail and Wabash Valley. To assist these International students meet their transportation needs, the District has assessed a transportation fee. This transportation fee allows the District to hire bus drivers and operate vans for the transportation of International students to and from college and to various cultural events.

Currently the District charges each International student \$125.00 per semester to cover the cost of this transportation. Because of rising fuel costs, vehicle maintenance costs, and drivers' wages, it is necessary to raise the fee to \$150.00 per semester effective with fall semester 2007.

I ask the Board's approval of this International Student Transportation Fee.

TLB/rs

**Agenda Item #11F**

**Amendment to Lawrence DOC FY 2007 Budget**

**Agenda Item #11F**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: May 15, 2007

RE: Amendment to Department of Corrections FY2007 Budget for  
Lawrence Correctional

As the State's fiscal year ends on June 30<sup>th</sup>, the Board is being asked to change line items within the budget that had been adopted with the Department of Corrections (DOC).

The DOC has submitted amendments to the FY2007 budget of the Lawrence Correctional Facility. The Department of Corrections proposes to decrease travel by \$600.00 and increase commodities by \$750.00. The actual amendment will be distributed at the Board meeting for review.

I ask the Board's approval of this Lawrence Correctional FY2007 amendment.

TLB/rs

**Agenda Item #11G**

**Amendment to Robinson DOC FY 07 Budget**

**Agenda Item #11G**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: May 15, 2007

RE: Amendment to Department of Corrections FY2007 Budget for  
Robinson Correctional Facility

As the State's fiscal year ends on June 30<sup>th</sup>, the Board is being asked to change line items within the budget that had been adopted with the Department of Corrections (DOC).

The DOC has submitted amendments to the FY2007 budget of the Robinson Correctional Facility. The Department of Corrections proposes to decrease personnel in horticulture by \$12,500.00 because of an on-going vacancy; decrease travel by \$1,200.00 because two instructors will not be trained before July 1<sup>st</sup>; increase commodities by \$750.00; and decrease indirect costs by \$1,250.00 because of the horticulture vacancy. The actual amendment will be distributed at the Board meeting for review.

I ask the Board's approval of this Robinson Correctional Facility FY2007 amendment.

TLB/rs

**Agenda Item #11H**

**Lawrence DOC Budget FY 2008 Budget**

**Agenda Item #11H**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: FY 2008 Budget with Department of Corrections - Lawrence Correctional

The Department of Corrections (DOC) has prepared and submitted for the Board's approval the FY 2008 budget for the operation of our educational program at the Lawrence Correctional Facility.

The Department of Corrections has proposed the expenditure of \$338,859.00 for the fiscal year 2008. This includes \$251,092.00 for personnel; \$55,090.00 for fringe benefits; \$8,378.00 for commodities; \$1,600.00 for travel; and \$22,699.00 for other costs. The complete budget will be available for review at the Board meeting.

I ask approval of the FY 2008 budget for the Lawrence Correctional Facility.

TLB/rs

**Agenda Item #11I**

**Robinson DOC Budget FY 2008 Budget**

**Agenda Item #11I**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: May 15, 2007

RE: FY 2008 Budget with Department of Corrections - Robinson Correctional

The Department of Corrections (DOC) has prepared and submitted for the Board's approval the FY 2008 budget for the operation of our educational program at the Robinson Correctional Facility.

The Department of Corrections has proposed the expenditure of \$395,017.00 for the fiscal year 2008. This includes \$296,125.00 for personnel; \$56,422.00 for fringe benefits; \$8,300.00 for commodities; \$2,200.00 for travel; and \$31,970.00 for other costs. The complete budget will be available for review at the Board meeting.

I ask approval of the FY 2008 budget for the Robinson Correctional Facility.

TLB/rs

**Agenda Item #11J**

**Medical Assistant Testing Fee**

**Agenda Item #11J**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: Medical Assistant Testing Fee

The District and Lincoln Trail College has applied to become a testing site for the certification exam for the Medical Assistant Program. Because of the cost of the exam, Medical Assistant students will be assessed a \$150.00 fee when they register for their internship experience. This fee will allow Medical Assistant students to sit for their Medical Assistant exam to become a Certified Clinical Medical Assistant (CCMA).

I ask the Board's approval of this fee.

TLB/rs

**Agenda Item #11K**

**Cooperative Agreement with Illinois Laborers & Contractors**

**Agenda Item #11K**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: Cooperative Agreement with Illinois Laborers and Contractors

IECC wishes to enter into a cooperative agreement with the Illinois Laborers Union and the Contractors Joint Apprenticeship and Training Program. The goal of this agreement is to allow laborers to earn college credit that will lead to a certificate or an associate degree during their Journeyman/Apprenticeship training. Illinois Eastern Community Colleges will write the curricula, review training needs, develop course information forms, obtain state authorization from the Illinois Community College Board and register the students for classes.

The Laborers Union and Contractors Joint Apprenticeship Program will provide a contact person, request needed courses, supply start and finish dates for classes, supply location for the class, provide a class roster, and provide grades on a semester basis.

The agreement sets forth the courses that would lead to a certificate and the courses that would lead to an associate's degree. The complete agreement will be available for review at the Board meeting.

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

TLB/rs

**Agenda Item #11L**

**Affiliation Agreement with Ambucare Clinic, Terre Haute, IN**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: Ambucare Clinic  
Affiliation Agreement – Terre Haute, IN

IECC wishes to enter into a new affiliation agreement with the Ambucare Clinic, located in Terre Haute, Indiana.

This affiliation agreement is for the Medical Assistant Program at Lincoln Trail College.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2007, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Ambucare, Terre Haute, IN (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2007.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Medical Services Director

\_\_\_\_\_  
Medical Assistant Faculty Member

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

psq:6/26/06

**Agenda Item #11M**

**Affiliation Agreement with Clark County Family Medicine**

**Agenda Item #11M**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: Clark County Family Medicine - Marshall, IL  
Affiliation Agreement

IECC wishes to enter into a new affiliation agreement with Clark County Family Medicine located in Marshall, Illinois.

This affiliation agreement is for the Medical Assistant Program at Lincoln Trail College.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2007, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Clark County Medicine (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2007.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Medical Services Director

\_\_\_\_\_  
Medical Assistant Faculty Member

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

**Agenda Item #11N**

**Affiliation Agreement with Podiatry Medical Surgical Center**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: Podiatry Medical Surgical Center – Robinson, IL  
Affiliation Agreement

IECC wishes to enter into a new affiliation agreement with the Podiatry Medical Surgical Center, located in Robinson, Illinois.

This affiliation agreement is for the Medical Assistant Program at Lincoln Trail College.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2007, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Podiatry Medical Surgical Center (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2007.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Medical Services Director

\_\_\_\_\_  
Medical Assistant Faculty Member

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

psq:6/26/06

**Agenda Item #110**

**Affiliation Agreement with RWR Medical Arts, SC Robinson IL**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: RWR Medical Arts, SC - Robinson, IL  
Affiliation Agreement

IECC wishes to enter into a new affiliation agreement with the RWR Medical Arts, SC in Robinson.

This affiliation agreement is for the Medical Assistant Program at Lincoln Trail College.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2007, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and \_\_\_\_\_ RWR Medical Arts, SC Robinson, IL \_\_\_\_\_ (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2007.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Medical Services Director

\_\_\_\_\_  
Medical Assistant Faculty Member

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

psq:6/26/06

**Agenda Item #11P**

**Affiliation Agreement with AP & S Clinic Terre Haute, IN**

**Agenda Item #11P**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: AP & S Clinic, Terre Haute, IN  
Affiliation Agreement

IECC wishes to enter into a new affiliation agreement with the AP & S Clinic, located in Terre Haute, Indiana.

This affiliation agreement is for the Medical Assistant Program at Lincoln Trail College.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2007, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and AP&S Clinic, Terre Haute, IN (hereinafter referred to as AGENCY). [*Insert: Agency, City, and State Above*]

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2007.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Medical Services Director

\_\_\_\_\_  
Medical Assistant Faculty Member

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

**Agenda Item #11Q**

**Affiliation Agreement with Ridgeview Care Center**

**Agenda Item #11Q**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: Ridgeview Care Center – Oblong, IL  
Affiliation Agreement

IECC wishes to enter into a new affiliation agreement with the Ridgeview Care Center, Located in Oblong, Illinois.

This affiliation agreement is for the Medical Assistant Program at Lincoln Trail College.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2007, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Ridgeview Care Center, Oblong (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Administrative Supervisor on behalf of the AGENCY will be responsible for maintaining proper standards of medical assistant care and safeguard of patients assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to medical assistant students.
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Prior to the use of any AGENCY facilities, under the contemplated program, LTC will furnish the AGENCY, upon request, a medical record, proof of insurance, and a letter of good standing for each participating student showing that said student fully complies with the requirements required by the AGENCY.

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2007.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Medical Services Director

\_\_\_\_\_  
Medical Assistant Faculty Member

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

psq:6/26/06

**Agenda Item #11R**

**Affiliation Agreement with Stigler Osteopathic Clinic, Mt. Carmel, IL**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: Stigler Osteopathic Clinic, Mt. Carmel, IL  
Affiliation Agreement

IECC wishes to enter into a new affiliation agreement with the Stigler Osteopathic Clinic, located in Mt. Carmel, Illinois.

This affiliation agreement is for the Medical Assistant Program at Lincoln Trail College.

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2007, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Stigler Osteopathic Clinic, Mt. Carmel (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Administrative Supervisor on behalf of the AGENCY will be responsible for maintaining proper standards of medical assistant care and safeguard of patients assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to medical assistant students.
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Medical assistant students assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY.

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2007.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Medical Services Director

\_\_\_\_\_  
Medical Assistant Faculty Member

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

psq:6/26/06

**Agenda Item #11S**

**Affiliation Agreement with Crawford Memorial Hospital**

**Agenda Item #11S**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: Crawford Memorial Hospital, Robinson, IL  
Affiliation Agreement

IECC wishes to enter into a new affiliation agreement with the Crawford Memorial Hospital, located in Robinson, Illinois.

This affiliation Agreement is for the Pharmacy Technician Program at Lincoln Trail College.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
LINCOLN TRAIL COLLEGE  
PHARMACY TECHNICIAN PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2007, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Crawford Memorial Hospital – Robinson, IL (hereinafter referred to as AGENCY).  
*[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical pharmacy technician laboratory practice by students of the Pharmacy Technician Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the pharmacy technician students and faculty of LTC for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas of pharmacy service for observation and participation by the students and faculty of LTC'S Pharmacy Technician Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical pharmacy technician laboratory practice, and will be available to the pharmacy technician students.

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician 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 the AGENCY, and will comply with the policies of the health AGENCY.

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

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Prior to the use of any AGENCY facilities, under the contemplated program, LTC 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 Pharmacy Technician faculty of LTC overseeing students in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation to 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. 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. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Pharmacy Director

\_\_\_\_\_  
Pharmacy Technician Faculty Member

\_\_\_\_\_  
Pharmacy Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

psq:3/19/07

**Agenda Item #11T**

**Affiliation Agreement with Walgreens Pharmacy – Vincennes, IN**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: Walgreens Pharmacy – Vincennes, IN  
Affiliation Agreement

IECC wishes to enter into a new affiliation agreement with Walgreens Pharmacy, located in Vincennes, Indiana.

This affiliation agreement is for the Pharmacy Technician Program at Lincoln Trail College.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
LINCOLN TRAIL COLLEGE  
PHARMACY TECHNICIAN PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Walgreens - Vincennes – Vincennes, IN (hereinafter referred to as AGENCY).  
*[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical pharmacy technician laboratory practice by students of the Pharmacy Technician Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the pharmacy technician students and faculty of LTC for the desired purpose,

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

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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 AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician students.
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AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Pharmacy Director

\_\_\_\_\_  
Pharmacy Technician Faculty Member

\_\_\_\_\_  
Pharmacy Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

psq:5/9/06

**Agenda Item #11U**

**Affiliation Agreement with Fayette County Hospital**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: Fayette County Hospital – Vandalia, IL  
Affiliation Agreement

IECC wishes to enter into a new affiliation agreement with Fayette County Hospital, located in Vandalia, Illinois.

This affiliation agreement is for the Pharmacy Technician Program at Lincoln Trail College.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
LINCOLN TRAIL COLLEGE  
PHARMACY TECHNICIAN PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2007, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Fayette County Hospital, Vandalia (hereinafter referred to as AGENCY). [*Identify Above: Agency, City, and State*]

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical pharmacy technician laboratory practice by students of the Pharmacy Technician Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the pharmacy technician students and faculty of LTC for the desired purpose,

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7. LTC will provide orientation to the educational program for the AGENCY staff.
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AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Pharmacy Director

\_\_\_\_\_  
Pharmacy Technician Faculty Member

\_\_\_\_\_  
Pharmacy Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

psq:6/13/06

**Agenda Item #11V**

**Affiliation Agreement with Newton CVS**

**Agenda Item #11V**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: Newton CVS  
Affiliation Agreement

IECC wishes to enter into a new affiliation agreement with Newton CVS Pharmacy, located in Newton, Illinois.

This affiliation agreement is for the Pharmacy Technician Program at Lincoln Trail College.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
LINCOLN TRAIL COLLEGE  
PHARMACY TECHNICIAN PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2007, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and \_\_\_\_\_ CVS – Newton, IL \_\_\_\_\_ (hereinafter referred to as AGENCY). [*Identify Above: Agency, City, and State*]

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical pharmacy technician laboratory practice by students of the Pharmacy Technician Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the pharmacy technician students and faculty of LTC for the desired purpose,

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2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical pharmacy technician laboratory practice, and will be available to the pharmacy technician students.

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician 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 the AGENCY, and will comply with the policies of the health AGENCY.

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

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

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

6. The Pharmacy Technician faculty of LTC overseeing students in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation to 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. 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. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Pharmacy Director

\_\_\_\_\_  
Pharmacy Technician Faculty Member

\_\_\_\_\_  
Pharmacy Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

psq:6/13/06

**Agenda Item #11W**

**Affiliation Agreement with Cotillion Ridge**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2007  
RE: Cotillion Ridge – Robinson, IL  
Affiliation Agreement

IECC wishes to enter into a new affiliation agreement with Cotillion Ridge, located in Robinson, Illinois.

This affiliation agreement is for the Certified Nurse Assistant Program at Lincoln Trail College.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
LINCOLN TRAIL COLLEGE  
BASIC NURSE ASSISTANT PROGRAM #NA-5

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2007, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Basic Nurse Assistant Program #NA-5 (hereinafter referred to as LTC) and \_\_\_\_\_ Cotillion Ridge Robinson, \_\_\_\_\_ IL (hereinafter referred to as AGENCY). *Agency* *City* *State*

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of LTC'S Basic Nurse Assistant Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the Director of Nursing 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. LTC will be responsible for the teaching and guidance of the students in the clinical nursing assistant laboratory practice, and will be available to the nursing assistant students.

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Nursing Assistant Faculty on behalf of LTC will be responsible for maintaining proper standards of nursing assistant care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing assistant 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 LTC, and will comply with the policies of the health AGENCY.

Nursing assistant students and Nursing Assistant 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.

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

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

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. LTC Nursing Assistant Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Assistant Faculty member of LTC participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Assistant Faculty member to any clinical area.
7. LTC 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. 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. Nursing Assistant Faculty and nursing assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Director of Nursing Services

\_\_\_\_\_  
Nursing Assistant Faculty Member

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

\_\_\_\_\_  
Dean of Instruction

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

**Agenda Item #12**

**Bid Committee Report**

## BID COMMITTEE REPORT

MAY 15, 2007

### IECC

1. Industrial Generator

### LTC

1. Gym and Locker Room - Roof Replacement
2. Triple Play Equipment

### WVC

1. Gym Floor Refinishing

### Workforce Education

1. Continuous Miner Training Panel

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – Industrial Generator  
DATE: May 15, 2007

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 only bid received that meets all specifications from **Indiana Power Service & Supply, Inc., Indianapolis, Indiana** for a total bid of **\$20,186.00**. They did not submit a bid on the sound attenuated enclosure.

Respectfully submitted,

Terry Bruce  
Alex Cline  
Harry Hillis, Jr.

Source of Funds: Operations and Maintenance Fund

Department: Information Technology Department

Rationale for Purchase: Emergency Power

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

**Generac SG070 Industrial Generator system and transfer switch or equivalent  
(Quantity 1)**

**1. GENERAL**

**1.1. DESCRIPTION OF SYSTEM**

1.1.1. Provide a standby power system to supply electrical power in event of failure of normal supply, consisting of a liquid cooled engine, an AC alternator and system controls with all necessary accessories for a complete operating system, including but not limited to the items as specified hereinafter.

1.1.2. Provide (an) automatic transfer switch(es) that will initiate a signal on primary power failure and automatically detect a secondary power source, transferring the load to this secondary source. On restoration of primary power, the switch must automatically retransfer the load back to primary power and signal the secondary source to shut down. The switch must be a self contained device with all features described herein.

**1.2. REQUIREMENTS OF REGULATORY AGENCIES**

1.2.1. An electric generating system, consisting of a prime mover, generator, governor, coupling and all controls, must have been tested, as a complete unit, on a representative engineering prototype model of the equipment to be sold.

1.2.2. The generator set(s) must conform to applicable NFPA standards.

1.2.3. The generator set(s) must be available with the Underwriters Laboratories listing (UL2200) for a stationary engine generator assembly.

1.2.4. The transfer switch(es) must be UL listed for use in emergency systems.

1.2.5. The generator set(s) must meet EPA federal emission guidelines for stationary standby power generation.

**1.3. MANUFACTURER QUALIFICATIONS**

1.3.1. This system shall be supplied by Generac Power Systems® or an approved equal who has been regularly engaged in the production of engine-alternator sets, automatic transfer switches, and associated controls for a minimum of twenty years, thereby identifying one source of supply and responsibility.

1.3.2. To be classified as a manufacturer, the builder of the generator set must manufacture, at minimum, engines or alternators.

1.3.3. The manufacturer shall have printed literature and brochures describing the standard series specified, not a one of a kind fabrication.

## **2. ENGINE-GENERATOR SET**

### **2.1. Engine**

2.1.1. The prime mover shall be a liquid cooled, natural gas fueled, naturally aspirated engine of 4-cycle design. It will have 10 cylinders with a minimum displacement of 6.8 liters (417 cubic inches), with a minimum rating of 107 BHP. The unit requires a minimum rated output of 70 kw at an operating speed of 1800 RPM.

2.1.2. The engine is to be cooled with a unit mounted radiator, fan, water pump, and closed coolant recovery system providing visual diagnostic means to determine if the system is operating with a normal engine coolant level. The radiator shall be designed for operation in 122 degrees f, 50 degrees c ambient temperature.

2.1.3. The intake air filter(s) with replaceable element must be mounted on the unit. Full pressure lubrication shall be supplied by a positive displacement lube oil pump. The engine shall have a replaceable oil filter(s) with internal bypass and replaceable element(s). Engine coolant and oil drain extensions, equipped with pipe plugs, must be provided to outside of the mounting base for cleaner and more convenient engine servicing. A fan guard must be installed for personnel safety.

2.1.4. The engine shall have a battery charging DC alternator with a transistorized voltage regulator. Remote 2-wire starting shall be by a solenoid shift, electric starter.

2.1.5. The engine fuel system shall be designed for primary operation on natural gas having a BTU content of 1000 BTU per cubic foot delivered to the unit in a vapor state. A carburetor, secondary regulator, fuel lock-off solenoid and all piping must be installed at the point of manufacturing, terminating at a single pipe opening external to the mounting base.

2.1.6. The engine shall have (a) unit mounted, thermostatically controlled water jacket heater(s) to aid in quick starting. The wattage shall be as recommended by the manufacturer. The contractor shall provide proper branch circuit from normal utility power source.

2.1.7. Sensing elements to be located on the engine for low oil pressure shutdown, high coolant temperature shutdown, low coolant level shutdown, overspeed shutdown and overcrank shutdown. These sensors are to be connected to the control panel using a wiring harness with the following features: wire number labeling on each end of the wire run for easy identification, each sensor connection shall be sealed to prevent corrosion and all wiring to be run in flexible conduit for protection from the environment and any moving objects.

2.1.8. Provide the following items installed at the factory:

- 2.1.8.1. The manufacturer shall supply its recommended stainless steel, flexible connector to couple the engine exhaust manifold to the exhaust system.
- 2.1.9. The following equipment is to be provided by the engine-generator set manufacturer and shipped loose with the unit:
- 2.1.10. Engine speed shall be controlled by isochronous governor with no change in alternator frequency from no load to full load. Steady state regulation is to be 0.25%.
- 2.1.11. One step load acceptance shall be 100% of engine-generator set nameplate rating and meet the requirements of NFPA 110 paragraph 7.13.7
- 2.1.12. The generator system shall support generator start-up and load transfer within 10 seconds.

## **2.2. ALTERNATOR**

- 2.2.1. The alternator shall be a 4 pole revolving field type, 12 lead, wired for 120/208 vac 3 phase, 60 hz, rated at 70 kw with a brushless exciter. Photosensitive components will not be permitted in the rotating exciter. The stator shall be direct connected to the engine to ensure permanent alignment. The generator shall meet temperature rise standards for Class "H" insulation, operate within Class "F" standards for extended life. All leads must be extended into an AC connection panel. The alternator shall be protected by internal thermal overload protection and an automatic reset field circuit breaker.
- 2.2.2. One step load acceptance shall be 100% of engine-generator set nameplate rating and meet the requirements of NFPA 110 paragraph 5-13.2.6. The generator set and regulator must sustain at least 300% short circuit current for 10 seconds during 3 phase fault.
- 2.2.3. A NEMA 1 panel that is an integral part of the generator set must be provided to allow the installer a convenient location in which to make electrical output connections. An fully rated, isolated neutral must be included by the generator set manufacturer to insure proper sizing.
- 2.2.4. The electric plant (engine and alternator) shall be mounted with internal vibration isolation onto a welded steel base. External vibration isolation shall not be required for normal pad mounted applications.
- 2.2.5. Provide the following items installed at the factory:
- 2.2.5.1. A main line circuit breaker carrying the UL mark shall be factory installed. The breaker shall be rated per the manufacturer's recommendations. The line side connections are to be made at the factory. Output lugs shall be provided for load side connections. A system utilizing manual reset field circuit breakers and current transformers is unacceptable.

## 2.3. CONTROLS

2.3.1. The generator control system shall be a fully integrated microprocessor based control system for standby emergency engine generators meeting all requirements of NFPA 110 level 1.

2.3.2. The generator control system shall be a fully integrated control system enabling remote diagnostics and easy building management integration of all generator functions. The generator controller shall provide integrated and digital control over all generator functions including: engine protection, alternator protection, speed governing, voltage regulation and all related generator operations. The generator controller must also provide seamless digital integration with the engine's electronic management system if so equipped. Generator controller's that utilize separate voltage regulators and speed governors or do not provide seamless integration with the engine management system are considered less desirable.

2.3.3. Communications shall be supported with building automation via the Modbus protocol without network cards or protocol exchangers. Optional internet and intranet connectivity shall be available.

2.3.4. The control system shall provide an environmentally sealed design including encapsulated circuit boards and sealed automotive style plugs for all sensors and circuit board connections. The use of non-encapsulated boards, edge cards, and pc ribbon cable connections are considered unacceptable.

2.3.5. Circuit boards shall utilize surface mount technology to provide vibration durability. Circuit boards that utilize large capacitors or heat sinks must utilize encapsulation methods to securely support these components.

2.3.6. A predictive maintenance algorithm that alarms when maintenance is required. The controller shall have the capability to call out to the local servicing dealer when maintenance is required.

2.3.7. Diagnostic capabilities should include time-stamped event and alarm logs, ability to capture operational parameters during events, simultaneous monitoring of all input or output parameters, callout capabilities, support for multi-channel digital strip chart functionality and .1msec data logging capabilities.

2.3.8. The control system shall provide pre-wired customer use I/O: 4 contact inputs, 2 analog inputs, 4 relay outputs, and communications support via RS232, RS485, and an optional modem. Customer I/O shall be software configurable providing full access to all alarm, event, data logging, and shutdown functionality. In addition, custom ladder logic functionality shall be supported to provide application support flexibility. The ladder logic function shall have access to all the controller inputs and customer assignable outputs.

2.3.9. The control panel will display all user pertinent unit parameters including:

- Engine and alternator operating conditions
- Oil pressure and optional oil temperature
- Coolant temperature and level alarm
- Fuel level (where applicable)
- Engine speed
- DC battery voltage
- Run time hours
- Generator voltages, amps, frequency, kilowatts, and power factor
- Alarm Status
- Current alarm(s) condition per NFPA 110 level 1
- Alarm Log of last twenty alarm events (date and time stamped)

2.3.10. For system reliability and security concerns, access to and manipulation of the internal operating parameters and alarm limits shall be conducted via password protected PC based software by trained personnel. System configuration support shall be provided locally or remotely by the manufacturers servicing representatives.

2.3.11. The following equipment is to be provided by the engine-generator set manufacturer and shipped loose with the unit:

2.3.11.1. Provide an NFPA 110 level 1 compliant alarm annunciator panel for remote indication per local and national code requirements. The annunciator shall be controlled using RS485 communications from the generator controller. Annunciators requiring individual contacts and wires per indication point are not preferred. The panel shall have an ALARM switch that when moved to the OFF position silences the audible alarm. A TEST/RESET switch must be included to verify the lights are functional and reset any condition after it has cleared. The remote annunciator shall have provision for installing a switch with the capability of starting, and stopping the standby generator set from the annunciator panel.

### **3. AUTOMATIC TRANSFER SWITCH**

#### **3.1. GENERAL**

3.1.1. The automatic transfer switch shall be furnished by the manufacturer of the engine-generator set so as to maintain system compatibility and local service responsibility for the complete emergency power system. It shall be listed by Underwriter's Laboratory, Standard 1008 with fuse or circuit breaker protection. Representative production samples of the transfer switch supplied shall have demonstrated through tests the ability to withstand at least 10,000 mechanical operation cycles. One operation cycle is the electrically operated transfer from normal to emergency and back to normal. Wiring must comply with NEC table 312.6. The manufacturer shall furnish schematic and wiring diagrams for the particular automatic transfer switch and a typical wiring diagram for the entire system.

## **3.2. RATINGS & PERFORMANCE**

3.2.1. The automatic transfer switch shall be a 3 pole design rated for 400 amps continuous operation in ambient temperatures of -20 degrees Fahrenheit (-30 degrees Celsius) to +140 degrees Fahrenheit (+60 degrees Celsius). Main power switch contacts shall be rated for 600 V AC minimum. The transfer switch supplied shall have a minimum withstand and closing rating when fuse protected of 200,000 amperes. Where the line side overcurrent protection is provided by circuit breakers, the short circuit withstand and closing ratings shall be 35,000 amperes RMS. These RMS symmetrical fault current ratings shall be the rating listed in the UL listing or component recognition procedures for the transfer switch. All withstand tests shall be performed with the overcurrent protective devices located external to the transfer switch.

## **3.3. CONSTRUCTION**

3.3.1. The transfer switch shall be double throw construction, positively electrically and mechanically interlocked to prevent simultaneous closing and mechanically held in both normal and emergency positions. Independent break before make action shall be used to positively prevent dangerous source to source connections. When switching the neutral, this action prevents the objectionable ground currents and nuisance ground fault tripping that can result from overlapping designs. The transfer switch shall be approved for manual operation. The electrical operating means shall be by electric solenoid. Every portion of the contactor is to be positively mechanically connected. No clutch or friction drive mechanism is allowed, and parts are to be kept to a minimum. This transfer switch shall not contain integral overcurrent devices in the main power circuit, including molded case circuit breakers or fuses.

3.3.2. The transfer switch electrical actuator shall have an independent disconnect means to disable the electrical operation during manual switching. Maximum electrical transfer time in either direction shall be 160 milliseconds, exclusive of time delays. Main switch contacts shall be high pressure silver alloy with arc chutes to resist burning and pitting for long life operation.

## **3.4. CONTROLS**

3.4.1. Retransfer the load to the line after normal power restoration. A return to utility timer, adjustable from 1-30 minutes, shall delay this transfer to avoid short term normal power restoration.

3.4.2. The operating power for transfer and retransfer shall be obtained from the source to which the load is being transferred. Controls shall provide an automatic retransfer of the load from emergency to normal if the emergency source fails with the normal source available.

3.4.3. Provide an engine minimum run timer, adjustable from 5-30 minutes, to ensure an adequate engine run period.

3.4.4. Provide a solid state plant exercise clock. It must allow selection of any combination of days of the week and the time of day for the generator set exercise period. Clock shall have a one week cycle and be powered by the load side of the transfer switch. A battery must be supplied to maintain the circuit board clock operation when the load side of the transfer switch is de-energized. Include a switch to select if the load will transfer to the engine-generator set during the exercise period.

3.4.5. The transfer switch shall have a time delay neutral feature to provide a time delay, adjustable from .1-10 seconds, during the transfer in either direction, during which time the load is isolated from both power sources. This allows residual voltage components of motors or other inductive loads (such as transformers) to decay before completing the switching cycle. A switch will be provided to bypass all transition features when immediate transfer is required.

3.4.6. The transfer switch shall have an inphase monitor which allows the switch to transfer between live sources if their voltage waveforms become synchronous within 20 electrical degrees within 10 seconds of transfer initiation signal. A switch must be provided to bypass this feature if not required.

3.4.7. If the inphase monitor will not allow such a transfer, the control must default to time delay neutral operation. Switches with inphase monitors which do not default to time delay neutral operation are not acceptable.

3.4.8. Provide bright lamps to indicate the transfer switch position in either UTILITY (white) or EMERGENCY (red). A third lamp is needed to indicate STANDBY OPERATING (amber). These lights must be energized from utility or the engine-generator set.

3.4.9. Provide manual operating handle to allow for manual transfer. This handle must be mounted inside the lockable enclosure so accessible only by authorized personnel.

3.4.10. Provide a maintenance disconnect switch to prevent load transfer and automatic engine start while performing maintenance. This switch will also be used for manual transfer switch operation.

3.4.11. Provide LED status lights to give a visual readout of the operating sequence. This shall include utility on, engine warm-up, standby ready, transfer to standby, inphase monitor, time delay neutral, return to utility, engine cooldown and engine minimum run. A "signal before transfer" lamp shall be supplied to operate from optional circuitry.

### **3.5. MISCELLANEOUS TRANSFER SWITCH EQUIPMENT**

## **4. ADDITIONAL UNIT REQUIREMENTS**

### **4.1. Unit Accessories**

4.1.1. The following equipment is to be installed at the engine-generator set manufacturer's

facility:

4.1.1.1. 6.8L weather protective enclosure: The engine-generator set shall be factory enclosed in a heavy gauge steel enclosure constructed with 14 gauge corner posts, uprights and headers. The roof shall be made of aluminum, aid in the runoff of water and include a drip edge. The enclosure shall be coated with electrostatically applied powder paint, baked and finished to manufacturers specifications. The color will be tan-standard. The enclosure is to have large, hinged doors to allow access to the engine, alternator and control panel. The doors must lift off without the use of tools. Each door will have lockable hardware with identical keys. Padlocks do not meet this specification.

The exhaust silencer(s) shall be provided of the size as recommended by the manufacturer and shall be of critical grade. The silencer(s) shall be mounted within the weather protective enclosure for reduced exhaust noise and provide a clean, smooth exterior design. It shall be connected to the engine with a flexible, seamless, stainless steel exhaust connection. A rain cap will terminate the exhaust pipe. All components must be properly sized to assure operation without excessive back pressure when installed.

4.1.1.2. Provide an automatic dual rate battery charger. The automatic equalizer system shall monitor and limit the charge current to 10 amps. The output voltage is to be determined by the charge current rate. The charger must be protected against a reverse polarity connection. The battery charger is to be factory installed on the generator set. Due to line voltage drop concerns, a battery charger mounted in the transfer switch will be unacceptable.

## **5. ADDITIONAL PROJECT REQUIREMENTS**

### **5.1. APPLIED STANDARDS**

5.1.1. The generator set(s) must be manufactured to the applicable specifications on file with Underwriters Laboratories and the UL 2200 mark must be affixed.

5.1.2. The transfer switch(es) must be UL listed and carry the UL mark for use in emergency systems.

### **5.2. FACTORY TESTING**

5.2.1. Before shipment of the equipment, the engine-generator set shall be tested under rated load for performance and proper functioning of control and interfacing circuits. Tests shall include:

5.2.1.1. Verifying all safety shutdowns are functioning properly.

5.2.1.2. Verify single step load pick-up per NFPA 110-1996, Paragraph 5-13.2.6.

5.2.1.3. Verify transient and voltage dip responses and steady state voltage and speed (frequency) checks.

5.2.2. Before shipment of the transfer switch shall be tested under operating conditions for performance and proper functioning of control and interfacing circuits. Tests shall include:

5.2.2.1. Verify all timing sequences operate properly and are set to factory settings.

5.2.2.2. Verify the transfer mechanism operates properly.

5.2.2.3. Verify all manual operations and indicators are functioning properly.

### **5.3. OWNER'S MANUALS**

5.3.1. Three (3) sets of owner's manuals specific to the product supplied must accompany delivery of the equipment. General operating instruction, preventive maintenance, wiring diagrams, schematics and parts exploded views specific to this model must be included.

5.3.2. Three (3) sets of owner's manuals specific to the product supplied must accompany delivery of the equipment. General operating instruction, preventive maintenance, wiring diagrams, schematics and parts exploded views specific to this model must be included.

### **5.4. INSTALLATION**

5.4.1. Installation is not required. **Supplier is required to deliver and unload equipment to 233. East Chestnut Street Olney, IL 62450**

### **5.5. SERVICE**

5.5.1. Supplier of the electric plant and associated items shall have permanent service facilities in this trade area. These facilities shall comprise a permanent force of factory trained service personnel on 24 hour call, experienced in servicing this type of equipment, providing warranty and routine maintenance service to afford the owner maximum protection. Delegation of this service responsibility for any of the equipment listed herein will not be considered fulfillment of these specifications. Service contracts shall also be available.

### **5.6. WARRANTY**

5.6.1. The standby electric generating system components, complete engine-generator and

instrumentation panel shall be warranted by the manufacturer against defective materials and factory workmanship for a period of 24 months. Such defective parts shall be repaired or replaced at the manufacturer's option, free of charge. Travel and labor shall be included for the first 12 months.

The warranty period shall commence when the standby power system is first placed into service. Multiple warranties for individual components (engine, alternator, controls, etc.) will not be acceptable. Satisfactory warranty documents must be provided. Also, in the judgment of the specifying authority, the manufacturer supplying the warranty for the complete system must have the necessary financial strength and technical expertise with all components supplied to provide adequate warranty support.

## **5.7. STARTUP AND CHECKOUT**

5.7.1. The supplier of the electric generating plant and associated items covered herein shall provide factory trained technicians to checkout the completed installation and to perform an initial startup inspection to include:

5.7.1.1. Ensuring the engine starts (both hot and cold) within the specified time.

5.7.1.2. Verification of engine parameters within specification.

5.7.1.3. Verify no load frequency and voltage, adjusting if required.

5.7.1.4. Test all automatic shutdowns of the engine-generator.

5.7.1.5. Perform a load test of the electric plant, ensuring full load frequency and voltage are within specification by using building load.

## **5.8. SUBMITTALS**

5.8.1. Provide three complete sets of Engineering Submittal for approval, prior to production release, showing all components, in addition to the engine and generator. Submittals shall include compliance with these specifications.

## **5.9. SUBSTITUTIONS**

5.9.1. The emergency power system has been designed to the specified manufacturer's electrical and physical characteristics. The equipment sizing, spacing, amounts, electrical wiring, ventilation equipment, fuel and exhaust components have all been sized and designed around Generac Power System's equipment. Should any substitutions be made, the contractor shall bear responsibility for the installation, coordination and operation of the system as well as any engineering and redesign costs which may result from such substitutions. Alternate equipment suppliers shall furnish equipment submittals 14 days prior to bid date for approval to bid. As part of the submittals, the substitute manufacturer shall supply as a minimum engine, alternator and control panel wiring diagrams and schematics. A separate list of all printed circuit boards with part numbers and current pricing must also be included.

All freight shipping, delivery and handling charges are to be included in bid total. **Supplier is required to deliver and unload equipment to 233. East Chestnut Street Olney, IL 62450** The quotation as submitted on this form will remain firm for six weeks from the date quotation is received by Illinois Eastern Community Colleges.

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

**Optional Equipment:** Please submit cost to upgrade to a sound attenuated enclosure. \$ \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX NO. \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE: PLEASE SUBMIT BID IN DUPLICATE**

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Bid Recommendation – Gym and Locker Room - Roof Replacement - LTC

DATE: May 15, 2007

Based upon the bid tabulation listed below and also the recommendation from Marion Poggas, the Bid Committee recommends acceptance of the low bid received from Shay Roofing, Inc., Millstadt, IL for a total of \$209,286.00.

**IMAGE ARCHITECTS INC.**

**PROTECTION, HEALTH & SAFETY COMPLIANCE WORK – PHASE 8 CARRYOVER  
 ROOF REPLACEMENT – GYMNASIUM AND LOCKER ROOM  
 LINCOLN TRAIL COLLEGE  
 ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529  
 OLNEY, ILLINOIS**

**Bid Tabulation**

**Thursday, May 3, 2007 at 2:00 p.m.  
 Board Room, IECC District Office**

**DIVISION I – ROOF WORK**

<b>BIDDER</b>	<b>BID SECURITY</b>	<b>ADDENDUM NO. 1</b>	<b>BASE BID</b>
Shay Roofing, Inc. Millstadt, IL	BB 5%	✓	\$209,286.00
Lakeside Roofing Co., Inc. Collinsville, IL	BB 5%	✓	\$239,726.00
Jim Taylor, Inc. Belleville, IL	BB 5%	No	\$294,600.00
Industrial Contractors, Inc. Evansville, IN	BB 5%	✓	\$285,500.00
Midwest Roofing & Insulation Co., Inc. Evansville, IN	BB 5%	No	\$296,000.00

Respectfully Submitted,

Roger Browning  
 Terry L. Bruce  
 Harry Hillis, Jr.

Source of Funds: Phase 8 Carryover Funds

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

*image Architects inc*

---



1118 West Main Street P.O. Box 850 Carbondale, Illinois 62901  
618.457.2128 618.549.5725 fax

310 Broadway Suite 4 Cape Girardeau, Missouri 63701  
573.334.6666 573.335.8898 fax

May 4, 2007

Mr. Roger Browning  
Illinois Eastern Community Colleges  
233 East Chestnut  
Olney, Illinois 62450

Re: Roof Replacement – Gymnasium & Lockerrooms  
Lincoln Trail College

Dear Mr. Browning:

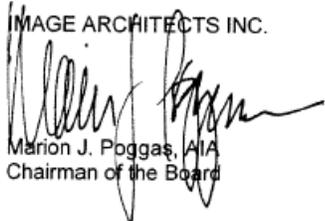
We have reviewed the bids submitted for the work on the referenced project. We find no reason to prevent award of the Base Bid work to the lowest responsible and responsive bidder as follows:

Roofing Work	Shay Roofing, Inc.	\$209,286.00
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If you have any questions, please feel free to contact our office.

Sincerely,

IMAGE ARCHITECTS INC.

  
Marion J. Poggas, AIA  
Chairman of the Board

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – Triple Play Equipment  
DATE: May 15, 2007

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 only bid received that meets all specifications from Kasenna, Sunnyvale, CA, for a total bid of \$20,375.00.

Respectfully submitted,

Terry Bruce  
John Highhouse  
Harry Hillis, Jr.

Source of Funds: LTC Foundation

Department: Telecom

Rationale for Purchase: The “Triple Play” is the newest technology in telecommunications. Our students need to have this knowledge.

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

**Data/Telephony/IPTV Lab System (Triple Play) Specifications:**

Components / Materials List

(1) IPTV Middleware / Video and VOD Servers for Lab System

Kasenna Livingroom v2.0 Middleware Application Server

ZL01020000003

2.8GHz Pentium 4 CPU with mirrored 200 GB drives

RHEL4.0 update 1

2GB main memory

Kasenna Middleware and 10 Client Licenses

ZL01020000002 integrated with Amino 125 Set Top Box.

Integrated with Kasenna OmniBase / MediaBase v8.1

VOD Server Software.

Kasenna OmniBase Media Server

ZO03081000350

Video / VOD Server

90 Mb/S streaming bandwidth (24 streams @3.75 Mb/s)

20 Gigabyte System Storage

350 Gigabyte HD

1 RU Chassis

RedHat Linux operating system

OmniBase Software v8.1

3 Gig Pentium 4 hyper-treaded processor

1 Gig Ram

1 Gig NIC

MPEG-1, MPEG-2, MPEG-4 capable

CD-ROM and Floppy drives

All necessary hardware, cables and connectors, 1 Yr service contract, Installation and Setup included in bid.

**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 received by Illinois Eastern Community Colleges.**

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

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX NO. \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE: PLEASE SUBMIT BID IN DUPLICATE**

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – Gym Floor Refinishing - WVC  
DATE: May 15, 2007

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 Sandman Sports Floors Inc., Bloomington, IN for a total bid of \$21,534.82.

Wabash Valley College-Gym Floor Refinishing Bid Tabulation Sheet	
Vendor	Bid
Haflich Hardwood Floor Indianapolis, IN	\$24,900.00
Sandman Sports Floors Inc. Bloomington, IN	\$21,534.82
Specialty Floors, Inc. Rockford, IL	\$33,713.00

Respectfully submitted,

Roger Browning  
Terry Bruce  
Harry Hillis, Jr.

Source of Funds: Operations & Maintenance Fund

Department: WVC Gymnasium

Rationale for Purchase: Hardwood gymnasium floors are fully sanded, sealed, game line painted, and refinished approximately every 10-12 years. The process can occur more or less frequently depending on care and maintenance.

The WVC gym floor is approximately 15 years old and has never gone through this process. The game lines have faded and discolored from years of varnish build-up. The floor is in dire need of sanding and refinishing.

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

BID REQUEST FOR WABASH VALLEY COLLEGE GYM FLOOR REFINISHING

Scope of work: Provide labor, materials and equipment to sand approximately 10,900 square feet of gym floor to bare wood. Shade main court as desired. Apply two coats of gym floor sealer, paint game lines, logo and lettering, and apply three coats of water based gym floor finish. An electronic rendering of the graphics for this project is available upon request by contacting **Roger Browning at 618 – 263 – 4999, ext 5545.**

Includes: Following are specifications set forth for sanding and refinishing the Wabash Valley College gymnasium floor:

- A) Sand approximately 10,900 square feet of maple flooring to a smooth bare surface with rough, medium and fine sandpaper without marks or streaks.
- B) Shade main court as desired.
- C) Apply two ( 2 ) coats of “MFMA Approved” seal to the entire floor.
- D) After seal has dried, buff floor and remove dust.
- E) Paint one main basketball court (black lines).
- F) Outline corners only of one main volleyball court. Wabash Valley currently does not have volleyball, but would want white “tick marks” outlining corner dimensions of a volleyball court so one could be painted at a later date if desired.
- G) Paint two side partial basketball courts (black lines) consisting of a 16” free throw line only.
- H) Paint a two colored “WABASH VALLEY” on one end of the main basketball court.
- I) Paint a two colored “WARRIORS” on one end of the main basketball court.
- J) Paint a large “WVC” logo in center circle of main basketball court.
- K) After paint has dried, buff with a conditioning pad, remove dust, apply three coats of “MFMA Approved” water based gym floor finish.
- L) Work to be accomplished between May 21, 2007 and June 15, 2007 with the gym floor ready for play by June 15, 2007 (Official bid opening scheduled for May 4, 2007. Bid shall be considered for award on May 15, 2007 at the regularly scheduled Board of Trustees meeting).
- M) One year warranty on all materials and workmanship.

**All freight and labor charges are included in bid total. The bid as submitted on this form will remain firm for six weeks from the date received by Illinois Eastern Community Colleges.**

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

SIGNATURE\_\_\_\_\_

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

COMPANY\_\_\_\_\_

ADDRESS\_\_\_\_\_

TELEPHONE\_\_\_\_\_

FAX NO.\_\_\_\_\_

DATE\_\_\_\_\_

**NOTE: PLEASE SUBMIT BID IN DUPLICATE**

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – Continuous Miner Training Panel  
DATE: May 15, 2007

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 only bid received that meets all specifications from Joy Mining Machinery, Sunnyvale, CA, for a total bid of \$148,750.00.

Respectfully submitted,

Terry Bruce  
Diane Lutes  
Harry Hillis, Jr.

Source of Funds: Community Based Job Training Grant

Department: Workforce Education

Rationale for Purchase: The equipment proposed is used in 90% of the mines in operation in southern Illinois. It is the training instrument that should be used pursuant to the grant received.

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

14CM Training Panel – Includes: Major & Misc. Components, Fabrication, Instructional Material, Labor, and Delivery

Joy 14CM Continuous Miner training panel. This panel will be supplied with a VFD Traction Drive system with the CCU control system and the standard text message display unit as on JM5866. All components will be the same as used on actual Joy production machines. All components including VFG Drive, CCU, Vacuum Line Starters, Control Switches, Associate Wiring, and Control Relays must be Joy components as used on Joy miners. The only difference will be with fractional size horsepower motors to represent the actual machine motors, e-stop switches, lighting, methane monitor and lid switches. This is important for students because it gives them first-hand exposure to, and experience working with, the actual machine components they will be working with in the mines

The panel will be set up to operate on a 440/480-3phase, VAC power supply that must be protected by adequate breakers or fuses. The panel will include a switch bank to induce 30 simulated faults into the system. The 30 faults that are programmed into the panels and certain electronic components on the panels must be modified to make them work with the panel supply voltage instead of the actual machine supply voltage. These faults must simulate the most common actual problems that have been seen on Joy production machines.

A set of laminated Fault Cards must be supplied that list the symptoms a machine operator might give the mine maintenance team when a machine has malfunctioned. This will allow students an opportunity to diagnose the problem using resources such as wiring diagrams, the technical service manual, and a volt/ohm meter.

These panels must be designed and built to match the most common configuration found in the mines located in the 20 southern most counties in the state of Illinois. This will make the training more relevant to trainees because it is such a close simulation to what is in near-by mines they may soon work in. In effect, it gives them practical hands-on experience on a machine they may actually be required to maintain.

The panel must included an Instructional Materials packet with an Operations Guide for setup, safety requirements, and suggested activities, a Student Activities workbook, and a set of associated wiring diagrams to match the panel circuits. . The guide will give the instructor relevant information to safely and effectively use the panel from the first day it arrives. The training materials must give the trainees experience working on higher voltage applications where safety must always be a vital consideration.

**All freight shipping, delivery and handling charges are to be included in bid total. The Continuous Miner Training Panel will be shipped to Harrisburg, IL.**

**The quotation as submitted on this form will remain firm for six weeks from the date quotation is received by Illinois Eastern Community Colleges.**

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

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX NO. \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE: PLEASE SUBMIT BID IN DUPLICATE**

**Agenda Item #13**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529

TREASURER'S REPORT April 30, 2007

<u>FUND</u>	<u>BALANCE</u>
Educational	\$913,405.32
Operations & Maintenance	\$317,794.24
Operations & Maintenance (Restricted)	\$71,423.35
Bond & Interest	\$34,566.30
Auxiliary	\$519,399.83
Restricted Purposes	(\$161,365.52)
Working Cash	\$107,355.02
Trust & Agency	\$200,198.30
Audit	\$48,776.58
Liability, Protection & Settlement	\$122,284.95
TOTAL ALL FUNDS	\$2,173,838.37

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**April 30, 2007**

	<b>ALL FUNDS</b>
	<b>Fiscal Year 2007</b>
<b>ASSETS:</b>	
CASH	2,173,838
IMPREST FUND	21,500
CHECK CLEARING	12,000
INVESTMENTS	13,040,000
RECEIVABLES	2,779,827
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	481,046
OTHER ASSETS	446,276
TOTAL ASSETS AND OTHER DEBITS:	18,954,487
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	3,052
ACCOUNTS PAYABLE	3,089
ACCRUED EXPENSES	-
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	1,791,912
OTHER LIABILITIES	958,417
TOTAL LIABILITIES:	2,896,420
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	1,646,662
PR YR BDGTED CHANGE TO FUND BALANCE	326,286
 <b>FUND BALANCES:</b>	
FUND BALANCE	11,415,991
RESERVE FOR ENCUMBRANCES	2,669,128
TOTAL EQUITY AND OTHER CREDITS	16,058,067
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 18,954,487

ILLINOIS EASTERN COMMUNITY COLLEGES  
Combined Statement of Revenues, Expenses,  
and Changes in Net Assets  
AS OF April 30, 2007

ALL FUNDS

	YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	4,886,660
STATE GOVT SOURCES	10,691,791
STUDENT TUITION & FEES	10,709,522
SALES & SERVICE FEES	2,515,815
FACILITIES REVENUE	43,410
INVESTMENT REVENUE	386,604
OTHER REVENUES	<u>71,224</u>
TOTAL REVENUES:	29,305,026
EXPENDITURES:	
INSTRUCTION	9,362,814
ACADEMIC SUPPORT	387,769
STUDENT SERVICES	1,020,047
PUBLIC SERV/CONT ED	47,288
OPER & MAINT PLANT	2,096,308
INSTITUTIONAL SUPPORT	6,868,155
SCH/STUDENT GRNT/WAIVERS	4,966,593
AUXILIARY SERVICES	<u>3,408,160</u>
TOTAL EXPENDITURES:	28,157,134
TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	<u>0</u>
TOTAL TRANSFERS AMONG FUNDS:	0
NET INCREASE/DECREASE IN NET ASSETS	<u>1,147,892</u>

ILLINOIS EASTERN COMMUNITY COLLEGES  
Operating Funds Comparison Report  
FY 2005 - 2007

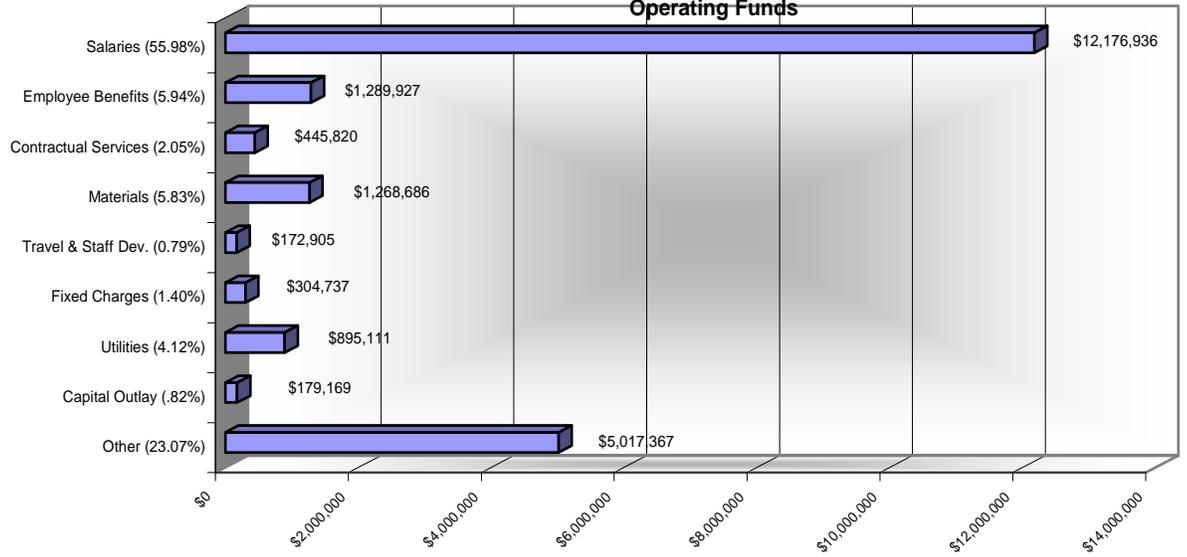
College	Category	FISCAL YEAR 2005			FISCAL YEAR 2006			Annual Budget	FISCAL Spent Thru April
		Annual Budget	Spent Thru April	% of Bdgt	Annual Budget	Spent Thru April	% of Bdgt		
Frontier	Bills		\$1,483,537			\$1,630,946		\$1,711,111	
	Payroll		1,704,179			1,731,794		1,681,111	
	Totals	\$3,614,748	3,187,716	88%	\$3,835,099	3,362,740	88%	\$3,893,618	3,399,111
Lincoln Trail	Bills		1,112,528			1,065,489		1,141,111	
	Payroll		2,011,611			1,987,700		1,991,111	
	Totals	3,610,776	3,124,139	87%	3,527,579	3,053,189	87%	3,634,800	3,141,111
Olney Central	Bills		1,573,614			1,584,423		1,651,111	
	Payroll		3,353,425			3,662,583		3,701,111	
	Totals	5,511,199	4,927,039	89%	5,829,221	5,247,006	90%	6,096,750	5,351,111
Wabash Valley	Bills		1,518,701			1,631,614		1,701,111	
	Payroll		2,572,007			2,579,551		2,501,111	
	Totals	4,394,989	4,090,708	93%	4,524,325	4,211,165	93%	4,710,562	4,211,111
Workforce Educ.	Bills		1,342,041			1,618,234		1,691,111	
	Payroll		942,593			980,247		931,111	
	Totals	2,791,185	2,284,634	82%	2,997,567	2,598,481	87%	3,148,437	2,631,111
District Office	Bills		202,967			190,488		191,111	
	Payroll		730,309			742,290		711,111	
	Totals	1,217,781	933,276	77%	1,233,158	932,778	76%	1,240,904	901,111
District Wide	Bills		1,381,783			1,465,461		1,461,111	
	Payroll		519,447			583,216		621,111	
	Totals	3,283,135	1,901,230	58%	3,271,183	2,048,677	63%	3,635,437	2,091,111
O & M	Bills								
	Payroll								
	Totals								
<b>GRAND TOTALS</b>		<b>\$24,423,813</b>	<b>\$20,448,742</b>	<b>84%</b>	<b>\$25,218,132</b>	<b>\$21,454,036</b>	<b>85%</b>	<b>\$26,360,508</b>	<b>\$21,751,111</b>

Excludes DOC



**Illinois Eastern Community Colleges  
FY2007**

**Operating Funds**



Illinois Eastern Community Colleges Dist. #529

As of April 30, 2007 - \$21,750,658

**Agenda Item #14**

**Chief Executive Officer's Report**

**Agenda Item #15**

**Executive Session**

**Agenda Item #16**

**Approval of Executive's Session Minutes**

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

**Agenda Item #17**

**Approval of Personnel Report**

## **MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Terry L. Bruce

**DATE:** May 10, 2007

**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. Leave of Absence Approved by CEO since April 17, 2007**
- 400.3. Resignations**
- 400.4. Retirement**

# **PERSONNEL REPORT**

## **400.1. Employment of Personnel**

### **A. Faculty**

1. Jason Brinkley, Chemistry Instructor, effective August 15, 2007

### **B. Classified**

1. Dawn Ferguson, Office Assistant, LTC, effective May 17, 2007
2. Dennis Shular, Computer Technician, FCC, effective June 1, 2007

## **400.2. Leave of Absence Approved by CEO since April 17, 2007**

### **A. None**

## **400.3. Resignations**

### **A. Administrative**

1. Mike Dreith, President, FCC, resignation effective June 2, 2007

### **B. Faculty**

1. Roger Chapman, History Instructor, resignation effective August 15, 2007.

### **C. Classified**

1. Samantha Farmer, Clerk/Receptionist, FCC, resignation effective July 1, 2007

## **400.4. Retirement**

### **A. Classified**

1. Albert Miller, Jr., Custodian, LTC, retirement effective September 1, 2007

**Agenda Item #18**

**Collective Bargaining**

**Agenda Item #19**

**Litigation**

**Agenda Item #20**

**Acquisition and Disposition of Property**

**Agenda Item #21**

**Other Items**

**Agenda Item #22**

**Adjournment**







**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Adjournment**



**TENTATIVE**  
**Protection, Health, Safety and ADA**  
**Projects Schedule**  
**Phase VIII**

	Estimated Budget										
Districtwide Upgrade of Plumbing	\$67,200										
Roof Replacement - LTC Gymnasium	\$267,900										
<b>GRAND TOTAL</b>	<b>\$335,100</b>		<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Partial Accepted</b>	<b>Fully Accepted</b>

4/30/2007