

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

May 20, 2008



Location:

**Wabash Valley College
2200 College Drive
Mt. Carmel, IL 62863**

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

**Illinois Eastern Community Colleges
Board Agenda**

**May 20, 2008
7:00 p.m.
Wabash Valley College**

1. Call to Order & Roll Call..... Chairman Fischer
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
 - Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
 - A. 500.2 Admission of Secondary School Students
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Articulation Agreements with Eastern Illinois University..... Pampe
 - B. Joint Agreement with Kaskaskia College..... Cantwell
 - C. Allied Health Background Screening Bruce
 - D. FY2009 Contract with Lawrence Correctional Center Bruce
 - E. FY2009 Contract with Robinson Correctional Center..... Bruce
 - F. Affiliation Agreement with Bradley Houston, M.D. (Medical Assistant)..... Bruce
 - G. Affiliation Agreement with Jasper County Health Dept. (Medical Assistant) Bruce
 - H. Affiliation Agreement with Podiatry Medical Surgical Center (Medical Assistant)..... Bruce
 - I. Affiliation Agreement with David Rotman, M.D. (Medical Assistant) Bruce
 - J. Affiliation Agreement with Bertram Pharmacy (Pharmacy Technician) Bruce
 - K. Affiliation Agreement with Crawford Memorial Hospital (Pharmacy Technician)..... Bruce
 - L. Affiliation Agreement with Lovins Pharmacy (Pharmacy Technician) Bruce
 - M. Affiliation Agreement with St. Anthony’s Hospital (Pharmacy Technician)..... Bruce
 - N. Affiliation Agreement with Daviess County Hospital (Phlebotomy)..... Bruce
 - O. Affiliation Agreement with Select Specialty Hospital (Associate Degree Nursing)..... Bruce
 - P. Affiliation Agreement with Oblong Clinic Family Practice (Medical Assistant) Bruce
9. Bid Committee Report Bruce
 - A. Paving Repair and Overlay - District Wide
 - B. (2) 15-Passenger Vans

- 10. District Finance
 - A. Financial Report.....Browning
 - B. Approval of Financial Obligations.....Browning
- 11. Chief Executive Officer's Report Bruce
- 12. Executive Session Bruce
- 13. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes Bruce
 - B. Audio Executive Session Minutes..... Bruce
- 14. Approval of Personnel Report Bruce
- 15. Collective Bargaining Bruce
 - A. Approval of Contract with IECEA AY 2007-2008 thru 2011-2012
- 16. Litigation..... Bruce
- 17. Acquisition and Disposition of Property..... Bruce
- 18. Other Items
- 19. Adjournment

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 9, 2008.

Notice of Special Meeting: This special meeting was called by George Andrew Fischer, 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 interview candidates for the Office of President of Frontier Community College, Fairfield, Illinois.

1. Call to Order & Roll Call: Chairman George Andrew Fischer called the meeting to order at 6:05 p.m. and directed the Board 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, William C. Hudson "Jr.," Walter L. Koertge, Larry Rost, Marilyn J. Wolfe. Trustees absent: John D. Brooks, Randi Scott-Inboden (student trustee). There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

(Trustee John D. Brooks entered the meeting at 6:09 p.m.)

Also present at this meeting, in addition to trustees: Terry L. Bruce, Chief Executive Officer/Chief Operating Officer; and Harry Hillis, Jr., Board Secretary.

2. Public Comment: None.

3. 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]. Trustee Marilyn Wolfe made a motion to hold a closed meeting under the Open Meetings Act exception recommended by the CEO. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Randi Scott-Inboden (student trustee). The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 6:10 p.m.

4. Executive Session Ended: Trustee Brenda Culver 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 6:40 p.m.

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

5. Interviews with Candidates for President of FCC: The Board of Trustees and CEO interviewed the following candidates, individually, for the Office of President of Frontier Community

College, Fairfield, Illinois: Tim Taylor and Homer Cissell. Each candidate was interviewed for approximately one hour.

No formal actions were taken during this special 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 special meeting adjourned at 9:15 p.m.

Approved: Chairman: _____

Secretary: _____

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 Student Union, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, April 15, 2008.

Change in Location of Meeting: The Chairman noted that the location of this meeting has been changed from the Banquet Room to the Student Union at Olney Central College.

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

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

John D. Brooks, Brenda K. Culver, George Andrew Fischer, William C. Hudson “Jr.,” Walter L. Koertge, Larry Rost, Marilyn J. Wolfe. Also present was Terra Ochs, student trustee-elect. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Jack Davis, President of Olney Central College.
Matt Fowler, President of Wabash Valley College.
Charles Novak, President of Frontier Community College.
Beverly Turkal, President of Lincoln Trail College.
Roger Browning, Chief Finance Officer/Treasurer.
Tara Buerster, Director of Human Resources.
Alex Cline, Director of Information & Communications Technology.
Pamela Schwartz, Associate Dean of Institutional Development.
George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office
DOC – Department of Corrections
FCC – Frontier Community College
HLC – Higher Learning Commission
ICCB – Illinois Community College Board
ICCTA – Illinois Community College Trustees Association
IECC – Illinois Eastern Community Colleges
IECCEA – Illinois Eastern Community Colleges Education Association
LCC – Lawrence Correctional Center
LTC – Lincoln Trail College
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 #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting of Tuesday, March 18, 2008 were presented for disposition.

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

AGENDA #3 – “Seating of Student Board Member Terra Ochs” – The oath of office was administered to Terra Ochs, a student at Olney Central College, and she was seated as student member of the Board of Trustees for the coming year, succeeding Randi Scott-Inboden.

AGENDA #4 – “Recognition of Visitors and Guests” –

#4-A. Visitors and Guests: Visitors and guests present were recognized.

#4-B. IECCEA Representative: Dan Tahtinen, President of Illinois Eastern Community Colleges Education Association, and several IECC faculty members were present and introduced themselves.

Special Resolution – Memorial to Dr. Kent L. Wattleworth, Chairman Emeritus of the Board of Trustees: The following resolution was read, followed by a recommendation by the CEO for adoption and insertion into the minutes of this meeting and the permanent records of the IECC District:

WHEREAS, Illinois Eastern Community Colleges District #529 notes with sadness the death of Kent L. Wattleworth, M.D. on Friday, March 21, 2008, and;

WHEREAS, Dr. Wattleworth served as a leader in education giving more than 33 years service as a member of the local Board of Education and this community college district Board of Trustees, and;

WHEREAS, Dr. Wattleworth was elected a member of the Board of Education in 1957, just as the East Richland Community Unit School District #1 faced a building crisis. He served countless hours attending meetings with community groups to explain the need for better facilities which led to the passage of a bond issue that brought building improvements, new school buildings, and extensive additions to existing buildings, and;

WHEREAS, Dr. Wattleworth during the early 1960’s donated his time toward the establishment of a community college with the result that Olney Central College, a Class II Junior College, opened in 1963, and;

WHEREAS, Dr. Wattleworth led the drive to create a Class I Community College District. Dr. Wattleworth attended 96 public meetings, devoting hours of his time explaining the benefits of higher educational to area citizens and many civic and citizens groups and the need for a Class I College, and;

WHEREAS, that leadership led to the passage of the referendum on September 7, 1967, when the Illinois Eastern Community Colleges District #529 was created by a nearly 10-1 vote with 7,278 for and 778 against, and;

WHEREAS, when the new Class I Board of Trustees was elected in 1967, Dr. Wattleworth was elected to the Board and selected as Chairman. He served in that office until 1975 when he was not a candidate for re-election, and;

WHEREAS, Wabash Valley College was founded in 1960 by Community Unit School District #348 in Mt. Carmel. Dr. Wattleworth saw the need to combine the two colleges and worked with community leaders in that effort. In February 1969, OCC and WVC were combined into a two-college community college district and;

WHEREAS, Dr. Wattleworth recognized that not all of the needs were being met and worked with the Board for the establishment of Lincoln Trail College in Robinson, Illinois, in May of 1969, and;

WHEREAS, Dr. Wattleworth helped establish in December of 1976, the College of Continuing Education in Fairfield, Illinois and then worked with state and local officials to develop a “College

Without Walls”. Through his and efforts of others, Frontier Community College was established on July 1, 1978, and;

WHEREAS, in recognition of Dr. Wattleworth’s significant contribution to Illinois Eastern, the Board of Trustees on December 20, 1977, honored him by naming the main classroom building at Olney Central College, **Wattleworth Hall**. Wattleworth Hall was dedicated on February 26, 1978, and;

WHEREAS, Dr. Wattleworth was appointed to fill a Board vacancy in 1992 and when he was re-elected in 1993, he was again chosen to be Chairman and remained Chairman until his retirement from the Board in November of 1999, and;

WHEREAS, Dr. Wattleworth was named Chairman Emeritus, by the Board of Trustees upon his retirement, and;

WHEREAS, Dr. Wattleworth was born July 3, 1914, in Yale, Illinois, Jasper County, the son of a physician and;

WHEREAS, Dr. Wattleworth practiced in Newton, Illinois for 2 ½ years, then served in World War II for 2½ years until New Year’s Day 1950, when he began his practice in Olney, Illinois. He led a distinguished career as a physician specializing in the Ears, Nose, and Throat at Weber Medical Clinic from 1950 to 1992, and;

WHEREAS, in recognition of Dr. Wattleworth’s contribution to the practice of medicine, the Southern Illinois Medical Association gave him the “Favorite Son” award on November 8, 2001, and;

WHEREAS, Dr. Wattleworth was an active member of the Trinity Lutheran Church, Olney, and served on the Board of American Missionaries. He was selected as a delegate to the constituting convention, which combined the four existing branches of the Lutheran Church into the Lutheran Church of America, a significant accomplishment in American church history, and;

WHEREAS, Dr. Wattleworth was married to his wife Jean, now deceased, for 53 ½ years and raised three sons, Jim, Bob, and Mike, and;

WHEREAS, Dr. Wattleworth provided the essential leadership that gave southeastern Illinois the only multi-college community college district outside of the City of Chicago. His leadership and dedication have been an inspiration to everyone who had the privilege of knowing him, and;

WHEREAS, Dr. Wattleworth’s own words may best describe what led him to be so involved in the promotion of education when he said, “People ask me why I have such an interest in education. There were two people who greatly influenced me – my mother, who was a teacher. And while at medical school, Dr. Johnson, my professor of gross anatomy, told us ‘Boys, you are being educated at the public’s expense. When you get out of here, you have to do whatever you can for the educational system in whatever state you settle in. It is your obligation.’ And I took Dr. Johnson’s admonition seriously.” and;

WHEREAS, nearly every citizen of the IECC District, has been touched in some way by one or more of the IECC colleges and have benefitted through the efforts of Dr. Wattleworth, other board members, and various college administrative teams and staff, and;

THEREFORE, the Board of Trustees of Illinois Eastern Community Colleges District #529, takes note of Dr. Wattleworth’s significant contributions to the educational needs of area citizens. The Board is certain that his contributions to education will continue to influence the lives of the citizens of this area and for that we are thankful.

Board Action: Trustee Marilyn Wolfe made a motion to adopt the foregoing resolution in memory of Dr. Kent L. Wattleworth, Chairman Emeritus of the Board of Trustees, as recommended. Student Trustee Terra Ochs seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #5 – “Public Comment” – None.

AGENDA #6 – “Reports” –

#6-A. Report from Trustees: None.

#6-B. Report from Presidents: Informational reports were noted from each of the colleges.

#6-C. Report from Cabinet: None.

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

#7-A. FMLA 400.20 Policy Revision: Since December of 1993, the Board of Trustees has had in place a Family and Medical Leave Policy (FMLA), which complies with federal law. Because of changes at the federal level, the Board must to make changes in the policy to remain in compliance. The changes required deal with Family and Medical Leave for family members of military personnel and rights of injured military personnel to Family and Medical Leave. The changes to FMLA will allow an employee leave if a spouse, son or daughter, or parent are called into active military duty or if a spouse, parent, or child who is in military service has a serious injury or illness that was incurred during the line of duty while on active military duty. The CEO recommended that second reading be waived and that the changes in Board Policy 400.20 be approved as outlined.

Board Action: Trustee Brenda Culver made a motion to waive second reading and adopt revised FMLA Board Policy 400.20 as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

#9-A. Activity Fee Allocations – FY2009: The Chief Finance Officer presented the following allocations of student activity fees for FY2009. 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%	5%
College Union	7%	0%	20%
Student Testing	3%	4%	0%
Intramurals	0%	0%	0%
Parking Maintenance	0%	9%	0%
Publications	10%	0%	0%
Soc. Cul. Act. Team	0%	8%	0%
Special Events	3%	0%	3%
Student Senate	15%	10%	12%
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%	14%
Sports Facility	10%	0%	0%

Board Action: Trustee Larry Rost made a motion to approve the FY2009 Activity Fee allocations as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-B. FY2009 Bid Schedule: The Chief Finance Officer presented the recommended Bid Schedule for FY2009, 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. Adopting an annual Bid Schedule allows the District to plan, consolidate, and effectively manage the purchase of needed items. Rather than purchasing these items intermittently throughout the year, it is more efficient and the District receives better pricing if items are grouped and bid together and purchased at designated times. The CEO recommended approval.

Board Action: Trustee William Hudson made a motion to approve the FY2009 Bid Schedule as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-C. Radiography Program Revisions: The Allied Health Program has suggested the following changes to IECC's Radiography Program:

1. Prospective students must apply by March 1st for May admission;
2. The math placement test is replaced with a COMPASS/ASSET in English, Reading, and Mathematics;
3. Information on the drug policy is moved from a "note" at the bottom of the page into the actual body of requirements; Transcripts must now be submitted to the Radiography Program Advisor;
4. All Radiography School graduates will be required to have a minimum of 15 hours of general education credits;
5. Transfer program requirements are increased in math.

The CEO recommended approval of these proposed changes in the Radiography Program.

Board Action: Trustee Marilyn Wolfe made a motion to approve the foregoing changes in the IECC Radiography Program as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-D. Capital Project Application: The CEO recommended approval for submission of a Capital Project Application to the Illinois Community College Board (ICCB) for the re-surfacing of selected parking lots and roadways throughout the district. Some existing parking lots at FCC, LTC, and OCC are original pavement and are 25 to 30 years old. The lots are desperately in need of preservation overlay before deterioration eliminates an overlay as an option. The District has received Deferred Maintenance funds from the state that will be used for parking lot maintenance. However, these funds have not been received for more than six years and as a result the parking lots have deteriorated. There are no Deferred Maintenance funds in the State's projected FY09 budget. In addition, the existing road going to the WVC Applied Arts Building from the main campus has seriously deteriorated to a point where repair is necessary. A length of the road requires demolition and new base and asphalt pavement. This work is to be done in conjunction with site drainage and erosion control that has been previously

approved as Protection Health and Safety work. Total cost of this project is estimated to be \$645,500, to be funded from reserves in the Operations and Maintenance Fund. The application includes a detailed description identifying the scope of work, the project's programmatic justification, project budget, and funding source.

Board Action: Trustee Larry Rost made a motion to approve submission of a Capital Project Application to the Illinois Community College Board (ICCB) for the re-surfacing of selected parking lots and roadways throughout the district as recommended. Student Trustee Terra Ochs seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-E. Capital Project Application Resolution: The CEO recommended adoption of the following resolution approving a Capital Project Application.

Resolution for Capital Project Application District-Wide Parking Lot and Roadway Overlay

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 overlay and re-surfacing of selected parking lots and roadways district-wide.

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 Walter Koertge made a motion to adopt the foregoing resolution approving submission of a Capital Project Application to the ICCB for the re-surfacing of selected parking lots and roadways throughout the district as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-F. Amendment of FY08 DOC Budgets: Annually, the Board of Trustees enters into a contract and budget with the Illinois Department of Corrections (DOC), wherein the Board operates educational programs at the Robinson Correctional Center and the Lawrence Correctional Center. Historically, the Department of Corrections will amend the budgets near the end of the fiscal year, which is June 30. Under the proposed budgetary changes, IECC contractual employees will receive a 4% stipend for FY08. The contract was available for review at the Board meeting. The actual changes in compensation will appear in the Personnel Report, upon which the Board will also take action. Because some Department of Corrections personnel have unionized, those pay raises will not go into effect until mutually agreed to by the Service Employees International Union, bargaining agent for the employees. The CEO recommended approval of the amendment to the Department of Corrections budgets as presented.

Board Action: Trustee Marilyn Wolfe made a motion to approve the amended budgets with the Illinois Department of Corrections as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-G. Facility Use Agreement with SIU-Carbondale: Southern Illinois University (SIU) has offered Motorcycle Rider courses at Olney Central College. SIU has requested renewal for the facility use agreement concerning this course. The proposed agreement sets forth the requirements of each party, but does not require the payment of funds by either party. The agreement deals extensively with the insurance requirements of OCC and SIU. The agreement may be terminated by either party with 30 days notice. The CEO recommended approval to renew the facility use agreement with Southern Illinois University for offering motorcycle rider courses at OCC.

Board Action: Trustee Brenda Culver made a motion to approve renewal of the facility use agreement with SIU for the Motorcycle Rider course as recommended. Student Trustee Terra Ochs seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-H. Affiliation Agreement with Newton CVS – Pharmacy Technician: IECC wishes to enter into a new affiliation agreement with the Newton CVS Pharmacy located in Newton, Illinois. This affiliation agreement is for the Pharmacy Technician Program and is the standard affiliation agreement utilized by the District.

Board Action: Trustee William Hudson made a motion to approve an affiliation agreement with Newton CVS for the Pharmacy Technician Program as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-I. Affiliation Agreement with Olney CVS – Pharmacy Technician: IECC wishes to enter into a new affiliation agreement with the Olney CVS Pharmacy located in Olney, Illinois. This affiliation agreement is for the Pharmacy Technician Program and is the standard affiliation agreement utilized by the District.

Board Action: Trustee William Hudson made a motion to approve an affiliation agreement with Olney CVS for the Pharmacy Technician Program as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-J. Affiliation Agreement with Vincennes CVS – Pharmacy Technician: IECC wishes to enter into a new affiliation agreement with the Vincennes CVS Pharmacy located in Vincennes, Indiana. This affiliation agreement is for the Pharmacy Technician Program and is the standard affiliation agreement utilized by the District.

Board Action: Trustee William Hudson made a motion to approve an affiliation agreement with Vincennes CVS for the Pharmacy Technician Program as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-K. Affiliation Agreement with Vincennes Walgreen’s – Pharmacy Technician: IECC wishes to enter into a new affiliation agreement with the Vincennes Walgreen’s Pharmacy located in

Vincennes, Indiana. This affiliation agreement is for the Pharmacy Technician Program and is the standard affiliation agreement utilized by the District.

Board Action: Trustee William Hudson made a motion to approve an affiliation agreement with Vincennes Walgreen's for the Pharmacy Technician Program as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-L. Affiliation Agreement with Newton Rest Haven – Nurse Assistant: IECC wishes to enter into a new affiliation agreement with Newton Rest Haven located in Newton, Illinois. This affiliation agreement is for the Nurse Assistant Program and is the standard affiliation agreement utilized by the District.

Board Action: Trustee William Hudson made a motion to approve an affiliation agreement with Newton Rest Haven for the Nurse Assistant Program as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-M. Affiliation Agreement with Crawford Memorial Hospital – Nurse Assistant: IECC wishes to enter into a new affiliation agreement with Crawford Memorial Hospital located in Robinson, Illinois. This affiliation agreement is for the Nurse Assistant Program and is the standard affiliation agreement utilized by the District.

Board Action: Trustee William Hudson made a motion to approve an affiliation agreement with Crawford Memorial Hospital for the Nurse Assistant Program as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-N. Affiliation Agreement with Springhill Medical Center – Medical Assistant: IECC wishes to enter into a new affiliation agreement with Springhill Medical Center located in Terre Haute, Indiana. This affiliation agreement is for the Medical Assistant Program and is the standard affiliation agreement utilized by the District.

Board Action: Trustee William Hudson made a motion to approve an affiliation agreement with Springhill Medical Center for the Medical Assistant Program as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-O. Affiliation Agreement with Sarah Bush Lincoln Medical Center – Medical Assistant: IECC wishes to enter into a new affiliation agreement with Sarah Bush Lincoln Medical Center located in Mattoon, Illinois. This affiliation agreement is for the Medical Assistant Program and is the standard affiliation agreement utilized by the District.

Board Action: Trustee William Hudson made a motion to approve an affiliation agreement with Sarah Bush Lincoln Medical Center for the Medical Assistant Program as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-P. Affiliation Agreement with A P & S Clinic – Medical Assistant: IECC wishes to enter into a new affiliation agreement with A P & S Clinic located in Terre Haute, Indiana. This affiliation agreement is for the Medical Assistant Program and is the standard affiliation agreement utilized by the District.

Board Action: Trustee William Hudson made a motion to approve an affiliation agreement with A P & S Clinic for the Medical Assistant Program as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-Q. Affiliation Agreement with Crossroads Hospital – Associate Degree Nursing: IECC wishes to enter into a new affiliation agreement with Crossroads Hospital located in Mt. Vernon, Illinois. This affiliation agreement is for the Associate Degree Nursing Program and is similar to standard affiliation agreements utilized by the District for Nursing programs.

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

AGENDA #10– “Bid Committee Report” – The CFO presented the following recommendations of the Bid Committee, followed by Board action as recorded.

#10-A. IECC – PHS Compliance Work – Phase 9: Based upon the bid tabulation as presented and also the recommendation from Image Architects, the Bid Committee recommended acceptance of the following bids for PHS Compliance Work, Phase 9:

1. Division I – General/Plumbing Work: Kieffer Bros Construction, Mt. Carmel, IL: Base Bid \$635,000.00; Alternate G-1 \$12,000.00; Alternate G-2 \$7,000.00. Total Bid \$654,000.00.

2. Division II – Mechanical Work: Merz Heating & Air Conditioning, Effingham, IL: Total Base Bid \$398,800. 00.

3. Division III – Electrical Work: Sandschafer Electric, Teutopolis, IL: Base Bid \$160,698.00; Alternate E-2 \$566.00. Total Bid \$161,264.00.

Source of Funds: PHS Compliance Work – Phase 9.

The CEO recommended acceptance of the recommendation of Image Architects and the Bid Committee as outlined.

Board Action: Trustee Walter Koertge made a motion to accept the foregoing bids as outlined for PHS Compliance Work, Phase 9 as recommended. Student Trustee Terra Ochs seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-B. OCC – Computer Lab Workstations and Printer Tables: The CFO presented the recommendation of the Bid Committee to accept the low bid that meets all specifications, from K-Log, Zion, IL, for a total of \$13,669.00 for the following:

Item #1: 2 Person-Student Computer Lab Workstations. Quantity: 22.

Item #2: 1 Person-Student Computer Lab Workstations. Quantity: 4.

Item #3: Printer Tables. Quantity: 4.

Accessories:

Item #4: Keyboard Trays 21” or 23” W by 10” or 10.5” D.

Item #5: CPU Holders 8” H, 8½”-10½” W.

Source of Funds: Educational Fund. Department: Business/Administration Information Tech.

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

Board Action: Trustee Marilyn Wolfe made a motion to accept the bid of K-Log for computer lab workstations and printer tables for OCC as recommended. Student Trustee Terra Ochs seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted as recorded: John Brooks, yea; Brenda Culver, yea; Andrew Fischer, yea; William Hudson, yea; Walter Koertge, abstain; Larry Rost, yea; Marilyn Wolfe, yea. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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 \$4,294,039.36, as of March 31, 2008.

#11-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for April 2008, totaling \$784,954.98, 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 2008, in the amounts listed, and payments from the revolving fund for March 2008. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #12 – “Chief Executive Officer's Report” – CEO Terry Bruce presented reports on the following informational items:

1. Emergency Notification System will be up and running next month. An agreement between IECC and Omnilert was explained. Omnilert will offer emergency and weather alerts through text messaging and voice service to any student, faculty member or employee of IECC from any device with internet service such as a personal computer, mobile phone, or PDA. Service will be available to campuses, dormitories, public address systems, etc. The agreement also offers upgrades and updates, basic product training, and customer support.

2. Community College Lobby Days in Springfield, Illinois, will be Wednesday and Thursday, May 28-28, 2008.

3. Enrollment: District-wide enrollment is down 4% from this time one year ago.

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 regular meeting Tuesday, March 18, 2008.

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

400.1. Approval of DOC Stipends

A. Administrative. As recommended by the Department of Corrections, a one-time stipend payment of 4%. Payment must be made prior to June 30, 2008.

1. Glen Donaldson, Associate Dean, RCC, \$2,128.40
2. Tim Watson, Correctional Site Director, LCC, \$1,585.36

B. Classified. As recommended by the Department of Corrections, a one-time stipend payment of 4%. Payment must be made prior to June 30, 2008.

1. Lori Watts, Records Assistant, RCC/LCC, \$790.40

C. Bargaining Unit DOC Staff. As recommended by the Department of Corrections, a one-time stipend payment of 4%. Payment must be made prior to June 30, 2008. Contingent upon approval by SEIU Local 73, recognized agent of the bargaining unit.

1. Mina Coleman, Youthful Offender Counselor, RCC, \$1,300.00
2. Karen Miller, Youthful Offender Counselor, LCC, \$1,352.00
3. Beverly Hemrich, Office Assistant, RCC/LCC, \$962.64
4. Alice Holtzhouser, Business Management Instructor, RCC, \$1,520.28
5. Pamela Murphy, Horticulture Instructor, RCC, \$1,544.28
6. James Patrick, Commercial Custodial Services Instructor, LCC, \$1,327.04
7. Harvey Ricker, Commercial Custodial Services Instructor, RCC, \$1,382.44
8. Lisa Shook, Food Service Tech Instructor, RCC, \$1,264.80

400.2. FMLA Leave Request (External Report)

A. Faculty

1. Dan Tahtinen, Computer Science Instructor, FMLA Leave effective March 25, 2008, intermittent, with up to 12 weeks of unpaid leave. The requested leave is unpaid with allowance of substitution of paid leave time.

400.3. Leave of Absence Approved by CEO since March 18, 2008

A. None.

400.4. Resignations

A. Classified

1. Kimberly Billington, Custodian, OCC, effective April 10, 2008.

2. Theodore LaVigne, Custodian, LTC, effective April 4, 2008.

Personnel Report Addendum

400.5. Employment of Personnel

A. Faculty

1. Mary Doerner, Nursing Instructor, effective August 14, 2008.

#15-A. Board Action to Amend Personnel Report: Trustee Brenda Culver made a motion to amend the Personnel Report, to add an addendum containing Section 400.5 as recommended. 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 carried.

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

AGENDA #16 – “Collective Bargaining” – The CEO presented an update on the status of negotiations with the faculty bargaining unit. A mediation session was held in early April and another is scheduled for May.

AGENDA #17 – “Litigation” – None.

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

AGENDA #19 – “Other Items” – None.

AGENDA #20 – “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 was adjourned at 8:25 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 Monday, April 21, 2008.

Notice of Special Meeting: This special meeting was called by George Andrew Fischer, 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 interview candidates for the Office of President of Frontier Community College, Fairfield, Illinois.

1. Call to Order & Roll Call: Chairman George Andrew Fischer called the meeting to order at 6:30 p.m. and directed the Board Secretary, Harry Hillis, Jr., to call the roll.

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

John D. Brooks, Brenda K. Culver, George Andrew Fischer, William C. Hudson "Jr.," Walter L. Koertge, Larry Rost, Marilyn J. Wolfe. Trustees absent: Terra Ochs (student trustee). 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; and Harry Hillis, Jr., Board Secretary.

2. Public Comment: None.

3. Interviews with Candidates for President of FCC: The Board of Trustees and CEO interviewed the following candidates, individually, for the Office of President of Frontier Community College, Fairfield, Illinois: Linley White and Margaret Shroyer. Each candidate was interviewed for approximately one hour.

No formal actions were taken during this special meeting.

4. Adjournment: Trustee Marilyn Wolfe made a motion to adjourn. Trustee Walter Koertge 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 special meeting adjourned at 9:40 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

Agenda Item #4

Public Comment

Agenda Item #5

Reports

A. Trustees

B. Presidents

C. Cabinet

Coal Mining Technology/Telecom

Agenda Item #6

Policy First Reading (and Possible Approval)

500.2 Admission of Secondary School Students

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2008
RE: Policy 500.2 Admission of Secondary School Students

State law has changed the age at which students may attend college and when they are eligible for GED testing. The District needs to change its existing policy to reflect these state law changes.

Under the new policy, students who are either 16 or 17 years of age and have severed connection with a high school, as certified by the Superintendent of Schools, would be eligible to attend an IECC college and take the GED.

I ask the Board's approval of this revised policy on admission of secondary school students.

TLB/rs

Attachment

STUDENT PERSONNEL - 500

Admission of Secondary School Age Students (500.2)

Date Adopted: June 16, 1992

Revised: May 20, 2008

A. STUDENTS CURRENTLY ENROLLED IN A SECONDARY SCHOOL PROGRAM.

Students currently enrolled in a secondary school program may be accepted into a college course(s). If such courses are offered during the regular school day established by the secondary school or are offered for secondary school credit, prior approval of the chief executive officer of the secondary school must be received.

B. STUDENTS WHOSE CONNECTION WITH A SECONDARY SCHOOL IS SEVERED.

Any student who is 16 or 17 years of age and has whose high school class has not graduated and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend a college in accordance with policies of the Board.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Articulation Agreements with Eastern Illinois University

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2008
SUBJECT: Articulation Agreements with Eastern Illinois University

Illinois Eastern Community Colleges and Eastern Illinois University have formed a cooperative relationship through the following articulation agreements to serve better our public constituents, to smooth transfer, to minimize duplication of instruction and to build on community college and university learning experiences. The following 2 + 2 articulations agreements have been made between Illinois Eastern Community Colleges and Eastern Illinois University:

Program Articulation Agreement from A.A. S. Industrial Management Program at Lincoln Trail College to B.S. in Career and Organizational Studies Program at Eastern Illinois University

Program Articulation Agreement from A.A. S. Industrial Management Program at Olney Central College to B.S. in Career and Organizational Studies Program at Eastern Illinois University

Program Articulation Agreement from A.A. S. Industrial Studies Program at Wabash Valley College to B.S. in Career and Organizational Studies Program at Eastern Illinois University

I recommend the Board's approval of these agreements.

TLB/rs

Attachments

Articulation Agreement
Between
Eastern Illinois University
And
Illinois Eastern Community Colleges

Illinois Eastern Community Colleges (IECC) and the Board of Trustees of Eastern Illinois University (EIU) form a cooperative relationship through this articulation agreement to serve better our public constituents, to smooth transfer, to minimize duplication of instruction, and to build on community college and university learning experiences. Both institutions recognize that working together, their collective efforts are stronger than their individual efforts.

The two institutions agree to the following:

1. Any student who has completed an associate degree at IECC consistent with the Illinois Articulation Initiative (with the required 2.00 GPA) and submits required application and supporting documentation will automatically be admitted to EIU at the junior level and will be deemed to have met EIU's lower division general education requirement.
2. Acceptance into a specific EIU program is based on the individual transferring student meeting the conditions and considerations listed for that program. Specifically, students completing the attached prescribed Associate of Applied Science in Industrial Maintenance at Olney Central College will be admitted to the baccalaureate Career and Organizational Studies program at EIU.
3. The courses listed in the attached prescribed Olney Central College AAS in Industrial Maintenance have been reviewed and accepted for transfer to EIU.
4. Relationships between IECC and EIU faculty and administration are in the spirit of cooperation and provide the basis for this agreement.
5. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement.
6. This agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate in which case appropriate prior notice will be given to the operative academic personnel at the cooperating institution.
7. Appropriate publications and promotional materials regarding this agreement will be made available to all IECC students.
8. Either EIU or IECC may dissolve this agreement by giving one year's advance notice to the cooperating institution's president or academic vice-president.

This agreement is effective with the 2008-2009 academic year and is subject to renewal biannually.

Eastern Illinois University

Illinois Eastern Community Colleges

William L Perry, President Date

Terry L. Bruce, CEO Date

Blair M. Lord, Provost and Date
Vice-President for Academic Affairs

G. Andrew Fischer Date
Chair, IECC Board of Trustees

Illinois Eastern Community Colleges-Olney Central College and Eastern Illinois University
 Transfer Guide
 From A.A. S. Industrial Maintenance Program
 To
 B.S. in Career and Organizational Studies Program

Olney Central College

<u>First Semester</u>		<u>Second Semester</u>	
SPE 1101	3	INM 1200	4
Humanities Gen. Ed	3	INM 1206	2
Social Science Gen Ed	3	INM 2200	4
ENG1111	3	INM 2210	2
Biological Sci Gen Ed	<u>3</u>	Social Science Gen Ed	<u>3</u>
	15		15
<u>Third Semester</u>		<u>Fourth Semester</u>	
INM 1205	4	BMG 2601	3
INM 2205	4	INM 2208	3
INM 2206	3	WEL 1260	2
ENG 1121	<u>3</u>	Technical Electives	3
	14	Physical Science Gen Ed w/ lab	<u>4</u>
	15		
<u>Fifth Semester</u>			
Technical Studies Electives	11		
MTH1103	<u>3</u>		
	14		

TOTAL OLNEY CENTRAL COLLEGE SEMESTER HOURS = 73

Eastern Illinois University

<u>Fifth Semester</u>		<u>Sixth Semester</u>	
Upper Div Soc/Behav Gen Ed	3	COS 4835 Supervision	3
COS 4830 Organiz. Perspectives	3	COS 4840 Training Pgm Mgmt	3
Upper Div. FA Gen Ed.	3	Elective or Portfolio Credit	3
Upper Div. H/FA Gen Ed	3	Elective or Portfolio Credit	3
COS 1000 Portfolio Development*	<u>1</u>	Elective or Portfolio Credit	<u>3</u>
	15		13
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
Senior Seminar	3	Elective or Portfolio Credit	3
Elective or Portfolio Credit	3	Elective or Portfolio Credit	3
Elective or Portfolio Credit	3	Elective or Portfolio Credit	3
Elective or Portfolio Credit	3	Elective or Portfolio Credit	3
Elective or Portfolio Credit	<u>3</u>	Elective or Portfolio Credit	<u>2</u>
	15		14

TOTAL EASTERN ILLINOIS UNIVERSITY SEMESTER HOURS = 56

TOTAL PROGRAM SEMESTER HOURS = 129

* = Does not count toward graduation

- One of general education courses must be designated as culturally diverse.
- Not all EIU general education must be 3000-level or above. 40 upper division hours are required for graduation and most students with A.A.S. degrees usually meet this requirement either through their general education courses, their portfolio, or a combination of both.
- COS majors are except from the foreign language requirement at Eastern

Articulation Agreement
Between
Eastern Illinois University
And
Illinois Eastern Community Colleges

Illinois Eastern Community Colleges (IECC) and the Board of Trustees of Eastern Illinois University (EIU) form a cooperative relationship through this articulation agreement to serve better our public constituents, to smooth transfer, to minimize duplication of instruction, and to build on community college and university learning experiences. Both institutions recognize that working together, their collective efforts are stronger than their individual efforts.

The two institutions agree to the following:

1. Any student who has completed an associate degree at IECC consistent with the Illinois Articulation Initiative (with the required 2.00 GPA) and submits required application and supporting documentation will automatically be admitted to EIU at the junior level and will be deemed to have met EIU's lower division general education requirement.
2. Acceptance into a specific EIU program is based on the individual transferring student meeting the conditions and considerations listed for that program. Specifically, students completing the attached prescribed Associate of Applied Science in Industrial Management at Lincoln Trail College will be admitted to the baccalaureate Career and Organizational Studies program at EIU.
3. The courses listed in the attached prescribed Lincoln Trail AAS in Industrial Management have been reviewed and accepted for transfer to EIU.
4. Relationships between IECC and EIU faculty and administration are in the spirit of cooperation and provide the basis for this agreement.
5. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement.
6. This agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate in which case appropriate prior notice will be given to the operative academic personnel at the cooperating institution.
7. Appropriate publications and promotional materials regarding this agreement will be made available to all IECC students.
8. Either EIU or IECC may dissolve this agreement by giving one year's advance notice to the cooperating institution's president or academic vice-president.

This agreement is effective with the 2008-2009 academic year and is subject to renewal biannually.

Eastern Illinois University

Illinois Eastern Community Colleges

William L Perry, President Date

Terry L. Bruce, CEO Date

Blair M. Lord, Provost and Date
Vice-President for Academic Affairs

G. Andrew Fischer Date
Chair, IECC Board of Trustees

Illinois Eastern Community Colleges-Lincoln Trail College and Eastern Illinois University
 Transfer Guide
 From A.A.S. Industrial Management Program
 To
 B.S. in Career and Organizational Studies Program

Lincoln Trail College

<u>First Semester</u>		<u>Second Semester</u>	
ENG 1201	3	CIS 1101	3
GEN 1107	2	GEN 1221	2
MAC 2203	3	GEN 2297	3
MTH 1201	4	IND 1201	2
ENG 1111	<u>3</u>	ENG 1121	<u>3</u>
	15		13
<u>Third Semester</u>		<u>Fourth Semester</u>	
EGR 1298	3	ECN 2102	3
MAN 1211	4	IND 2210	5
PHY 1110	4	TEL 1275	2
SPE 1101	<u>3</u>	MTH 1103	<u>3</u>
	14		13
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
ECN 2101	3	IND 2212	5
TQM 1203	3	TQM 1212	2
TQM 1204	3	TQM 1213	1
TQM 1206	3	TQM 2205	3
LSC 1101	<u>3</u>	PSY 101	<u>3</u>
	15		14

TOTAL LINCOLN TRAIL SEMESTER HOURS = 84

Eastern Illinois University

<u>Seventh Semester</u>		<u>Eighth Semester</u>	
Upper Div H/FA Gen Ed.	3	COS 4835 Supervision	3
COS 4830 Organiz. Perspectives	3	COS 4840 Training Pgm Mgmt	3
Upper Div. FA Gen Ed.	3	Upper Division Hum Gen Ed.	3
Upper Div. Soc./Behav. Gen Ed	3	Elective or Portfolio Credit.	<u>3</u>
COS 1000 Portfolio Development*	<u>1</u>		12
	13		
<u>Ninth Semester</u>		<u>Eighth Semester</u>	
Senior Seminar	3	Elective or Portfolio Credit	3
Elective or Portfolio Credit	3	Elective or Portfolio Credit	3
Elective or Portfolio Credit	3	Elective or Portfolio Credit	3
Elective or Portfolio Credit	3	Elective or Portfolio Credit	3
Elective or Portfolio Credit	<u>3</u>	Elective or Portfolio Credit	<u>4</u>
	15		16

TOTAL EASTERN ILLINOIS UNIVERSITY SEMESTER HOURS = 53

TOTAL PROGRAM SEMESTER HOURS = 137

* = Does not count toward graduation

- One of general education courses must be designated as culturally diverse.
- Not all EIU general education must be 3000-level or above. 40 upper division hours are required for graduation and most students with A.A.S. degrees usually meet this requirement either through their general education courses, their portfolio, or a combination of both.
- COS majors are except from the foreign language requirement at Eastern

Articulation Agreement
Between
Eastern Illinois University
And
Illinois Eastern Community Colleges

Illinois Eastern Community Colleges (IECC) and the Board of Trustees of Eastern Illinois University (EIU) form a cooperative relationship through this articulation agreement to serve better our public constituents, to smooth transfer, to minimize duplication of instruction, and to build on community college and university learning experiences. Both institutions recognize that working together, their collective efforts are stronger than their individual efforts.

The two institutions agree to the following:

1. Any student who has completed an associate degree at IECC consistent with the Illinois Articulation Initiative (with the required 2.00 GPA) and submits required application and supporting documentation will automatically be admitted to EIU at the junior level and will be deemed to have met EIU's lower division general education requirement.
2. Acceptance into a specific EIU program is based on the individual transferring student meeting the conditions and considerations listed for that program. Specifically, students completing the attached prescribed Associate of Applied Science in Industrial Studies at Wabash Valley College will be admitted to the baccalaureate Career and Organizational Studies program at EIU.
3. The courses listed in the attached prescribed Wabash Valley College AAS in Industrial Studies have been reviewed and accepted for transfer to EIU.
4. Relationships between IECC and EIU faculty and administration are in the spirit of cooperation and provide the basis for this agreement.
5. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement.
6. This agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate in which case appropriate prior notice will be given to the operative academic personnel at the cooperating institution.
7. Appropriate publications and promotional materials regarding this agreement will be made available to all IECC students.
8. Either EIU or IECC may dissolve this agreement by giving one year's advance notice to the cooperating institution's president or academic vice-president.

This agreement is effective with the 2008-2009 academic year and is subject to renewal biannually.

Eastern Illinois University

Illinois Eastern Community Colleges

William L Perry, President Date

Terry L. Bruce, CEO Date

Blair M. Lord, Provost and Date
Vice-President for Academic Affairs

G. Andrew Fischer Date
Chair, IECC Board of Trustees

Illinois Eastern Community Colleges-Wabash Valley College and Eastern Illinois University
 Transfer Guide
 From A.A.S Industrial Studies Program
 To
 B.S. in Career and Organizational Studies Program

Wabash Valley College

<u>First Semester</u>		<u>Second Semester</u>	
MAN 1211	4	MAN 1210	3
WEL 1203	4	MTH 1103	3
EDR 1202	4	ENG 1111	3
SOC2102	3	Technical Electives	<u>6</u>
Technical Elective	<u>3</u>		15
	18		
<u>Third Semester</u>		<u>Fourth Semester</u>	
CAD 1210	3	MAC 2203	3
PHY 1111	4	MAC 1226	1
EDU 1108	2	MAC 1225	1
PSY 1101	3	Technical Electives	9
Technical Electives	<u>6</u>	PHY 1110	<u>4</u>
	18		18

Bridge Courses at Wabash College: SPE 1101 = 3
 ENG 1121 = 3

TOTAL WABASH COLLEGE SEMESTER HOURS = 75

Eastern Illinois University

<u>Fifth Semester</u>		<u>Sixth Semester</u>	
Upper Div Hum. Gen Ed.	3	COS 4835 Supervision	3
COS 4830 Organiz. Perspectives	3	COS 4840 Training Pgm Mgmt	3
Upper Div. FA Gen Ed.	3	Upper Division H/FA Gen. Ed	3
Upper Div. Soc./Behav. Gen Ed	3	Elective or Portfolio Credit	3
COS 1000 Portfolio Development*	1	Elective or Portfolio Credit	<u>3</u>
Biological Sciences with Lab	<u>4</u>		15
	17		
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
Senior Seminar	3	Elective or Portfolio Credit	3
Elective or Portfolio Credit	3	Elective or Portfolio Credit	3
Elective or Portfolio Credit	3	Elective or Portfolio Credit	3
Elective or Portfolio Credit	3	Elective or Portfolio Credit	3
Elective or Portfolio Credit	<u>3</u>	Elective or Portfolio Credit	<u>2</u>
	15		14

TOTAL EASTERN ILLINOIS UNIVERSITY SEMESTER HOURS = 56

TOTAL PROGRAM SEMESTER HOURS = 131

* = Does not count toward graduation

- One of general education courses must be designated as culturally diverse.
- Not all EIU general education must be 3000-level or above. 40 upper division hours are required for graduation and most students with A.A.S. degrees usually meet this requirement either through their general education courses, their portfolio, or a combination of both.
- COS majors are except from the foreign language requirement at Eastern

Agenda Item #8B

Joint Agreement with Kaskaskia College

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2008
RE: Joint Agreement with Kaskaskia College

Attached is the Joint Agreement between Illinois Eastern Community Colleges and Kaskaskia College. Changes and updates to this agreement from last year's are:

Illinois Eastern Community Colleges added:

Horticulture	AAS/Certificate
Industrial Maintenance HVA I	Certificate
Pharmacy Technician	Certificate

Kaskaskia College added:

Occupational Therapy Assistant	AAS
Surgical Technology	Certificate

I request Board approval of the joint agreement with Kaskaskia College.

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
Horticulture	AAS/Certificate
Industrial Manufacturing Technology	AAS
Industrial Maintenance HVAC I	Certificate
Machine Shop Technology	AAS/Certificate
Pharmacy Technician	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
Occupational Therapy Assistant	AAS
Personal Fitness Trainer	Certificate
Physical Therapist Assistant	AAS
Respiratory Therapy	AAS
Surgical Technology	Certificate
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, 2008.

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 #8C

Allied Health Background Screening

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2008
RE: Allied Health Background Screening

The District currently conducts background checks for nursing students using a security firm. Several clinical agencies, with which we have affiliation agreements, have increased the amount of information that the District is being asked to provide on the background checks of each of our nursing students. The District's current provider will not be able to provide all the requested searches.

After a thorough study by the Department Heads within the Nursing Program, they have selected **Verified Credentials** as a provider of background searches. The cost of our present service is \$16.00 per student, but is limited to verifying one name in one county.

The cost of the new service will be \$70.00 per student, but this will include a search for as many names as required, a county criminal search, an Illinois criminal record search, a search of the National Sex Offender Registry, and a search of the Fraud and Abuse Control System (FACIS).

In each instance, the student is responsible for the payment of the fee. With this new provider the student will only pay a flat fee of \$70.00 for a search of numerous names and numerous counties. Therefore, the cost for most students will be less than our current provider.

I ask the Board's approval of this \$70.00 fee.

TLB/rs

Attachment

STUDENT DIRECT

BACKGROUND SCREENING PROPOSAL

Illinois Eastern Community Colleges

Contact:
Brian Wengatz
Senior Sales Executive
Email: bwengatz@verifiedcredentials.com
Phone: 952.985.2338

May 14th, 2008

<i>Illinois Eastern Community Colleges Student Background Check Package:</i>	<u>\$70.00</u>
County Criminal Record Search: <ul style="list-style-type: none"> - All out of Illinois jurisdictions in past 7 years - Felony / Misdemeanor Convictions - Price includes all government fees, including NY's \$52.00 	
Illinois State Police Criminal Record Search: <ul style="list-style-type: none"> - Price includes the \$10.00 ISP processing fee 	
ID Search Plus: <ul style="list-style-type: none"> - Social Security Number Search - Alias Name Search - Residential History Search 	
National Sex Offender Public Registry: <ul style="list-style-type: none"> - Includes Sex Offender Registries from all 50 states 	
Fraud and Abuse Control Information System (FACIS®) Level 1: <ul style="list-style-type: none"> - OIG: Office of the Inspector General Excluded Individuals - GSA: General Service Administration List of Excluded Parties - FDA/ORA: Office of Regulatory Affairs, Food and Drug Administration Debarment List - OFAC: Office of Foreign Assets Control Specially Designated Nationals List - ORI: Office of Research Integrity Administration Action List 	
Employment Verifications: <ul style="list-style-type: none"> - Date, Title, and Rehire eligibility (Max 1) 	

Information about pricing:

Unlike its competition, Verified Credentials charges “**ONE PRICE**” for all background check orders. This approach allows schools to communicate the price and empowers the students to budget for one cost.

The package price listed above includes all Government Access Fees, Court Retriever Fees and all administrative fees (if any). No additional costs will be imposed to the school or its students/faculty. When students pay for their own background checks, Verified Credentials must invoice a “flat rate” price per student and bill them directly using Credit Card, Electronic Bank Transfer or Money Order.

COUNTY CRIMINAL RECORD SEARCH: County criminal record searches are conducted in the jurisdiction(s) based on the history of residence and names used within the past 7 years. These “hands-on” searches may uncover Felony and Misdemeanor crimes within the past 7 years. Verified Credentials will conduct all counties the student has lived in during the past 7 years.

ILLINOIS STATE POLICE CRIMINAL RECORD SEARCH: The Illinois State Police Open Records Section provides criminal history reports that contain any record of a conviction and any record of an arrest less than one year old in which there has been no acquittal or dismissal.

ID SEARCH PLUS: A candidate’s Social Security number and full name are used to report identifying information, which is used to perform other background searches, such as county criminal history checks. Information provided from this check can include: current/previous addresses, Social Security number, birth date and aliases.

NATIONAL SEX OFFENDER PUBLIC REGISTRY:

The National Sex Offender Public Registry is a cooperative effort between state agencies and the federal government that consolidates sex offender information from individual states. Maintained by the U.S. Department of Justice, the site allows a user to submit a national query to obtain information about sex offenders through numerous search options,

including state, county, city, name, and zip code. It returns a complete profile of the sex offender, including their conviction or convictions. NSOPR uses the Internet to search for and display public sex offender data from state and territory registries.

FACIS®: (Fraud and Abuse Control Information System) is a search of a vast database containing adverse actions of individuals and entities in the healthcare field. This includes information on disciplinary actions ranging from exclusions and debarments to letters of reprimand and probation. Level 1 - OIG/GSA and other federal sources. This search exceeds the government's minimum requirements as outlined in the OIG's Compliance Program Guidance.

These products are included in the FACIS® Level 1:

The Office of Inspector General (**OIG**) maintains the list of excluded Individuals/Entities (LEIE), a database providing information to the public, health care providers, patients and others relating to parties excluded from participation in the Medicare, Medicaid and all Federal health care programs.

The General Services Administration (**GSA**) maintains the Excluded Parties List System (EPLS). EPLS is the electronic version of the Lists of Parties Excluded from Federal Procurement and Non-procurement Programs (Lists), which identifies those parties excluded throughout the U.S. Government (unless otherwise noted) from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and non-financial assistance and benefits. GSA is required by the Federal Acquisition Regulation (FAR) to compile and maintain a list of parties debarred, suspended, proposed for debarment, or declared ineligible by agencies or by the General Accounting Office. Verified Credentials will conduct this search on the current name of the student.

The Office of Foreign Assets Control (**OFAC**) of the US Department of the Treasury administers and enforces economic and trade sanctions based on US foreign policy and national security goals against targeted foreign countries, terrorists, international narcotics traffickers, and those engaged in activities related to the proliferation of weapons of mass destruction. The sanction program of Specially Designated Nationals List (SDN) will be searched.

Agenda Item #8D

FY2009 Contract with Lawrence Correctional Center

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2008
RE: FY09 DOC Contract with Lawrence Correctional Center

The Illinois Department of Corrections (DOC) has prepared and submitted a proposed contract for services at the Lawrence Correctional Facilities for the contract year July 1, 2008 – June 30, 2009.

The DOC proposes to provide the sum of \$266,098.00 for the contract year. This compares favorably to our existing contract with the Department and should allow us to continue all of the existing programs. The contract will be available for review at the Board meeting.

I ask approval of the FY09 Contract with the Department of Corrections for the Lawrence Correctional Facility.

TLB/rs

Agenda Item #8E

FY2009 Contract with Robinson Correctional Center

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2008
RE: FY09 DOC Contract with Robinson Correctional Center

The Illinois Department of Corrections (DOC) has prepared and submitted a proposed contract for services at the Robinson Correctional Facilities for the contract year July 1, 2008 – June 30, 2009.

The DOC proposes to provide the sum of \$419,184.00 for the contract year. This compares favorably to our existing contract with the Department and should allow us to continue most of the existing programs. The FY09 Contract will be available for review at the Board meeting.

I ask approval of the FY09 Contract with the Department of Corrections for the Robinson Correctional Facility.

TLB/rs

Agenda Item #8F

Affiliation Agreement with Bradley Houston, M.D. – Medical Assistant

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2008
RE: Affiliation Agreement with Bradley Houston, M.D. – Medical Assistant

IECC wishes to enter into a new affiliation agreement with the medical office of Bradley Houston, M.D. located in Olney, Illinois.

This affiliation agreement is for the Medical Assistant Program and is our standard affiliation agreement utilized by the District.

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 _____, 2008, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Dr Houston, Olney, IL (hereinafter referred to as AGENCY). [*Insert: Agency, City, and State Above*]

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical medical assistant laboratory practice by students of the 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 _____, 2008.

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 #8G

Affiliation Agreement with Jasper County Health Department – Medical Assistant

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2008
RE: Affiliation Agreement with Jasper Co. Health Department – Medical Assistant

IECC wishes to enter into a new affiliation agreement with the Jasper County Health Department located in Newton, Illinois.

This affiliation agreement is for the Medical Assistant Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this ____ day of _____, 2008, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Jasper County Health Department –Illinois (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 _____, 2008.

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 #8H

Affiliation Agreement with Podiatry Medical Surgical Center – Medical Assistant

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2008
RE: Affiliation Agreement with Podiatry Medical Surgical
Center – Medical Assistant

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

This affiliation agreement is for the Medical Assistant Program and is our standard affiliation agreement utilized by the District.

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 _____, 2008, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Dr. Lathrop's, 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 _____, 2008.

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 #8I

Affiliation Agreement with David Rotman, M.D. – Medical Assistant

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2008
RE: Affiliation Agreement with David Rotman, M.D. – Medical Assistant

IECC wishes to enter into a new affiliation agreement with the medical office of David Rotman, M.D., located in Robinson, Illinois.

This affiliation agreement is for the Medical Assistant Program and is our standard affiliation agreement utilized by the District.

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 _____, 2008, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Dr Rotmans, 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 _____, 2008.

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 #8J

Affiliation Agreement with Bertram Pharmacy – Pharmacy Technician

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2008
RE: Affiliation Agreement with Bertram Pharmacy – Pharmacy Technician

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

This affiliation agreement is for the Pharmacy Technician Program and is our standard affiliation agreement utilized by the District.

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 _____, 2008, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Bertram Pharmacy, Robinson, Illinois. (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.

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 _____, 2008.

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 #8K

Affiliation Agreement with Crawford Memorial Hospital – Pharmacy Technician

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2008
RE: Affiliation Agreement with Crawford Memorial
Hospital – Pharmacy Technician

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

This affiliation agreement is for the Pharmacy Technician Program and is our standard affiliation agreement utilized by the District.

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 _____, 2008, 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, Illinois. (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.

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 _____, 2008.

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 #8L

Affiliation Agreement with Lovins Pharmacy – Pharmacy Technician

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2008
RE: Affiliation Agreement with Lovins Pharmacy – Pharmacy Technician

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

This affiliation agreement is for the Pharmacy Technician Program and is our standard affiliation agreement utilized by the District.

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 _____, 2008, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Lovins Pharmacy – Albion, Illinois (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.

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 _____, 2008.

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 #8M

Affiliation Agreement with St. Anthony's Hospital – Pharmacy Technician

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2008
RE: Affiliation Agreement with St. Anthony's
Hospital – Pharmacy Technician

IECC wishes to enter into a new affiliation agreement with St. Anthony's Hospital, located in Effingham, Illinois.

This affiliation agreement is for the Pharmacy Technician Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

Standard Clinical Affiliation Agreement

August 2, 2007

This agreement is designed for use as a standardized form. Parties should call one another's attention to any specific changes made or proposed to be made to the template, to ensure an accurate, common understanding of their agreement.

AFFILIATION AGREEMENT
BETWEEN
Lincoln Trail College
AND
St. Anthony's Memorial Hospital, Effingham, IL

THIS AGREEMENT (the “**Agreement**”) is entered into this ___ day of _____ 200_, by and between St. Anthony's Memorial Hospital (“**the Facility**”) and **Lincoln Trail College** (“**the School**”).

WHEREAS, the School desires to utilize various Facility sites (Exhibit A) that may be available for the purpose of providing practical learning and clinical experiences in (see Exhibit B for a list of programs and Exhibit C for program-specific requirements) in connection with students of the School.

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

A. SCHOOL RESPONSIBILITIES:

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

2. **Student professional liability insurance.** Unless otherwise specified in Exhibit C, the School shall require students participating in the practicum to maintain and the School shall provide proof to the Facility of a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate covering the acts of such student while participating in the program at the Facility. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student.

3. **Designation of liaison to Facility; communications relating to clinical placements.** The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

The School shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **Evidence of student certifications, vaccinations, etc.** Where applicable, the School shall provide evidence that student has met all requirements of CPR certification, hepatitis B vaccination, and OSHA compliance for prevention of transmission of blood borne pathogens and TB.

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

6. School notices to students. The School shall notify each student prior to his/her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation and living arrangements.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the School while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the School before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional Code of Ethics and the applicable standards of JCAHO and/or other relevant accrediting or regulatory bodies.

B. FACILITY RESPONSIBILITIES:

1. Provision of facilities for supervised clinical experiences. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures.

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

3. **Patient care.** While at the Facility, students are not to replace the Facility staff, and are not to render service except as identified for educational value and delineated in the jointly planned educational experiences. Any such direct contact between a student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility shall at all times remain responsible for patient care.

4. **Emergency treatment of students.** Emergency outpatient treatment will be available to students while in the hospital for clinical training in case of accident or illness. In case of emergency at a non-hospital site, standard procedure will be followed. It is the student's responsibility to bear the cost of the emergency treatment.

5. **Designation of liaison to School; communications relating to clinical placements.** The Facility shall designate a liaison responsible for coordinating the clinical placements. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the clinical program. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.

6. **Identity and credentials of Facility supervising personnel.** The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) experiences.

7. **School tour of Facility.** The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

8. **Provision of relevant Facility policies.** The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the clinical placement.

9. **FERPA compliance.** The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's students who train at the Facility pursuant to this agreement.

C. OTHER RESPONSIBILITIES:

1. **Compliance with patient privacy laws.** The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of patient

information and the use of all such information. The parties will notify one another if there are known breaches of this confidentiality. If during the term of this Agreement, the Department of Health and Human Services, Office of Civil Rights or any other empowered federal or state agency, court or administrative tribunal determines that the School or any other educational institution similar to the School is a Business Associate (“**Business Associate**”), as described in the federal privacy regulations, the School shall, upon a date mutually agreed by the parties, abide by the conditions and requirements as stated in Exhibit D through the remainder of the term of this Agreement.

2. Determination of instructional period. The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.

3. Determination of number of participating students. The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.

4. Evaluation of students’ clinical experiences. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and the Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. Removal of students.

(a) The School has the right to remove a student from a clinical education program. The School shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility’s premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its patients, staff members, visitors, or operations. In such event, the Facility shall notify the School in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the School in writing of the reasons for the removal and shall consult with the School before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for three (3) years, to commence on _____ and terminate on _____. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior

written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability.** Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
2. **Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the parties in Exhibit C to this agreement.
3. **Qualifications of School faculty.** The School represents and warrants that relevant faculty members are appropriately certified and/or licensed. The School will provide the Facility with copies of evidence of certifications or licensures.
4. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.
5. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.
6. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.
7. **Non-Discrimination.** The parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, ancestry, military status, sexual orientation or handicap in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.
8. **Employment status.** No assigned student or School faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any fringe benefits, Worker's

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

9. Notice to Parties. Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the Facility:

St. Anthony's Memorial Hospital
503 North Maple Street
Effingham, IL 62401
Attention: Kal Keitel, Personnel Services Manager
Facsimile: (217) 347-1563
Telephone: (217) 347-1393

If to the School:

Lincoln Trail College
11220 State Highway 1
Robinson, IL 62454-5707
Attention: Cathy Harrington, CPHT

Program in Pharmacy Technician

Attention: _____
Telephone: (618) 943-5763

or to such other addresses as the parties may specify in writing from time to time.

10. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

11. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

12. **No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

13. **Agreement binding on parties successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

14. **Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

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

For and on behalf of:

St. Anthony's Memorial Hospital

Lincoln Trail College

Printed Name: Daniel J. Woods

Printed Name: _____

Title: President and CEO

Title: _____

Date: _____

Date: _____

(Program Name)

Printed Name: _____

Title: _____

Date: _____

EXHIBIT A

St. Anthony's Memorial Hospital, Effingham, IL

EXHIBIT B

Pharmacy Technician

EXHIBIT C

PROGRAM SPECIFIC REQUIREMENTS

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

Facility: St Anthony's Memorial Hospital
School: Lincoln Trail College
Program: Pharmacy Technician

Facility requires:	Yes	No
1. Proof of student professional liability insurance (paragraph A.2)	<input type="checkbox"/>	<input type="checkbox"/>
2. Verification that students have met requirements for: (paragraph A.4)		
a. Current CPR health care provider card	<input type="checkbox"/>	<input type="checkbox"/>
b. Hepatitis vaccination	<input type="checkbox"/>	<input type="checkbox"/>
c. OSHA compliance for prevention of transmission of blood born pathogens and TB	<input type="checkbox"/>	<input type="checkbox"/>
d. Other _____	<input type="checkbox"/>	<input type="checkbox"/>
3. Criminal background check (paragraph A.5) If yes, type of check _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Drug screen (paragraph A.5) If yes, type of screening _____	<input type="checkbox"/>	<input type="checkbox"/>
5. Acceptance of faith-based provision addendum (if included)	<input type="checkbox"/>	<input type="checkbox"/>
6. Evidence of relevant faculties' certifications or licensures (paragraph E.3)	<input type="checkbox"/>	<input type="checkbox"/>
7. Additional insurance coverage (paragraph E.2) If yes, type of insurance and coverage required	<input type="checkbox"/>	<input type="checkbox"/>
8. Other Sponsor recognizes that clinical education setting is an institution governed by the precepts of the Catholic Church and shall conduct its activities consistent with the Ethical and Religious Directives for Catholic Health Facilities as published by the National Conference of Catholic Bishops and with the directives of the local ordinary.	X	<input type="checkbox"/>

School requires:

- | | | |
|---|--------------------------|--------------------------|
| 1. Copy of relevant Facility policies (paragraph B.8) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Evidence of academic credentials, certifications and licensures of individual(s) overseeing student(s) experiences (paragraph B.6) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Other | <input type="checkbox"/> | <input type="checkbox"/> |
-

EXHIBIT D

Confidentiality of Protected Health Information

1. Definitions

The following definitions apply to this Exhibit to the Agreement.

- a. Business Associate. "Business Associate" shall mean Lincoln Trail College ("**The School**").
- b. Facility. "Facility" shall mean [**St. Anthony's Memorial Hospital**] ("**Facility**").
- c. Individual. "Individual" shall refer to a patient and have all the same meaning as the term "individual" in 45 CFR §164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR §164.502(g).
- d. Privacy Rule. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
- e. Protected Health Information. Protected Health Information ("**PHI**") shall have the same meaning as the term "PHI" in 45 CFR §164.501, limited to the information created or received by Business Associate from or on behalf of Facility.
- f. Required By Law. "Required By Law" shall have the same meaning as the term "required by law" in 45 CFR §164.501.
- g. Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.
- h. Capital Terms. All other capital terms referenced herein shall bear the meaning ascribed thereto in the Agreement.

2. Obligations of Business Associate

- a. ***Business Associate agrees to not use or disclose PHI other than as permitted or required by the Agreement or as Required by Law.***
- b. Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the PHI other than as provided for by the Agreement.
- c. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of the Agreement.

d. Business Associate agrees to report to the Facility any use or disclosure of the PHI not provided for by the Agreement of which it becomes aware.

e. Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by Business Associate on behalf of the Facility, agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information.

f. If Business Associate obtains PHI in a Designated Record Set, Business Associate shall provide access, at the request of the Facility, and in the mutually agreed time and manner, to any such PHI in a Designated Record Set, to the Facility or, as directed by the Facility, to an Individual in order to meet the requirements under 45 CFR §164.524.

g. If Business Associate obtains PHI in a Designated Record Set, Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set that the Facility directs or agrees to pursuant to 45 CFR §164.526 at the request of the Facility or an Individual, and in the mutually agreed time and manner.

h. Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of the Facility, available to the Facility or to the Secretary, in a mutually agreed time and manner or as designated by the Secretary, for purposes of the Secretary determining the Facility's compliance with the Privacy Rule.

i. Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.

j. Business Associate agrees to provide to the Facility or an Individual, in a mutually agreed time and manner, PHI obtained in accordance with this Agreement, to permit the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.

3. **Permitted Uses and Disclosures by Business Associate** Except as otherwise limited in the Agreement, Business Associate may use or disclose PHI to perform functions related to the clinical portion of the Pharmacy Technician Program under the Affiliation Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the Facility or the minimum necessary policies and procedures of the Facility.

4. **Obligations of the Facility and Provisions for the Facility to Inform Business Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement**

a. The Facility shall notify Business Associate of any limitation(s) in its notice of privacy practices of Facility in accordance with 45 CFR §164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.

b. The Facility shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.

c. The Facility shall notify Business Associate of any restriction to the use or disclosure of PHI that the Facility has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

5. **Permissible Requests by the Facility.** The Facility shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Facility.

6. **Term and Termination**

a. Term. The obligations of this Attachment shall be effective upon the same date as the Effective date of the Agreement and shall continue until all PHI provided by Facility to Business Associate, or created or received by Business Associate on behalf of the Facility, is destroyed or returned to Facility. If it is infeasible to return or destroy PHI, all protections are extended to such PHI, in accordance with the termination provisions in this Section of the Attachment.

b. Termination for Cause. Upon the Facility's knowledge of a material breach of this Attachment by Business Associate, the Facility shall either:

(i) Provide an opportunity for Business Associate to cure the breach or end the violation and terminate the Agreement if Business Associate does not cure the breach or end the violation within the time specified by and to the satisfaction of the Facility;

(ii) Immediately terminate the Agreement if Business Associate has breached a material term of this Agreement and cure is not possible; or

(iii) If neither termination nor cure is feasible, the Facility shall report the violation to the Secretary.

c. Except as provided in Section 7 of this Attachment, upon termination of the Agreement, for any reason, Business Associate shall return or destroy all PHI received from the Facility, or created or received by Business Associate on behalf of the Facility. If Business Associate destroys all or some of the PHI, Business Associate shall deliver to the Facility an authorized and executed Affidavit, attesting to the facts of such destruction.. Business Associate shall retain no copies of the PHI. This subsection shall also apply to PHI that is in the possession of subcontractors or agents of Business Associate

d. In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to the Facility notification of the conditions that make return or destruction infeasible. Upon mutual agreement between Business Associate and the Facility, that return or destruction of PHI is infeasible, Business Associate shall extend the protections of this Attachment to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI.

7. **Interpretation.** Any ambiguity in this Attachment shall be resolved to permit the Facility to comply with the Privacy Rule.

Agenda Item #8N

Affiliation Agreement with Daviess County Hospital – Phlebotomy

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2008
RE: Affiliation Agreement with Daviess County Hospital - Phlebotomy

IECC wishes to enter into a new affiliation agreement with Daviess County Hospital, located in Washington, Indiana.

This affiliation agreement is for the Phlebotomy Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

**AND
DAVISS COUNTY HOSPITAL
1314 E Walnut Street
P.O. Box 0760
Washington, IN 47501**

THIS AGREEMENT made and entered into this 7th day of **March, 2008** by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and **Daviess County Hospital d/b/a/ Daviess County Hospital** (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. DISTRICT #529 faculty will:
 - be responsible for the teaching the didactic portion of the Phlebotomy Program;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

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

Adopted 6-2005

Agenda Item #80

Affiliation Agreement with Select Specialty Hospital – Associate Degree Nursing

Agenda Item #80

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2008
RE: Affiliation Agreement with Select Specialty Hospital - Associate Degree Nursing

IECC wishes to enter into a new affiliation agreement with Select Specialty Hospital – Associate Degree Nursing, located in Evansville, Indiana.

This affiliation agreement is for the Associate Degree Nursing Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

NURSING STUDENT AFFILIATION AGREEMENT

This Agreement, entered into this ____ day of _____, 2008 between Select Specialty Hospital – _____, Inc., (hereinafter referred to as the "Hospital"), and _____ (hereinafter referred to as the "School").

WHEREAS, the School has established an approved clinical program of special training in the _____ program covered by this Agreement (hereinafter referred to as the "Program"); and

WHEREAS, the Program requires facilities where students can obtain the clinical learning experience required in the curriculum; and

WHEREAS, the Hospital has the clinical setting needed by Program trainees as part of their practical learning experience;

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises set forth herein, the School and the Hospital agree as follows:

1. RESPONSIBILITIES OF THE HOSPITAL

1.1 The Hospital will provide clinical experience situations as described in the Program curriculum and in accordance with the objectives to be provided by the School and agreed to in writing by the Hospital.

1.2 The Hospital will designate appropriate personnel to coordinate the student's clinical learning experience in the Program who will work with the School to ensure that all students and faculty members have been fully oriented to the Hospital's Rules and Regulations, Policies and Procedures, Medical Staff Bylaws, and Code of Conduct.

1.3 The Hospital shall retain the right to remove from and deny access to its facility to (a) any student whose achievement, progress or adjustment does not warrant continuation of study at the Hospital, (b) any student or faculty member who fails to conform to the applicable rule, regulations or code of conduct of the Hospital, or (c) any student or faculty member whose professional or social conduct is, in the opinion of Hospital personnel, disruptive or otherwise destructive to the established practices or philosophy of the Hospital or its standing in the community. Such action shall be reported to the School's program coordinator. The Hospital shall retain the right to immediately remove any student or faculty member if the Hospital, in its sole discretion, determines that the actions of any student or faculty member are harmful and/or dangerous to the safety and welfare of the patients and staff.

1.4 The Hospital shall be responsible for and retain absolute control over the organization, administration, operation and financing of its services, including responsibility for all patient care. However, the School shall be responsible for any incident or event where a student or faculty member disregards or deviates from the standard of care, the Hospital's Policies and Procedures, Rules and Regulations, Medical Staff Bylaws, or Code of Conduct.

1.5 All students and faculty members are subject to the Hospital's authority and are responsible for reporting to the Director of Nursing or his or her designee.

1.6 The Hospital shall not be responsible for the direct supervision of students where no faculty member is on-site, except under special circumstances where the Hospital's Chief Executive Officer has provided written approval. Regular site visits by the Clinical Director are coordinated with Hospital.

1.7 The Hospital assumes no financial responsibility for the medical care and treatment of students or faculty members.

2. RESPONSIBILITIES OF THE SCHOOL

2.1 The School shall provide the Hospital with the clinical learning experience and objectives for the Program and will plan the schedules and assignments in coordination with the Hospital coordinator. This shall include the number of students assigned to a clinical area and the nature and extent of the clinical work experiences.

2.2 The School shall provide a sufficient number of qualified faculty members for teaching and supervision of students in the Program.

2.3 The School shall be responsible for the direct supervision of students at all times, except as provided for under Section 1.6. The School is responsible to determine whether a faculty member is competent to supervise students. If a supervising faculty member intends to leave and/or leaves the Hospital, that faculty member must notify the Director of Nursing prior to leaving and students may provide no clinical care until such time as a new supervising faculty member is assigned to the student(s).

2.4 The School will require all students and faculty members to abide by the rules, regulations, policies and procedures, standards of conduct and competency requirements of the Hospital, including but not limited to "The Role of the Student Nurse Related to Medication Administration and Monitoring." The School will require all students and faculty members to conduct themselves in a professional manner. All students and faculty shall wear the appropriate uniform or attire and display proper identification at all times while on Hospital premises.

2.5 The School will ensure that students understand Hospital's Policies and Procedures and follow these while on Hospital's premises. No student or faculty member shall be allowed into a clinical area until this requirement has been explained to the student and faculty member and they acknowledge, in writing, that they have reviewed and understand the Hospital's Policies and Procedures and have no questions regarding the standards set forth in the Policies and Procedures.

2.6 The School agrees that all students will be requested to undergo training on the Health Insurance Portability and Accountability Act (HIPAA), prior to their first clinical assignment.

2.7 The School will require students and faculty to maintain the confidentiality of patient information obtained while at the Hospital. All information obtained from patients, their records or computerized data is to be held in confidence and no copies of patient records shall be made. Students and faculty shall abide by all Hospital policies concerning medical records and computer systems.

2.8 The School assures that all students and faculty are covered by health and malpractice insurance as set forth in paragraph 3.1 below.

2.9 The School will ensure that, prior to clinical placement, it has conducted background checks and drug screens on each student prior to the date the student will begin their assignment at the Hospital. No student will be allowed into a clinical area until a background check and drug screen have been completed.

2.10 The School will assign to the Hospital only those students who have satisfactorily completed all prerequisites in the Program curriculum.

2.11 The School will ensure that, prior to clinical placement, each student and faculty member has had instruction in occupational exposure to bloodborne pathogens, protective practices to avoid contamination, and procedures for decontamination in case of exposure, or potential exposure, to infectious materials or potentially infectious materials in accordance with the federal guidelines "Occupational Exposure to Bloodborne Pathogens". No student or faculty member will be allowed into a clinical area until the training program has been completed.

2.12 The School will ensure that, prior to clinical placement, each student and faculty member has had instruction in exposure to tuberculosis, protective practices to avoid contamination, and procedures in case of exposure or potential exposure in accordance with the federal guidelines "Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities". No student or faculty member will be allowed into a clinical area until the training program has been completed.

2.13 The School will ensure that under no circumstances will any student provide clinical care to the Hospital's patients, without instruction from and supervision by a faculty member, except as provided for under Section 1.6.

2.14 The School shall recommend that its students and faculty members receive immunization against Hepatitis B. Students and faculty members who elect not to receive the Hepatitis B vaccine must sign a Hepatitis B declination form which will remain on file at the School. The School shall warrant that each student has either elected to receive the vaccine or has signed a declination form.

2.15 The School shall warrant that each student and faculty member has had the following:

2.15.1 A complete physical examination showing on record good health.

2.15.2 A PPD within the last year and showing on record freedom from tuberculosis.

2.16 The School acknowledges that all students and faculty shall be responsible for their own transportation to and from the Hospital and shall abide by all parking rules and regulations while on Hospital property.

3. INSURANCE AND INDEMNIFICATION

3.1 The School agrees, at its own expense, provide coverage for its activities in connection with this Agreement by maintaining in force during the term of this Agreement comprehensive general liability insurance with minimum coverage limits of an annual aggregate of Three Million Dollars (\$3,000,000) and professional liability insurance with minimum coverage limits of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars

(\$3,000,000) annual aggregate. The duty to maintain such coverage for the period the student or faculty member is participating in the program shall survive the termination of this Agreement.

3.2 The coverage shall be written as primary coverage and not contributing with or in excess of any coverage that the Hospital may have. Neither the issuance of any insurance policy required under this Agreement, nor the minimum limits specified herein with respect to insurance coverage shall be deemed to limit or restrict in anyway the School's liability arising out of or under this Agreement. The insurance policies shall be issued by insurance companies reasonably acceptable to the Hospital. The School warrants and represents that it will purchase appropriate "tail coverage" for claims, demands, actions or judgments reported in future years for acts of omissions during the term of this agreement.

3.3 The School, upon the execution of this Agreement, shall furnish Hospital with certificates evidencing compliance with these insurance requirements. No student or faculty member will be allowed into the clinical area until proof of insurance coverage has been provided. Certificates shall further provide for thirty (30) days advance written notice to Hospital of any cancellation of the above coverage.

3.4 School shall indemnify, pay, defend, and hold harmless Hospital from and against any and all damages, liabilities, losses, costs, judgments, expenses, claims, and causes of action of any kind or nature asserted against Hospital foreseen or unforeseen, accrued or not yet accrued, arising from or in connection with the services performed or provided by School and its students and faculty members or from any act or omission or from any activity, work or things done, permitted, or suffered by School and its students and faculty members. School shall further indemnify, pay, defend, and hold harmless Hospital from and against any and all damages, liabilities, losses, costs, judgments, expenses, claims, and causes of action arising from any breach or default in the performance of any obligation on School's part to be performed under the terms of this agreement, regardless of whether or not such claims, damage, loss or expense is caused in whole or in part by a party indemnified hereunder or arising from any intentional or negligent act or omission of School or any of School's students, faculty members, employees, agents, or invitees and from and against any action or proceeding brought thereon. In case of any such action or proceeding against Hospital, School upon written notice from Hospital, shall defend the same at School's sole cost and expense by counsel reasonably satisfactory to Hospital. All of School's obligations of indemnity hereunder shall survive the termination or expiration of the Term hereof.

3.5 The Hospital agrees to maintain with an insurance carrier of its choice and at its sole discretion, cost and expense, medical professional liability insurance for limits of liability not less than \$20,000,000 per medical incident and commercial general liability insurance for limits of liability not less than \$20,000,000 per occurrence for bodily injury, property damage, and personal injury liability. These coverages can be provided under a single policy or combination of policies with total Aggregate Limits of Liability not less than \$20,000,000. These coverages will be maintained subject to a self-insured retention not to exceed \$2,000,000 per medical incident and \$2,000,000 per occurrence for commercial general liability claims. Hospital maintains adequate security for claims within the self-insured retention selected as determined by a reputable actuary.

3.6 It is hereby stipulated and agreed between the Hospital and the School that with respect to any claim or action arising out of the activities described in this contract, each party shall only be liable for payment of that portion of any and all liability, costs, expenses, demands, settlements, or judgments resulting from the negligence, actions, or omissions of its own agents, officers, and employees.

4. PLACEMENT

The Hospital reserves the right to withhold placement of Program students depending upon the availability of facilities and personnel to adequately provide a satisfactory field experience.

5. NONDISCRIMINATION

The Hospital and the School agree that neither will discriminate in the performance of this Agreement against any individual on the basis of age, sex, race, color, religious belief, national origin, sexual preference or disability.

6. TERM

The term of this Agreement shall be one (1) year commencing on _____, 2008. This Agreement shall automatically renew for additional terms of one year unless terminated by either party in accordance with this Agreement.

7. TERMINATION

(a) Either party may terminate this Agreement without cause upon thirty (30) days written notice to the other party.

(b) Either party may terminate this Agreement immediately if there is an immediate threat to the safety and/or welfare of the Hospital's patients and/or staff related to the program.

8. INDEPENDENT CONTRACTOR STATUS

The parties hereby acknowledge that they are independent contractors. In no event shall this agreement be construed as establishing a partnership, joint venture or similar relationship between the parties hereto, and nothing herein contained shall be construed to authorize either party to act as agent for the other. The Hospital and the School shall be liable for their own debts; obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits. No student shall look to Hospital for any salaries, insurance or other benefits.

9. CONFIDENTIALITY

The School will require students to maintain the confidentiality of patient information obtained during the clinical or instructional experience at the Hospital. All information obtained from patients, their records or computerized data is to be held in confidence and no copies of patient records shall be made. It shall be required of students and supervising faculty that they not identify patients in papers, reports or case studies without first obtaining permission of the Hospital and the patient, utilizing the patient confidentiality policies and procedures of the Hospital. The School shall ensure that each student or faculty member abides by the Hospital's policies regarding Confidentiality and the use of computer systems.

10. NOTICES

Notices required under this Agreement shall be mailed to the parties at the following addresses:

THE SCHOOL: _____

Attn: _____

THE HOSPITAL: Select Specialty Hospital - _____, Inc.

Attn: _____

With a copy to: Select Medical Corporation
4716 Old Gettysburg Road
P.O. Box 2034
Mechanicsburg, PA 17055
Attention: Associate Counsel

11. MISCELLANEOUS

11.1 Students and faculty shall not be reimbursed by the Hospital for rendering services during the course of the clinical work experience and shall not have a claim against the Hospital for worker's compensation benefits.

11.2 Those areas in which differences or conflicts exist between the Hospital and the School regarding rules, regulations, policies and procedures shall be resolved in favor of the Hospital and the rule, regulation, policy or procedure of the Hospital shall prevail. Such conflict shall be referred to the Hospital liaison and School program or course coordinator.

11.3 This agreement may not be assigned, in whole or in part, without the prior written consent of both parties.

11.4 This contract shall be construed and interpreted under the laws of the State or Commonwealth in which the Hospital is located.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of date first written above.

Select Specialty Hospital - _____, Inc.

By: _____

Title: _____

School:

By: _____

Title: _____

Agenda Item #8P

Affiliation Agreement with Oblong Clinic Family Practice – Medical Assistant

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2008
RE: Affiliation Agreement with Oblong Clinic
Family Practice – Medical Assistant

IECC wishes to enter into a new affiliation agreement with the Oblong Clinic Family Practice, located in Oblong, Illinois.

This affiliation agreement is for the Medical Assistant Program and is our standard affiliation agreement utilized by the District.

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 _____, 2008, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and Oblong Clinic Family Practice, Oblong, 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 _____, 2008.

AGENCY

Medical Services Director

Agency Administrator

LINCOLN TRAIL COLLEGE

Medical Assistant Faculty Member

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

Agenda Item #9

Bid Committee Report

IECC

1. Paving Repair and Overlay - District Wide

International

1. (2) 15-Passenger Vans

BID COMMITTEE REPORT

MAY 20, 2008

IECC

1. Paving Repair and Overlay - District Wide

International

1. (2) 15-Passenger Vans

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Paving Repair and Overlay - District Wide
DATE: May 20, 2008

Based upon the bid tabulation attached and also the recommendation from Image Architects the Bid Committee recommends acceptance of the low bids received as follows:

Division I - Paving Work

<u>Base Bid A</u>	<u>Bid Amount</u>	
Ambraw Asphalt Material Lawrenceville, IL	\$242,224	Lincoln Trail College - Asphalt Overlay
Howell Paving Mt. Carmel, IL	\$59,284	Frontier Community College- Asphalt Overlay
<u>Base Bid B</u>		
Doll's Inc. Olney, IL	\$249,200	Olney Central College - Concrete Overlay

For Olney Central College, the Bid Committee recommends acceptance of Base Bid B from Doll's Inc. for a concrete overlay. Although this option is \$44,118 higher than the lowest asphalt bid, the Bid Committee feels that the concrete overlay will be less expensive over the anticipated life of the parking lot.

Benefits to concrete include durability and the fact that asphalt needs to be seal coated every 7-8 years. The concrete will have joints sawed about 4' on center in both directions to control cracking. No sealant is required in the joints. Therefore, where asphalt can require constant patching as it gets older, the concrete overlay should require minimal maintenance. Seal coating cost is estimated to be 25 cents per square foot. With about 161,000 square feet at OCC, we are looking at about \$40,000 every 7-8 years to seal coat the lot. With the concrete overlay, this expense should not be necessary. Other benefits to concrete include providing better lighting conditions at night to enhance security and lower temperatures in the heat of midsummer.

We have spoken to the Director of Grounds at Illinois State University. They have used concrete to overlay parking lots. Their oldest project is 5 years old. He highly recommends the use of a concrete overlay for the reasons previously outlined, and said they are very happy with how the process has turned out for them.

Respectfully Submitted,

Roger Browning
Terry L. Bruce
Harry Hillis, Jr.

Source of Funds: Locally Funded Project
The "Advertisement for Bids" was placed in the Olney Daily Mail for one (1) day.

IMAGE ARCHITECTS INC.

**PAVING REPAIR AND OVERLAY – DISTRICT WIDE
ILLINOIS EASTERN COMMUNITY COLLEGES
IA Project No. 08022A**

Bid Tabulation

**Thursday, May 8, 2008
IECC District Office**

DIVISION I – PAVING WORK

BASE BID A – ASPHALT OVERLAY

BIDDER	ADDENDUM NO. 1	LINCOLN TRAIL COLLEGE	OLNEY CENTRAL COLLEGE	FRONTIER COMMUNITY COLLEGE	COMBINED BID- ALL THREE CAMPUSES
Ambraw Asphalt Materials Lawrenceville, IL	✓	\$242,224.00	\$222,176.00	NO BID	NO COMBINED BID
Howell Paving Mt. Carmel, IL	✓	NO BID	\$205,082.00	\$59,284.00	NO COMBINED BID
Huff Sealing Corp. Albion, IL			NO BID		
Doll's Inc. Olney, IL			NO BID		

BASE BID B – CONCRETE OVERLAY

BIDDER	ADDENDUM NO. 1	LINCOLN TRAIL COLLEGE	OLNEY CENTRAL COLLEGE	FRONTIER COMMUNITY COLLEGE	COMBINED BID- ALL THREE CAMPUSES
Ambraw Asphalt Materials Lawrenceville, IL	NO BID				
Howell Paving Mt. Carmel, IL	NO BID				
Huff Sealing Corp. Albion, IL	NO BID				
Doll's Inc. Olney, IL	✓	NO BID	\$249,200.00	NO BID	NO COMBINED BID

TO: Board of Trustees
 FROM: Bid Committee
 SUBJECT: Bid Recommendation – (2) 15-Passenger Vans
 DATE: May 20, 2008

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

Company	Year/Make/Model	Mileage	Total Bid
Eagleson's GM Center Olney, IL	2008 Chevrolet 3500 Express Warranty 3 yr. or 36K bumper to bumper - 5 yr. 100,000 power train In service date 10/31/07	3,300	\$24,069
Joe Hotze Ford Mercury Salem, IL	2007 Ford E350 15- passenger XLT	18,646	\$20,416
TOTAL			\$44,485

The Bid Committee recommends acceptance of the bids received that meet all specifications as listed below:

A bid tabulation sheet is attached.

Respectfully submitted,

Roger Browning
 Terry Bruce
 Harry Hillis, Jr.
 Pam Madden

Source of Funds: Educational Fund

Department: International Program

Rationale for Purchase: Replacement for vans that have high mileage.

**Two (2) 15-Passenger Vans
International Program**

“Advertisement for Bids” was placed in the Olney Daily Mail for one (1) day.

<u>Company</u>	<u>Year/Make/Model</u>	<u>Mileage</u>	<u>Total Bid</u>
Bishop Motors Inc. Mt. Carmel, IL	2007 Chevrolet Express Remaining factory warranty bumper to bumper	23,000	\$19,925 (Already sold)
Bishop Motors Inc. Mt. Carmel, IL	2007 Chevrolet Express Remaining factory warranty bumper to bumper	22,000	\$19,900 (Already sold)
Eagleson's GM Center Olney, IL	2008 Chevrolet 3500 Express Warranty 3 yr. or 36K bumper to bumper - 5 yr. 100,000 power train In service date 9/26/07	10,400	\$24,069
Eagleson's GM Center Olney, IL	2008 Chevrolet 3500 Express Warranty 3 yr. or 36K bumper to bumper - 5 yr. 100,000 power train In service date 9/26/07	10,472	\$24,069
Eagleson's GM Center Olney, IL	2008 Chevrolet 3500 Express Warranty 3 yr. or 36K bumper to bumper - 5 yr. 100,000 power train In service date 10/31/07	3,300	\$24,069
Eagleson's GM Center Olney, IL	2008 Chevrolet 3500 Express Remainder of Factory Warranty 3yr. or 36K bumper to bumper - 5 yr. 100,000 power train In service date 3/7/07	11,800	\$24,069
Joe Hotze Ford Mercury Salem, IL	2007 Ford E350 15- passenger XLT	24,065	\$20,561
Joe Hotze Ford Mercury Salem, IL	2007 Ford E350 15- passenger XLT	18,646	\$20,416

Two (2) 15-PASSENGER VANS SPECIFICATIONS:

(2) 15-Passenger Vans, 2006 or Newer, 25,000 or Less Miles (In-Stock) meeting the following specifications:

**Specify Remaining Warranty
Gas V8 (350 Cu. In. or Larger)
Automatic 4-Speed
Power Brakes with ABS
Power Steering
Cruise Control
Tilt Steering Wheel
AM/FM Radio**

**Tinted Glass
Rubber Floor Mats (optional)
Front and Rear Heat
Front and Rear Air Conditioning
Intermittent Wipers (Optional)
No Sliding Doors**

**NOTE: Following Board approval, bids will be awarded on May 21, 2008.
Delivery no later than June 1, 2008.**

All freight, delivery, municipal license and title charges are included in bid.

#1

VAN YEAR _____ COLOR _____ MILEAGE _____

MAKE _____ MODEL _____ BID _____

DELIVERY DATE _____

#2

VAN YEAR _____ COLOR _____ MILEAGE _____

MAKE _____ MODEL _____ BID _____

DELIVERY DATE _____

SIGNATURE_____

PRINT NAME_____

COMPANY_____

ADDRESS_____

TELEPHONE NO_____

FAX NO_____

DATE_____

Note: Please submit bid in duplicate

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT - April 30, 2008

FUND	BALANCE
Educational	\$1,402,314.53
Operations & Maintenance	\$55,778.83
Operations & Maintenance (Restricted)	\$1,271,652.51
Bond & Interest	\$119,917.35
Auxiliary	\$760,975.88
Restricted Purposes	\$74,821.09
Working Cash	\$159,728.82
Trust & Agency	\$390,436.69
Audit	\$28,178.55
Liability, Protection & Settlement	\$469,550.65
TOTAL ALL FUNDS	\$4,733,354.90

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
April 30, 2008

ALL FUNDS

Fiscal
Year
2008

ASSETS:

CASH	4,733,355
IMPREST FUND	21,500
CHECK CLEARING	12,000
INVESTMENTS	16,141,706
RECEIVABLES	2,819,252
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	481,698
OTHER ASSETS	467,561

TOTAL ASSETS AND OTHER DEBITS: 24,677,072

LIABILITIES:

PAYROLL DEDUCTIONS PAYABLE	193,966
ACCOUNTS PAYABLE	262
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	1,478,656
OTHER LIABILITIES	1,149,082

TOTAL LIABILITIES: 2,821,966

EQUITY AND OTHER CREDITS:

INVESTMENT IN PLANT	1,638,073
PR YR BDGTD CHANGE TO FUND BALANCE	1,182,671

FUND BALANCES:

FUND BALANCE	14,626,810
RESERVE FOR ENCUMBRANCES	4,407,552

TOTAL EQUITY AND OTHER CREDITS 21,855,106

TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS 24,677,072

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 As Of April 30, 2008

ALL FUNDS

FY 2008
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	8,395,361
STATE GOVT SOURCES	11,675,696
STUDENT TUITION & FEES	11,486,808
SALES & SERVICE FEES	3,303,489
FACILITIES REVENUE	27,924
INVESTMENT REVENUE	507,280
OTHER REVENUES	90,578
TOTAL REVENUES:	35,487,136

EXPENDITURES:

INSTRUCTION	9,366,633
ACADEMIC SUPPORT	426,388
STUDENT SERVICES	1,012,821
PUBLIC SERV/CONT ED	27,952
OPER & MAINT PLANT	2,293,904
INSTITUTIONAL SUPPORT	6,936,479
SCH/STUDENT GRNT/WAIVERS	5,245,751
AUXILIARY SERVICES	3,381,815
TOTAL EXPENDITURES:	28,691,743

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	6,795,393
-------------------------------------	-----------

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY06-08

College	Category	FISCAL YEAR 2006			FISCAL YEAR 2007			FISCAL YEAR 2008			
		Annual Budget	Spent Thru April	% of Bdgt	Annual Budget	Spent Thru April	% of Bdgt	Annual Budget	Spent Thru April	% of Bdgt	% of Year
Frontier	Bills		\$1,630,946			\$1,712,585			\$1,801,804		
	Payroll		1,731,794			1,685,366			1,647,804		
	Totals	\$3,835,099	3,362,740	88%	\$3,893,618	3,397,951	87%	\$4,100,970	3,449,608	84%	83%
Lincoln Trail	Bills		1,065,489			1,145,823			1,260,250		
	Payroll		1,987,700			1,994,658			2,050,624		
	Totals	3,527,579	3,053,189	87%	3,634,800	3,140,481	86%	3,828,754	3,310,874	86%	83%
Olney Central	Bills		1,584,423			1,650,062			1,707,546		
	Payroll		3,662,583			3,709,678			3,629,256		
	Totals	5,829,221	5,247,006	90%	6,096,750	5,359,740	88%	6,264,932	5,336,802	85%	83%
Wabash Valley	Bills		1,631,614			1,704,569			1,919,374		
	Payroll		2,579,551			2,509,154			2,526,799		
	Totals	4,524,325	4,211,165	93%	4,710,562	4,213,723	89%	5,091,847	4,446,173	87%	83%
Workforce Educ.	Bills		1,618,234			1,697,201			1,668,033		
	Payroll		980,247			939,571			957,811		
	Totals	2,997,567	2,598,481	87%	3,148,437	2,636,772	84%	3,203,126	2,625,844	82%	83%
District Office	Bills		190,488			198,500			211,107		
	Payroll		742,290			711,086			734,832		
	Totals	1,233,158	932,778	76%	1,240,904	909,586	73%	1,295,077	945,939	73%	83%
District Wide	Bills		1,465,461			1,464,982			1,600,824		
	Payroll		583,216			627,423			688,542		
	Totals	3,271,183	2,048,677	63%	3,635,437	2,092,405	58%	4,822,961	2,289,366	47%	83%
GRAND TOTALS		\$25,218,132	\$21,454,036	85%	\$26,360,508	\$21,750,658	83%	\$28,607,667	\$22,404,606	78%	83%

Excludes DOC

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
April 30, 2008

	Amount	% of Total
Salaries	12,235,668	54.61%
Employee Benefits	1,354,979	6.05%
Contractual Services	444,112	1.98%
Materials	1,324,021	5.91%
Travel & Staff Development	173,849	0.78%
Fixed Charges	345,554	1.54%
Utilities	997,074	4.45%
Capital Outlay	205,727	0.92%
Other	5,323,622	23.76%
	<u>22,404,606</u>	<u>100.00%</u>

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive's Session Minutes

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

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: May 16, 2008

RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for item 400.1., 400.2., 400.4., 400.6., 400.7., 400.9. and 400.10. will be mailed under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Change in Status**
- 400.3. Intent to Hire President**
- 400.4. Faculty Salary Increases, Academic Year 2007-2008 through Academic Year 2011-2012**
- 400.5. Reduction In Force and Adoption of Resolution**
- 400.6. FMLA Leave Request (External Report)**
- 400.7. Request for Approval of Non-College Employment (External Report)**
- 400.8. Leave of Absence Approved by CEO since April 15, 2008**
- 400.9. Resignation**
- 400.10. Retirement**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Tyler Boyles, Automotive Service Technology/Collision Repair Instructor, effective August 14, 2008
2. Ryan Perry, Vocal Music Instructor, effective August 14, 2008

B. Professional/Non-Faculty

1. Janet Kent, Coordinator of Human Services, FCC, effective August 4, 2008

400.2. Change in Status

A. Professional/Non-Faculty

1. Kari Book, Director of Human Services, Job Development and Retention, FCC, to Director of Adult Education, Recruitment and Advisement, FCC, effective August 4, 2008

B. Classified

1. Doug Edwards, Lead Custodian, LTC, to Maintenance Worker, LTC, effective May 22, 2008

400.3. Intent to Hire President

A. Frontier Community College

400.4. Faculty Salary Increases, Academic Year 2007-2008 through Academic Year 2011-2012

A. Average Annual Increase

	<u>Name</u>	<u>Average Annual Increase</u>
1.	Poskin, Richard	5.95%
2.	Morris, Wayne	5.95%
3.	Florida, Don	5.95%
4.	Mason, Rob	5.95%
5.	Brown, Allen	5.95%
6.	Robb, Cathy	5.95%
7.	Wilderman, David	5.95%
8.	Abernathy, Bea	5.95%
9.	Burnett, James	5.68%
10.	Matthews, Travis	5.90%
11.	Houldson, Ruby	5.85%
12.	Jones, Carmen	5.34%
13.	Owens, Patricia	5.15%
14.	Nelson, Kathleen	5.12%
15.	Tegeler, Teresa	5.01%
16.	Payne, Kelly	5.00%
17.	Fusco, Carole	4.87%
18.	Hnetkovsky, Nixie	4.86%
19.	Mallard, Carrie	4.86%
20.	Winter, Jill	4.86%
21.	Leynaud, Don	4.86%
22.	Bennett, Shasta	4.84%
23.	Cutchin, Jeff	4.83%
24.	Stouse, Paul	4.83%
25.	Phegley, Brenda	4.81%
26.	Kendall, John	4.81%
27.	Harris, Kathy	4.79%
28.	Beckett, Mary Jane	4.61%
29.	Tucker, James	4.60%
30.	Urfer, Kristi	4.60%
31.	Newlin, Yvonne	4.55%
32.	Neikirk, Judy	4.53%
33.	Kizer, Hal	4.52%
34.	Spraggins, Gary	4.51%
35.	Cook, Byford	4.47%
36.	Mayhall, Amie	4.46%
37.	Tucker, William	4.54%
38.	Adams, Gary	4.41%
39.	Cutright, Laurel	4.41%
40.	Sainer, Paul	4.41%

41.	Tahtinen, Dan	4.26%
42.	Kinkade, Janet	5.03 %
43.	Denton, David	4.26%
44.	Hudson, Kathleen	4.19%
45.	Puckett, Judith	4.12%
46.	Buck, Clyde	4.08%
47.	McKern, Mike	4.07%
48.	Rahman, Gaziur	4.02%
49.	Lanam, Howard	4.00%
50.	Wolven, Winifred	3.87%
51.	Fitch, Mark	3.84%
52.	Doty, Kathy	3.74%
53.	Maxey, Rodney	3.72%
54.	Kolb, Linda	3.71%
55.	Pettigrew, Mark	3.70%
56.	Kelly, Hollie	3.62%
57.	Mersinger, Mary	3.14%
58.	Mathews, Christian	4.44%
59.	Downes, Suzanne	3.58%
60.	Roy, Anuradha	3.50%
61.	Kribs, Richard	3.39%
62.	Fralicker, Tamara	3.38%
63.	Hoeszle, Larry	3.34%
64.	Diekmann, Teresa	3.24%
65.	Polgar, Susan	3.24%
66.	Balding, Scott	3.21%
67.	Day, John	3.20%
68.	Short, Nick	3.20%
69.	Baird, Thomas	3.20%
70.	Cunningham, David	3.20%
71.	Reed, Diane	3.10%
72.	Devin, Lonnie	3.10%
73.	Jausel, Russ	3.00%
74.	Phillips, Lori	3.00%
75.	Wise, Gary	3.00%
76.	Gere, Andrea	2.90%
77.	Carter, Jay	2.90%
78.	Wick, Brian	2.90%
79.	Farley, Holly	2.90%
80.	Smithenry, Shirley	2.90%
81.	Wolke, Sharon	2.90%
82.	Dill, Cheryl	2.90%
83.	Peach, Kyle	2.90%
84.	Goodson, David	2.80%
85.	Grove, Brenda	2.70%
86.	Hustad, Anne	2.70%
87.	Williams, Angelia	2.70%

88.	Johnston, David	2.50%
89.	Marks, Karen	2.50%
90.	O'Keefe, Alan	2.60%
91.	Campbell, Penny	2.60%
92.	Hnetkovsky, Steve	2.60%
93.	Shimer, Barbara	2.40%
94.	Robb, Doug	2.40%
95.	Stevens, Kimberly	2.40%
96.	Hudson, Judith	2.40%
97.	Brinkley, Jason*	0.00%

* Employed one academic year only and not eligible for increase.

400.5. Reduction In Force and Adoption of Resolution

A. Professional / Non-Faculty

1. Peggy Jausel, Director, Dislocated Worker Grant, DO, effective July 1, 2008

B. Classified

1. Deborah Hunley, Resource Room Advisor, Dislocated Worker Grant, DO, effective July 1, 2008
2. Ruth Trowbridge, Case Worker, Dislocated Worker Grant, DO effective July 1, 2008
3. Lisa Weiler, Case Worker, Dislocated Worker Grant, DO, effective July 1, 2008

400.6. FMLA Leave Request (External Report)

400.7. Request for Approval of Non-College Employment (External Report)

400.8. Leave of Absence Approved by CEO since April 15, 2008

A. None

400.9. Resignation

A. Faculty

1. Richard Kribs, Math Instructor, effective August 14, 2008

400.10. Retirement

A. Professional/Non-Faculty

1. Brenda Helm, Director of Adult Education Recruitment & Advisement, FCC, effective June 1, 2008

Agenda Item #15

Collective Bargaining

Approval of Contract with IECEA AY 2007-2008 thru 2011-2012

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Adjournment

**Protection, Health, Safety and ADA
Projects Schedule
Phase 9**

	Estimated Budget										
Districtwide Plumbing & Electrical Survey	\$38,500										
Install / Expand Energy Mgt System - FCC	\$173,700										
Districtwide ADA Compliance Work	\$467,800										
HVAC Replacements & Upgrades, LTC, OCC	\$1,149,500										
Roof Replacement - LTC, OCC	\$471,800										
Combustible Wall Panel Replacement, LTC	\$150,300										
Toilet Replacement & Upgrade, LTC	\$90,800										
Districtwide Asbestos Abatement	\$515,900										
Site Lighting Upgrade, OCC	\$198,500										
Door & Window Replacement, LTC & OCC	\$219,900										
Carpet Replacement, WVC	\$32,700										
Storm Water Remediation, WVC	\$121,000										
GRAND TOTAL	\$3,630,400		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

4/30/2008