

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

May 21, 2013



Location:

**Frontier Community College
2 Frontier Drive
Fairfield IL 62837**

**Dinner – 6:00 p.m. – Foundation Hall
Meeting – 7:00 p.m. – Foundation Hall**

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

**Illinois Eastern Community Colleges
Board Agenda**

May 21, 2013

7:00 p.m.

**Frontier Community College
Foundation Hall**

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
6. Policy First Reading (and Possible Approval) Bruce
 - A. HR 400.1
 - B. HR 400.12
 - C. Instruction 800.6
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Health Informatics Program Fee Bruce
 - B. Radiography Program Harassment Policy Revision Bruce
 - C. Nursing Student Handbook Bruce
 - D. Mission Statement Bruce
 - E. Distance Delivery Education Plan 2013 Cantwell
 - F. Affiliation Agreements Bruce

Pharmacy Technician Program – LTC
Bertram’s Pharmacy – Robinson
Crawford Memorial Hospital – Robinson
CVS Pharmacy – Lawrenceville
CVS Pharmacy – Mt. Carmel
CVS Pharmacy - Vincennes
Martinsville Pharmacy – Martinsville
Paris Community Hospital – Paris

Pharmacie Shoppe – Casey
 Wal-Mart Pharmacy – Robinson
Medical Assistant Program – Lincoln Trail College
 Medical Office of Dr. David Rotman – Robinson
Electronic Medical Records Program – Lincoln Trail College
 Richland Memorial Hospital – Olney
Emergency Preparedness Program – Frontier
 Heartland Regional Medical Center - Marion
Observation Agreements – Associate Degree Nursing Program
 Brinks Family Practice – Princeton
 Egyptian Health Department – Carmi
 Tulip Tree Health Service – Fort Branch

- 9. Bid Committee Report..... Bruce
 - A. None
- 10. District Finance
 - A. Financial Report Browning
 - B. Approval of Financial Obligations Browning
- 11. Chief Executive Officer’s Report Bruce
- 12. Executive Session Bruce
- 13. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes..... Bruce
 - B. Audio Executive Session Minutes Bruce
- 14. Approval of Personnel Report Bruce
- 15. Collective Bargaining Bruce
- 16. Litigation Bruce
- 17. Other Items
- 18. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, April 16, 2013.

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

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

John D. Brooks, Gary Carter, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson, Marilyn J. Wolfe. Trustees absent: None. (The student trustee-elect had not yet been seated at this roll call.) There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

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

Abbreviations Used in Minutes:

DO – District Office
DOC – Department of Corrections
FCC – Frontier Community College
HLC – Higher Learning Commission
HRSA – Health Resources & Services Administration
ICAHN – Illinois Critical Access Hospital Network
ICCB – Illinois Community College Board
ICCTA – Illinois Community College Trustees Association
IECC – Illinois Eastern Community Colleges

IECEA – Illinois Eastern Colleges Education Association
LTC – Lincoln Trail College
LWIB – Local Workforce Investment Board
OCC – Olney Central College
PHS – Protection, Health & Safety
SAN – Student Advantage Network
SURS – State Universities Retirement System
WED – Workforce Education
WVC – Wabash Valley College

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held Tuesday, March 19, 2013 were presented for disposition.

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

AGENDA #3 – “Resolution of Results of April 9, 2013 Election” – Trustee Michael Correll introduced the following Resolution Declaring Election Results of the April 9, 2013 Election and declaring that William C. Hudson and John D. Brooks were duly elected to serve full terms as trustees:

Resolution Declaring Election Results

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

WHEREAS on April 9, 2013, an election was held for the purpose of electing two members to the Board of Trustees in the counties or portions of counties within Illinois Eastern Community College District #529, namely the counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne, and White, and;

WHEREAS Alice Mullinax, Richland County Clerk and Recorder, is the Election Authority for Illinois Eastern Community College District #529, and has certified the official ballot for the office of trustee and candidates for that office and;

WHEREAS Alice Mullinax, will certify the official election results and will provide a tabulation of the votes cast in the various counties and precincts within Illinois Eastern Community College District #529 at the election held on April 9, and;

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

WHEREAS Alice Mullinax will certify that the following votes were tabulated:

William C. Hudson	10,688
John D. Brooks	11,730

and;

WHEREAS Alice Mullinax will certify that William C. Hudson and John D. Brooks were elected as trustees to serve a full term and;

WHEREAS the Board of Trustees of Community College District #529 takes notice that due to election laws, there can be no official certification of election results until 14 days following the election or April 23, 2013 and that, Alice Mullinax is unable to officially certify the results before April 23, 2013 and that the official certification of votes has not yet occurred, the Board finds that the unofficial results as provided indicate the actual individuals elected to the Board of Trustees and;

THEREFORE the Board of Trustees of Community College District #529 hereby accepts the unofficial results of the April 9, 2013 election as provided by Alice Mullinax, Richland County Clerk and Recorder, and Election Authority, and further declares that William C. Hudson and John D. Brooks were duly elected to serve full terms as trustees.

Board Action: Trustee Michael Correll made a motion to adopt the foregoing resolution proclaiming results of the April 9, 2013 election. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: None. (The student trustee-elect had not yet been seated at this roll call.) The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #4 – “Adjournment of Board – Sine Die” – There being no further business to be transacted by the old Board, Trustee William Hudson made a motion that the old Board of Trustees stand adjourned sine die. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: None. (The student trustee-elect had not yet been seated at this roll call.) The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and the old Board adjourned sine die.

CEO Assumes Chair: Terry L. Bruce, Chief Executive Officer, assumed the Chair for purposes of organization of the new Board of Trustees.

AGENDA #5 – “Organization of New Board” – The Board of Trustees organized as follows:

#5-A. Appointment of Temporary Secretary: Without objection, the Chair appointed Harry Hillis, Jr. to act as Temporary Secretary during organization of the new Board.

#5-B. Oath of Office and Seating of Trustees Elected April 9, 2013: The oath of office was administered to Trustees William C. Hudson and John D. Brooks and they were duly seated, after subscribing to the following oath:

"I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Trustee, Illinois Eastern Community College District #529, to the best of my ability."

#5-B (1). Oath of Office and Seating of Student Trustee: Mike Guseynov, a student at Wabash Valley College, was introduced as the newly-elected Student Trustee, having been elected by the students at Wabash Valley College to serve for a term of one year. The oath of office was administered to Student Trustee Mike Guseynov and he was duly seated, after subscribing to the following oath:

"I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Student Trustee, Illinois Eastern Community College District #529, to the best of my ability."

#5-C. Roll Call: The Chair directed roll call of the new Board. The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present:

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

#5-D. Election of Chairman: The Chair asked for nominations for Chairman. Trustee Marilyn Wolfe nominated **G. Andrew Fischer** to be Chairman of the Board of Trustees until the next reorganization meeting. The Chair asked if there were additional nominations. There being none, Trustee John Brooks made a motion to close nominations and elect G. Andrew Fischer Chairman by acclamation. Trustee Gary Carter seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared the "Ayes" have it and the motion carried.

#5-E. Election of Vice-Chairman: The Chair asked for nominations for Vice-Chairman. Trustee Gary Carter nominated **Marilyn J. Wolfe** to be Vice-Chairman of the Board of Trustees until the next reorganization meeting. The Chair asked if there were additional nominations. There being none, Trustee John Brooks made a motion to close nominations and elect Marilyn J. Wolfe Vice-Chairman by acclamation. 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.

#5-F. Election of Board Secretary: The Chair asked for nominations for Board Secretary. Trustee Andrew Fischer nominated **Harry Hillis, Jr.** to be Secretary of the Board of Trustees until the next reorganization meeting. The Chair asked if there were additional nominations. There being none, Trustee Gary Carter made a motion to close nominations and elect Harry Hillis, Jr. Board Secretary by acclamation. Trustee Michael Correll 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.

G. Andrew Fischer Assumes Chair: Chairman G. Andrew Fischer assumed the Chair.

#5-G. Appointment of Secretary Pro Tempore: The Chair asked for nominations for Secretary Pro Tempore. Trustee William Hudson nominated **Gary Carter** to be Secretary Pro Tempore of the Board of Trustees until the next reorganization meeting. The Chair asked if there were additional nominations. There being none, Trustee William Hudson made a motion to close nominations and elect Gary Carter Secretary Pro Tempore by acclamation. Trustee Michael Correll 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.

#5-H. Appointment of District Treasurer: The Chair asked for nominations for District Treasurer. Trustee Gary Carter nominated **Roger Browning** to be District Treasurer until the next reorganization meeting. The Chair asked if there were additional nominations. There being none, Trustee Gary Carter made a motion to close nominations and elect Roger Browning District Treasurer by acclamation. Trustee William Hudson seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

#5-I. Appointment of Ethics Officer: Trustee William Hudson nominated **Harry Hillis, Jr.**, Board Secretary, to be appointed as Ethics Officer for the Board, and for the District, pursuant to statute. He shall serve until his successor is appointed and qualified. The Chair asked if there were additional nominations. There being none, Trustee William Hudson made a motion to close nominations and appoint Harry Hillis, Jr. Ethics Officer for the Board and for the District by acclamation. Trustee Marilyn Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

#5-J. Resolution for Adoption of Rules, Regulations, Policies and Actions of Prior Boards: The CEO recommended adoption of the following resolution.

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

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

Board Action: Trustee William Hudson made a motion to adopt the foregoing Resolution for Adoption of Rules, Regulations, Policies and Actions of Prior Boards as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#5-K. Resolution for Time and Place of Board Meetings: The CEO recommended adoption of the following resolution for Time and Place of Board Meetings.

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2013:

Tuesday, May 21, 2013, 7 p.m., Frontier Community College
Tuesday, June 18, 2013, 7 p.m., Lincoln Trail College
Tuesday, July 16, 2013, 7 p.m., Olney Central College
Tuesday, August 20, 2013, 7 p.m., Wabash Valley College
Tuesday, September 17, 2013, 7 p.m., Frontier Community College
Tuesday, October 15, 2013, 7 p.m., Lincoln Trail College
Tuesday, November 19, 2013, 7 p.m., Olney Central College
Tuesday, December 10, 2013, 7 p.m., Wabash Valley College

Board Action: Trustee Gary Carter made a motion to approve the foregoing Resolution for Time and Place of Board Meetings as recommended. 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 #6 – “Recognition of Visitors & Guests” –

#6-A. Visitors & Guests: Visitors & guests present were recognized, including several staff members. Members of Trustee William Hudson’s family were present during the seating of the new Board of Trustees.

#6-B. IECEA Representative: Rob Mason, President of Illinois Eastern Colleges Education Association, was recognized.

AGENDA #7 – “Public Comment” – None.

AGENDA #8 – “Reports” –

#8-A. Report from Trustees: None.

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

#8-C. Report from Cabinet: None.

AGENDA #9 – “Policy First Readings (and Possible Approval)” – None.

AGENDA #10 – “Policy Second Readings” – None.

AGENDA #11 – “Staff Recommendations for Approval” – The following staff recommendations were presented for approval.

#11-A. Activity Fee Allocations: Annually, \$2 per credit hour for all tuition actually collected is returned to the colleges to support student activities. The Presidents recommend student activity fee allocations at LTC, OCC, and WVC. In lieu of an activity fee, a fee allocated to the book rental system is paid by FCC students. There are minimal changes from last year’s recommendations. 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 of the following activity fee allocations for FY 2014.

	<u>LTC</u>	<u>OCC</u>	<u>WVC</u>
Alumni Association	0%	0%	0%
Athletics	30%	30%	30%
Cheerleaders	5%	0%	5%
College Union	0%	0%	20%
Student Testing	0%	4%	0%
Intramurals	5%	0%	0%
Parking Maintenance	3%	9%	0%
Publications	10%	0%	0%
Soc. Cul. Act. Team	0%	5%	0%
Special Events	3%	0%	3%
Student Senate	14%	10%	12%
Special Projects	5%	0%	16%
Natatorium	0%	0%	0%
Student Handbook	0%	3%	0%
Model United Nations	0%	0%	0%
Child Care	0%	20%	0%
Food Services	10%	19%	14%
Sports Facility	15%	0%	0%

Board Action: Trustee Michael Correll made a motion to approve the FY2014 Activity Fee Allocations as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#11-B. Property and Casualty Insurance Proposals for FY2014: Roger Browning reviewed insurance coverage proposals for fiscal year 2014. The Board authorized a Request for Proposal (RFP) for the District’s various business insurance coverage, Worker’s Compensation insurance, and Student Athletic insurance. J. W. Terrill Insurance, Benefits & Risk Management, the District’s insurance consultants, have reviewed the proposals.

Each policy provides the same coverage as the District’s current coverage. It is proposed that the carrier be changed from The Hanover Group to Catlin Indemnity Company. The

Hanover Group proposal was \$244,103, while the proposal from Catlin was \$ 226,774, a savings of \$17,329.

The District received only one Workman's Compensation carrier proposal and that was from BrickStreet, the current carrier. The District is extremely pleased with the services and coverage provided by BrickStreet. The BrickStreet proposed rate of \$ 182,188 is \$14,424 less than the current premium.

The District received two proposals for Student Athletic policy coverage. The proposed renewal premium from Guarantee Trust Life/Mutual of Omaha is for \$ 134,424. The District has retained Guarantee Trust Life/Mutual of Omaha for the last 23 years and has been very pleased with their service. Their proposal represents a \$ 11,580 savings over expiring premiums.

Proposals totaling \$44,987 were also received for various other insurance coverage.

The CEO recommended acceptance of the amended insurance proposals as outlined from Catlin, BrickStreet, and Guarantee Trust Life/Mutual of Omaha, and the other carriers and coverage as listed on the spreadsheet presented. The cost of all coverage will total \$588,373, which represents a 5% or \$33,627 savings, over the existing premium of \$622,000. All coverage is for the period of July 1, 2013 through June 30, 2014.

Board Action: Trustee Michael Correll made a motion to approve the amended insurance proposals as outlined from Catlin, BrickStreet, and Guarantee Trust Life/Mutual of Omaha, and the other carriers and coverage as listed on the spreadsheet presented, as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#11-C. Violence Prevention Plan: LeAnn Hartleroad reviewed the IECC Violence Prevention Plan. In accordance with the Campus Security Enhancement Act of 2008, IECC has developed a Violence Prevention Plan which outlines the multi-disciplinary and multi-jurisdictional violence prevention strategies, including the formation and implementation of a Threat Assessment and Behavioral Intervention Team (TABIT) with representatives from each college and the District Office. The plan provides guidelines that specifically address IECC's position on the prevention, reduction, and management of violence. Focus of the plan is prevention.

The Cabinet will continue to oversee and implement the Violence Prevention Plan. In the event that a violent act (assault, battery, weapons in the building, disturbances) is in the process of being committed, the colleges' Campus Emergency Plans provide a protocol for response. The updated plan will be available to all IECC employees on the Intranet. The CEO recommended approval.

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

#11-D. Student Satisfaction Survey Results: LeAnn Hartleroad reviewed the 2013 Spring Student Satisfaction Survey results. 94% of those surveyed say they were satisfied with the quality of instruction and felt the instruction was academically challenging. 95% believe they were treated with respect as an individual and 94% would definitely or probably recommend IECC to others.

The Office of Institutional Development conducts the survey each spring semester. 198 students responded to the survey: 62 from Frontier Community College, 51 from Lincoln Trail College, 44 from Olney Central College, and 41 from Wabash Valley College.

Of the students responding to the survey, 64 were first year students; 78 were second year students, 53 were returning students, 3 were dual credit, 69 were transfer, 95 were career/technical, and 31 were other. 138 were full-time students and 60 were part-time.

Survey questions included areas in Communication, Student Services, Instruction, Technology and recommending the college to others. Results included:

97% were satisfied with the communication between the four colleges as it applied to their needs.

94% were satisfied with Advisement Services.

93% were satisfied with Financial Aid Services.

95% were satisfied with Registration Services.

97% were satisfied with Learning Resource Center's availability and resources available.

97% were satisfied with classroom size.

94% were satisfied with courses available at the times they want or needed them.

Areas of concern: 41% rated communication between the colleges as "great", while 40% responded "OK." 12% felt that the computer or science labs were not adequate to meet the objectives of the course.

The CEO recommended acceptance of the 2013 Student Satisfaction Survey results.

Board Action: Trustee Marilyn Wolfe made a motion to accept the 2013 Student Satisfaction Survey results as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Michael Correll, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#11-E. Revisions to Radiography Program Student Handbook: The Radiography faculty and President Rodney Raney have developed needed changes to the OCC Radiography Program Handbook.

Changes include:

The addition of the IECC Academic Integrity Policy; and

The deletion of educational outcomes to be in line with Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation standards; and

The Physical Examination, Drug Screen, and Immunization section has also been modified to address the increased use of flu vaccination to meet agency requirements; and

Required capabilities and how to seek accommodations have been clarified; and

Four areas of the Applied Clinical Scheduling and Attendance section have also been updated to address JRCERT recommendations regarding clinical assignments and rotations; and

The organizational structure for Radiography has also been updated; and
Two additional forms have been included, a Flu Declination form and
Authorization to Release Information form are included in this version of the Handbook; and

Additions to the Background Check and Drug testing section were made to reflect some agency requirements to fulfill a fingerprint background check.

The CEO recommended acceptance of the revisions to the Radiography Program Handbook as outlined.

Board Action: Trustee Gary Carter made a motion to approve revisions to the Radiography Program Handbook as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student Advisory Vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#11-F. Affiliation Agreement with Milburn Health Mart Pharmacy – Pharmacy Tech: IECC wishes to enter into a new affiliation agreement with Milburn Health Mart Pharmacy, located in Sullivan, Illinois. This affiliation agreement is for the LTC Pharmacy Technician Program and is the standard affiliation agreement utilized by the district. The CEO recommended approval.

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

Add Item #8-G, Memorandum of Agreement, to Agenda: Without objection, the Chair directed that Item #8-G, Memorandum of Agreement, be added to the agenda as an action item.

#11-G. Memorandum of Agreement: The CEO presented the following Memorandum of Agreement and recommended approval.

Memorandum of Agreement

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

1. The Board will allow Ms. Bruck to work from her home for the remainder of the Spring 2013 semester, subject to the remaining terms of this Agreement.

2. The above alternative work arrangement is being permitted on a trial basis. The Board may discontinue the arrangement at any time with seven (7) calendar days prior notice to both the Association and Ms. Bruck if the President of Wabash Valley College or his designee determines that such arrangement is detrimental to the best interests of the students or the District. In addition, there shall be no obligation to continue the alternative work arrangement beyond the end of the current semester.

3. This Agreement is non-precedential in all aspects. The alternative work arrangement set forth herein shall not be cited or relied upon in connection with other faculty members or any future requests for an alternative work arrangement of any kind.

4. The alternative work arrangement described herein is being implemented on a trial basis for a short-term period due to unique circumstances, including Ms. Bruck's situation, the timing of her request, the particular courses involved, and the Board's evaluation of the efficacy of the arrangement.

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

AGENDA #12 – “Bid Committee Report” – The Bid Committee presented the following recommendations, followed by Board action as indicated:

#12-A. Security Surveillance Systems at Frontier Community College: The Bid Committee recommended acceptance of the low bid that meets all specifications, from Advanced Surveillance Inc., Louisville, KY, for a total bid of \$48,864.00.

Source of Funds: PHS - Phase 10.

Adding 37 IP cameras and 2 video recorders for additional security.

Board Action: Trustee William Hudson made a motion to accept the bid of Advanced Surveillance Inc. for Security Surveillance Systems at Frontier Community College, as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#12-B. Electronic Access Control Hardware at Frontier Community College: The Bid Committee recommended rejecting all bids because the low bid that meets specifications from PASS Security exceeds the ICCB approved project budget. The project will be re-designed, with the intention of re-bidding at a later date.

Board Action: Trustee William Hudson made a motion to reject all bids for electronic access control hardware at Frontier Community College, as recommended. 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.

#12-C. Gravel Parking Lot – Workforce Development Center at Frontier Community College: The Bid Committee recommended acceptance of the low bid that meets all specifications, from Kieffer Bros Construction Co., Inc., Mt. Carmel, IL, for a total bid of \$34,300.00, and reject all bids for work related to alternate bids #1 and #2, due to limited funds.

Source of Funds: Facility Usage Funds.

Board Action: Trustee Gary Carter made a motion to accept the bid of Kieffer Bros Construction Co., Inc. for a gravel parking lot at the Workforce Development Center at Frontier Community College, as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#12-D. 12-Passenger Vans for Frontier Community College, Olney Central College and Wabash Valley College: The Bid Committee recommended acceptance of the bids received that meet all specifications, from Morrow Brothers Ford, Greenfield, IL, for two (2) new 12-passenger vans at a price of \$24,875.00 each, for Olney Central College and Wabash Valley College. Morrow Brothers Ford has agreed to provide a third 12-passenger van for Frontier Community College at the same price, and the Bid Committee recommended that three (3) vans be purchased.

Source of Funds: Education Fund.

Amend Recommendation to Include 3 Vans: Student Trustee Mike Guseynov made a motion to amend the original recommendation of the Bid Committee to add purchase of a third 12-passenger van for FCC as recommended. 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.

Board Action: Trustee Brenda Culver made a motion to accept the bids of Morrow Brothers Ford for purchase of three 12-passenger vans, for FCC, OCC and WVC as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#12-E. Solarium Replacement, Entry Doors and Tile Replacement for Gym, Theater and Lobby at Olney Central College: The Bid Committee recommended acceptance of the low bid that meets all specifications, from Lipps Construction, Mt. Vernon, Illinois, for a total bid of \$127,000.00.

Source of Funds: PHS - Phase 10 Carryover.

Work includes, but is not limited to: Replace the existing solarium, entry doors and ceramic floor tile at the Lobby, OCC Gymnasium/Theater Lobby.

Board Action: Trustee Gary Carter made a motion to accept the bid of Lipps Construction for Solarium Replacement, Entry Doors and Tile Replacement for Gym, Theater and Lobby at Olney Central College, as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#12-F. Mower for Wabash Valley College: The Bid Committee recommended acceptance of the low bid that meets all specifications, from Tri-County Equipment, Poseyville, IN, for a total bid of \$12,950.00.

Source of Funds: Operations and Maintenance Fund.

It is very important to the Operations & Maintenance staff at WVC that the mower purchased have a diesel engine. They have had very good luck with diesel. The mower that this new purchase is replacing has a diesel engine that has 15 years of use.

Board Action: Trustee Brenda Culver made a motion to accept the bid of Tri-County Equipment for a new mower at Wabash Valley College, as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #13 – “District Finance” – The following district financial matters were presented:

#13-A. PPACA Compliance: The first draft of a document to be required on health insurance eligibility under the Patient Protection and Affordable Care Act of 2010 (PPACA) was presented for the Board’s information.

#13-B. Financial Reports: The monthly financial reports were presented, including the treasurer's report showing the balance in all funds as of March 31, 2013. The treasurer presented

an update on state grants receivable in the Education Fund. The State of Illinois currently owes the IECC District \$8,613,547.

#13-C. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for April 2013, totaling \$537,258.87, 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 2013, in the amounts listed, and payments from the revolving fund for March 2013. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #14 – “Chief Executive Officer's Report” – CEO Terry L. Bruce Presented an informational report on the following topics:

1. Hutsonville Power Station Settlement.
2. Ameren 2012 Assessment Hearing.
3. Oil and Gas Training in Bridgeport.
4. Peabody Regional Training Center.
5. Mongolian Mine Training.
6. Continental Tire Training.
7. IECC Graduation – May 10, 2013.
8. Enrollment.

AGENDA #15 – “Executive Session” – The Board of Trustees did not hold an executive session at this meeting.

AGENDA #16 – “Approval of Executive Session Minutes” – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, March 19, 2013.

AGENDA #17 – “Approval of Personnel Report” – The CEO presented the following amended Personnel Report.

400.1. Request for Approval of Proposed Non-College Employment

- A. Faculty

Andrea Gere, University of Southern Indiana, Evansville, IN, approximate time per academic year, 96 hours.

400.2. Retirement Ratification

- A. Professional/Non-Faculty

1. Elaine Brown, Academic Assistance Coordinator, WVC, effective June 1, 2013.

B. Faculty

1. Dr. Patricia Owens, History/Political Science Instructor, effective June 1, 2013.

400.3. Resignation Ratification

A. Professional/Non-Faculty

1. Steve Berkemeier, Program Director, Emergency Preparedness, FCC, effective April 2, 2013.

Personnel Report Addendum

400.4. Employment of Personnel

A. Professional/Non-Faculty

1. Steven Berkemeier, Program Director, Emergency Preparedness and Industrial Quality Maintenance, WED, effective April 17, 2013.

400.5. Retirement Ratification

A. Faculty

1. Don Leynaud, Biological Sciences Instructor, effective June 1, 2013.

B. Professional/Non-Faculty

1. Dan Sparks, Head Men's Basketball Coach, WVC, effective May 16, 2013.

400.6. Resignation Ratification

A. Classified

1. Crystal McDaniels, Administrative Assistant, WVC, effective June 8, 2013.

#17-A. Board Action to Amend Personnel Report: Trustee Brenda Culver made a motion to amend the Personnel Report, to add an addendum containing Sections 400.4, 400.5, and 400.6 as recommended. Trustee Gary Carter seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that the "Ayes" have it and the motion carried.

Recommendation: The administration recommended that the amended Personnel Report be approved with the exception of Section 400.1, Request for Approval of Proposed Non-College employment by Andrea Gere. It was recommended that Section 400.1 not be approved. A member of the Board of Trustees requested a separate roll call vote on Section 400.1.

#17-B. Board Action on Section 400.1 of Personnel Report: Trustee Brenda Culver made a motion to vote on approval of Section 400.1 of the Personnel Report, Request for Approval of Proposed Non-College Employment, by faculty member Andrea Gere, University of Southern Indiana, Evansville, IN, approximate time per academic year, 96 hours. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted as follows: John Brooks, nay; Gary Carter, nay; Michael Correll, nay; Brenda Culver, nay; Andrew Fischer, nay; William Hudson, nay; Marilyn Wolfe, nay. Student advisory vote: Nay. Trustees absent: None. The motion having received 0 yea votes and 7 nay votes, the Chair declared the motion to approve Andrea Gere’s request for approval of proposed non-college employment did not pass and that the request is denied.

#17-C. Board Action to Approve Amended Personnel Report: Trustee Gary Carter made a motion to approve the amended Personnel Report, with the exception of Section 400.1, as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #18 – “Litigation” – None.

AGENDA #19– “Other Items” – None.

AGENDA #20 – “Adjournment” – Trustee Marilyn Wolfe made a motion to adjourn. Trustee Gary Carter seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:59 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

Agenda Item #4

Public Comment

Agenda Item #5

Reports

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

Agenda Item #6

Policy First Reading (and Possible Approval)

HR 400.1

HR 400.12

Instruction 800.6

Agenda Item #6A

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 21, 2013
RE: HR 400.1

Language is being added to the written policy to clarify the District's current practice concerning acceptance of letters of resignation or letters of retirement.

The policy makes clear that a letter of resignation or a letter of retirement becomes effective upon being received by the employee's supervisor.

I ask approval of the clarification of this existing policy.

TLB/rs

Enclosure

HUMAN RESOURCES - 400

Selection and Employment (400.1)

Date Adopted: February 18, 1997

Revised: July 18, 2012

Revised: April 16, 2013 (pending Cabinet and Board approval)

Full-Time Employees

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

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

Part-Time Employees

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

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

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

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 21, 2013
RE: HR 400.12

It has been suggested by our attorney that we put in writing our current practice concerning accrual of vacation time. When an employee is off on unpaid leave or Workers Compensation leave, the District's policy is not to allow the accrual of vacation time.

The proposed policy revision puts in writing the current procedure.

I ask the Board's approval of this revision to accrual of vacation time.

TLB/rs

Attachment

Vacation Leave Policy - Administrative, Professional Non-Faculty, Technical, Clerical and Maintenance Staff (400.12)

Date Adopted: January 16, 1990

Revised: June 21, 2005

Revised: April 21, 2009

Revised: February 16, 2010

Revised: May 21, 2013 (pending Cabinet & Board approval)

Each full-time administrative and professional non-faculty employee shall earn 20 vacation days per year. Administrative and professional non-faculty employees may accumulate no more than 40 paid vacation days.

Each full-time clerical, technical, and maintenance employee shall earn 10 vacation days per year. Clerical, technical, and maintenance employees with less than 7 years of employment may accumulate no more than 20 vacation days. After 7 years of employment, each full-time clerical, technical, and maintenance employee shall earn 15 vacation days per year. Effective July 1, 2009, clerical, technical, and maintenance employees with 7 or more years of employment may accumulate no more than 25 paid vacation days.

Employee's first year of vacation accrual is prorated based on hire date. Vacation time does not accrue during an employee's unpaid and/or workers compensation leave.

Upon retirement or voluntary resignation of employment with the District, an employee may choose one of the following alternatives:

- A. An employee may elect to receive pay at his/her current per diem rate for the number of accumulated vacation days following completion of his/her duties with the District.
- B. An employee may elect to take his/her accumulated vacation days just prior to completion of his/her duties with the District. In this situation, the last day of vacation would also be the last day of employment.

Voluntary and involuntary separation accumulation vacation day payments made pursuant to section 400.12 shall be subject to restrictions as set forth in Public Act 94-004, and as interpreted by the Board of Trustees.

The above section does not apply to involuntary separation. Employees who leave district service due to an involuntary separation will be paid their remainder of accumulated vacation days in a lump sum payment, following completion of his/her duties with the District.

Vacation for modified time employees shall be pro-rated according to time employed in relation to full-time employees.

Grant Employees

Employees in grant-funded positions who attempt to carry-over unused vacation hours at the end of a fiscal year, do so at the risk of losing unused vacation hours and pay for those hours if the grant funding is not renewed or cut and employment with the District is terminated. An employee in grant-funded position shall be advised to take all earned vacation hours prior to the termination date of a grant-funded position to eliminate possible forfeiture of pay for such remaining hours.

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 21, 2013
RE: Academic Freedom Policy 800.6

The District has been reviewing current policies in preparation for the Higher Learning Commission accreditation visit scheduled in 2015. Pursuant to the HLC Criteria of Accreditation, the District should have an academic freedom policy. The HLC Criterion states:

Criterion Two, Integrity: Ethical and Responsible Conduct 2.D. The institution is committed to freedom of expression and the pursuit of truth in teaching and learning.

To meet this HLC requirement and criteria of accreditation, a District Academic Freedom Policy is presented to the Board for its consideration. The policy states the District recognizes the principles of academic freedom and freedom of expression and is committed to their pursuit in teaching and learning. The policy indicates that IECC faculty, students and staff are free to cultivate a spirit of inquiry and scholarly criticism in the development of knowledge, research endeavors, and creative activities in an atmosphere of freedom and confidence.

I ask the Board's approval of the attached Academic Freedom Policy.

TLB/rs

Attachment

INSTRUCTION - 800

Academic Freedom Policy (800.6)

Date Adopted:

Illinois Eastern Community Colleges recognizes the principles of academic freedom and is committed to freedom of expression and the pursuit of truth in teaching and learning. In the development of knowledge, research endeavors and creative activities, Illinois Eastern Community Colleges' faculty, students, and staff are free to cultivate a spirit of inquiry and scholarly criticism.

IECC shall likewise require the exercise of responsible judgment on the part of the District's faculty and staff as they exercise academic freedom in accomplishing the mission of Illinois Eastern Community Colleges. Faculty is entitled to freedom in the classroom in discussing their subjects, but should be careful not to introduce teaching matters which have no relation to their fields. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Health Informatics Program Fee

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 21, 2013
RE: Health Informatics Technology Program Fees

Health Informatics Technology Program Fees need to be established for the courses in the Health Informatics Technology Program. The fees suggested reflect the actual cost of the certification exam.

HIT 2206 – CCA/RHIT Certification Review

Certified Medical Administrative Assistant (CMAA) – Actual Cost (Currently \$105)
Certified Billing and Coding Specialist (CBCS) – Actual Cost (Currently \$105)
Certified Electronic Health Records Specialist (CEHRS) – Actual Cost (Currently \$105)

The fees suggested are the actual costs so that the Board will not be required to change the fee schedule each time there is a cost change.

I ask the Board's approval of these fees.

TLB/rs

Agenda Item #8B

Radiography Program Harassment Policy Revision

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 21, 2013
RE: Radiography Program Harassment Policy

In November of 2012, the Radiography program received a site visit for accreditation from the Joint Review Committee on Education in Radiologic Technology (JRCERT). IECC received a good report from JRCERT, which included requests for a few changes in the program.

One of the items noted was that the District and the Radiography program did not have a policy on non-sexual harassment and bullying. JRCERT felt the sexual harassment policy was adequate, but thought the non-sexual harassment policy needed to be clarified at the institutional or program level (Objective 4.7).

The Director of Radiography, Carol Kocher and the Associate Dean of Allied Health and Nursing, Tammy Fralicker have reviewed the issue and drafted the following policy to address the JRCERT concern. The harassment policy references the IECC Violence Prevention Plan and the Student Conduct Policy, which address many of the issues faced at the college level. This program policy is based on input from other institutions and will be added to the Radiography Program handbook.

I ask the Board's acceptance of the Radiography Program Harassment Policy for Illinois Eastern Community College District 529.

TLB/rs

Attachment

OCC Radiography Program Non-Sexual Harassment Policy

It is the policy of the OCC Radiography Program that non-sexual harassment behaviors by or against any individual will not be tolerated. Non-sexual harassment includes any comment, action, or type of behavior that is threatening, insulting, intimidating or discriminatory and upsets the clinical or college environment.

Nonsexual harassment can include, but is not limited to the following:

- Verbal abuse regarding a person, a person's family, age, religion, race and/or ethnicity
- Verbal or physical conduct of a threatening, intimidating, or humiliating nature
- Sabotaging or undermining an individual or group's work performance or education experience
- Inappropriate physical contact, such as pushing, shoving, kicking, assaulting, or the threat of such conduct
- Inappropriate electronic communication, i.e. , use of electronic mail, text messaging, voice mail, pagers, website, online chat rooms or videos in a threatening, intimidating, or humiliating manner
- Bullying

Students who feel that they have been the target of non-sexual harassment should report such incidents to program officials in writing. No individual will be disciplined or retaliated against for making a good faith complaint regarding non-sexual harassment. If non-sexual harassment behavior is found to have occurred, prompt action will be taken and the IECC Student Conduct Policy and/or the Violence Prevention Plan will be followed.

This policy does not cover sexual harassment. Individuals who feel that they have been sexually harassed should follow the IECC Sexual Harassment Policy found in the IECC College Catalog.

Agenda Item #8C

Nursing Student Handbook

Agenda Item #8C

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 21, 2013
RE: Revisions to the Nursing Program Handbook

The Nursing faculty and President Rodney Ranes have developed needed changes to the OCC Nursing Program Handbook.

Changes include:

The addition of the IECC Academic Integrity Policy; and

The addition of a glossary item; and

The Physical Examination and Immunization section has also been modified to address the increased use of flu vaccination to meet agency requirements; and

Required capabilities and how to seek accommodations have been clarified; and

The Standardized Computer Exam: HESI section has been updated to reflect current policy; and

The Program Cost information and the Learning Resource Center sections have been updated to reflect current information.

I ask the Board's acceptance of the revisions to the Nursing Program Handbook which has been e-mailed to each Board member.

TLB/rs

Agenda Item #8D

Mission Statement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 21, 2013
RE: Mission Statement

Since August 2012, Rodney Ranes, President of Olney Central College, has led the Criterion 1: Mission committee. The mission committee is responsible for drafting the assurance argument regarding the mission criteria for HLC reaccreditation. The mission committee is comprised of representatives from across the four colleges, including Jervaise McDaniel (FCC), Chris Webber (OCC), Philip Thorsen (LTC), and Jay Carter (WVC).

The Criterion 1: Mission committee reviewed the current mission statement and determined an update was needed to better reflect our audience and incorporate our new focus on assessment, specifically the Students First! project. The committee reviewed and provided some recommendations to start the district wide discussions. Five focus group discussions were completed across the district and individuals were encouraged to submit additional changes via email. The Criterion 1 group reviewed the input from these sessions and crafted the following statement to reflect various points from the discussions. This revision has been approved by the Criterion 1 committee, the HLC Pathways Steering Committee, and most recently the Cabinet.

The new mission statement is as follows:

Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

I ask the Board's acceptance of the Mission Statement for Illinois Eastern Community College District 529.

TLB/rs

Agenda Item #8E

Distance Delivery Education Plan 2013

Agenda Item #8E

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 21, 2013
RE: 2013 Distance Delivery Education Plan

The purpose of the Distance Delivery Education Plan, formerly the Online Education Plan, is to provide an institutional strategy and structure to support and promote district-wide distance delivery opportunities. The plan outlines the required procedures, training, and support to assist faculty with distance delivery courses and program development.

Distance delivered education at Illinois Eastern Community Colleges involves any formal approach to student learning in which the majority of instruction occurs while the instructors and learners interact synchronously or asynchronously online. This is done by employing technology to facilitate the educational experience. Distance delivered instruction responds to the needs and goals of students and faculty providing flexible, accessible programs and courses, and takes place in the form of online instruction via the Internet and hybrid courses. IECC provides academic and learning resources, student support services, technical and administrative support, for all forms of distance delivered programs and courses.

IECC needs to continue to provide flexible, accessible, and quality programs and courses to students who desire an alternative deliver method for learning as well as foster effective and reliable student and faculty support services for distance delivery education. The 2013 Distance Delivery Education Plan 2013 has been updated and revised to continue to effectively respond to the needs of the students and communities we serve.

I ask the Board's approval of the updated 2013 Distance Delivery Education Plan.

TLB/rs

Attachment



Illinois Eastern Community Colleges

Distance Delivery Education Plan 2013

Approved by the Distance Delivery Education Committee: 5/2/2013

Approved by the Cabinet: 5/8/13

Approved by Board of Trustees: 5/21/13 (pending)

ILLINOIS EASTERN COMMUNITY COLLEGES DISTANCE DELIVERY EDUCATION PLAN

TABLE OF CONTENTS

I. OVERVIEW	3-7
A. Introduction	3
B. Vision.....	3
C. Definitions	3-4
D. Higher Learning Commission Approvals and Definitions	4-5
E. Strategies and Goals	5-6
F. Target Population.....	6
G. Funding	6
H. Distance Delivery Education Committee.....	6-7
II. SUPPORT SERVICES	8-11
A. Faculty Support.....	8
B. Student Support.....	8-9
C. Learning Resources and Services	9-11
III. COMPLIANCE AND POLICIES	12
A. Verification of Student Identity and the HEOA	12
B. Section 508 of the Federal Rehabilitation Act (ADA)	12
C. IECC Appropriate Use of IT Resources Policy	12
IV. PROCEDURES.....	13-19
A. Online Course Development Process	13
B. Online Course Development Compensation.....	13-14
C. Criteria for Online Courses	14-15
D. Quality of Online Instruction.....	15
E. Review and Course Approval.....	16
F. Online Course Ownership	17
G. Class Size and Loads.....	17
H. Required Logins and Response Time.....	17
I. Student Complaint Policy.....	17
J. Student Survey	17
K. Student Step-by-Step Process	18
L. Online Course Instructions for Students by Faculty.....	18-19
M. LMS System - Accounts, Courses and Backup	19
V. ASSESSMENT AND EVALUATION	20
A. Assessment of Student Learning	20
B. Evaluation of Online Faculty	20
C. Evaluation of Distance Delivery Education Plan.....	20

I. OVERVIEW

A. Introduction

Illinois Eastern Community Colleges have been offering online courses since 2001. Currently, IECC offers approximately 150 online courses taught by 60 full-time and part-time faculty. Over 250 online courses have been submitted for approval and development. There were 386 sections of online classes taught in Fiscal Year 2012. The table below shows the impressive growth of student enrollment in online courses.

Online Course Enrollment IECC Fact Book 2012

Illinois Eastern Community Colleges Online Course Enrollment					
Term	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
Sections of Online Classes	304	350	372	372	386
Unduplicated Headcount	2,364	2,359	2,761	2,839	2,499

Source: IECC Citrix Banner Reports, IECC Fact Book-Online FY Macro; Unduplicated by term

The purpose of the Distance Delivery Education Plan is to provide an institutional strategy and financing structure to support and promote district-wide distance delivery opportunities. The plan outlines the required procedures, training, and support to assist faculty with distance delivery course and program development and to build peer-to-peer support for students' online learning. The Distance Delivery Education Plan provides increased direction and leadership for online instruction, including strategies and goals to help achieve the vision of IECC's Distance Delivery Education Program.

B. Vision

The vision of IECC's Distance Delivery Education Plan is to support an educational program that provides excellence in teaching, learning, public service, and economic development through high quality distance-delivered courses, programs, and services that respond to the needs of the students and the communities we serve. Distance-delivered learning is envisioned as an alternate delivery method utilized to achieve the overall mission of IECC.

C. Definitions

Distance-delivered education at Illinois Eastern Community Colleges involves any formal approach to student learning in which the majority of instruction occurs while the instructors and learners interact synchronously or asynchronously online. This is done by employing technology to facilitate the educational experience. Distance-delivered instruction responds to the needs and goals of students and faculty providing flexible, accessible programs and courses, and takes place in the form of online instruction via the Internet and hybrid courses. IECC provides academic and learning resources, student support services, technical and administrative support, for all forms of distance-delivered programs and courses.

Online Courses

An online course is a course that has been specifically approved for delivery via the Internet, and is taught predominantly utilizing asynchronous instructional methods. Courses are 100% online if there are no scheduled face-to-face meetings and all instruction is via online communications and services. Traditional forms of face-to-face communications should be replaced with online communication tools such as email, chat, discussion boards, phone, and other tools. Courses may require face-to-face proctoring, digital signatures, photo ID's or other methods of identification to validate student identity for assessment.

Hybrid Courses

A hybrid course combines online and traditional face-to-face classroom instruction to promote student learning. A designated percentage of the course is delivered face-to-face and the remaining percentage is delivered in the online environment. The online based portion of the course reduces the number of face-to-face contact hours. These face-to-face hours are instead replaced by online activities, assignments, and exams. The distribution of face-to-face and online requirements will vary based on the demands of a given curriculum. As determined by the College Deans, effective 6/1/11, all hybrid courses will be required to be at least 50% traditional face-to-face with no more than 50% online.

Learning Management System (LMS)

Learning Management System (LMS) refers to the software used by IECC for distance delivery. IECC currently uses Angel/Blackboard as its Learning Management System but is transitioning to Desire2Learn (D2L) effective summer 2013.

D. Higher Learning Commission Approvals and Definitions

In May of 2007, IECC submitted a Request for Institutional Change: Degree programs offered through Distance Delivery Methods to the Higher Learning Commission (HLC). An on-site HLC Focus Visit was conducted at IECC on February 4-5, 2008. IECC completed the Readers' Panel review process and the recommendation to approve IECC's distance delivery program was considered at the Institutional Actions Council on June 23, 2008 and validated by the HLC's Board of Trustees. In July 2008, Illinois Eastern Community Colleges received notification from the Higher Learning Commission on their approval to extend IECC's accreditation to include distance delivery of seven online degrees.

In July of 2012, a Distance Delivery Confirmation Report on IECC's expansion of its distance-delivered offerings was developed and submitted to the Higher Learning Commission. On December 6, 2012, IECC received formal notification from HLC on the Institutional Actions Council approval of IECC's expansion of distance education up to 100% of total degree programs.

The Higher Learning Commission (HLC) uses the following definitions for the purpose of applying its policy on distance delivery to its accredited and candidate institutions:

Distance-delivered **courses** are those in which all or the vast majority (typically 75% or more) of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other.

Distance-delivered **programs** are those certificate or degree programs in which 50% or more of the required courses may be taken as distance-delivered **courses**.

The following are the Federal definitions (2009) of distance and correspondence education:

Distance Education means:

Education that uses one or more of the technologies listed in paragraphs (1) through (4) to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include:

- (1) The internet;
- (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
- (3) Audio conferencing; or
- (4) Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).

Correspondence education means:

- (1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor.
- (2) Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student.
- (3) Correspondence courses are typically self-paced.
- (4) Correspondence education is not distance education.

E. Strategies and Goals

The following strategies and goals identify a broad category of tasks supporting the vision of the Distance Delivery Education Plan and address opportunities for improvement which complement IECC's Strategic Plan.

- Maintain a fully functional Web site with clear and easy access to all institutional courses, programs, and support service with technology that is universally

accessible to all persons to ensure compliance with the Americans with Disabilities Act.

- Maintain appropriate levels of training and technical support for students, faculty and staff.
- Maintain adjunct faculty training and incentives to improve faculty involvement, expertise and quality.
- Maintain additional training and support initiatives for new faculty.
- Maintain access to comprehensive online student support services including college orientation, admissions and registration, financial aid, bookstore services, LMS, grades and other online support services.
- Maintain established standards and criteria for distance-delivered courses to ensure quality and consistency.
- Maintain analysis of the Help Desk services and availability to meet student and faculty needs for distance-delivery.
- Maintain, evaluate, and improve online tutorial services as determined by Help Desk feedback, student surveys, and faculty input.
- Systematically apply and maintain assessment of student learning between the face-to-face and distance delivery environment.
- Continue to regularly monitor and adjust online course tuition and fees as necessary.
- Establish and build partnerships between IECC and high schools, colleges, businesses, and governmental agencies to share information and to support distance- delivered education and career development.
- Design and implement a Distance Delivery Marketing Plan to promote awareness of IECC's online education, increase enrollment, and target new markets for distance-delivered education. The District Marketing Plan includes marketing goals and initiatives specific to distance-delivered courses and programs.
- Develop greater clarity regarding the target online audience being served.
- Improve coordination of course scheduling district-wide by clearly defining distance- delivered course scheduling services.
- Expand distance-delivered courses and programs by determining the demand for these courses from the student, employer, community, and market perspectives.

F. Target Population and Marketing

Currently, the majority of online students are from within the regional area. IECC continues to develop and provide additional distance delivery courses to accommodate scheduling and transportation needs of students within the IECC service area. However, declining local populations, social and economic changes, and student demand for online and hybrid courses are requiring IECC to re-shape the delivery of education in ways that reflect the needs of the community and the broader education marketplace and working environment. Our target population has expanded beyond the walls of our colleges and demand for education offered in an alternative format has increased exponentially. IECC will continue to develop greater clarity regarding the target audience for our Distance Delivery Education Program in order to carry out our mission to a wider audience.

Program and certificate information is disseminated from the Chief Academic Office to the

Marketing Department, IT Department, and Student Services. All approved courses, certificates and Associate Degree programs must flow through an approval process.

The IECC online catalog and Academic websites are updated on a monthly basis with the IECC Catalog printed annually. Online programs are linked to current program or certificate brochures, course descriptions, and to IECC's bookstores where ISBN's are available for e-books and textbooks. Marketing and advertising of our distance delivery courses and programs are through various mediums, which is consistent with our traditional courses.

G. Funding

Funding strategies have been developed to assist IECC's Distance Delivery Education Plan to provide high quality online instruction and support for both students and faculty. The District regularly monitors and adjusts online course tuition and fees to assist with the cost and effectiveness of online delivery. Staffing and resource requirements for online education are incorporated into the District's budget and Strategic Plan.

H. Distance Delivery Education Committee

The Online Instruction Committee now Distance Delivery Education Committee was established in 2003 and includes district-wide faculty, staff, and administration. The purpose of the committee is to assist, monitor, and evaluate the District's distance delivery courses. The Distance Delivery Education Committee serves many functions including: reviewing online courses, evaluating online learning issues, monitoring distance delivery trends, making recommendations, and maintaining the Distance Delivery Education Plan.

Commencing April 2012, term limits for faculty members serving on the committee were set to a three-year term limit. At that time the Dean will appoint new faculty member(s) to the committee.

I. Distance Delivery Education Committee members as of May, 2013

District

Chris Cantwell - Dean, Academic & Student Support Services/Chief Academic Officer

Alex Cline – Director, Information and Communications Technology

Jeff Gumbel – Coordinator, Web and Online Learning Services

Jane Frazier – Faculty

Carrie Hallam – IT Trainer

Frontier Community College

Bob Boyles – Dean of Instruction

Lincoln Trail College

Kathy Harris – Dean of Instruction

Chuck Bennett – Information Systems Technician

Travis Matthews – Faculty
Vicky Bonelli – Director, Learning Resource Center

Olney Central College

Jeff Cutchin – Dean of Instruction
Kristi Urfer – Faculty / Director of Online Learning
Amie Mayhall - Faculty
Shasta Bennett - Faculty

Wabash Valley College

Steve Patberg – Dean of the Instruction
Allen Brown – Faculty
Diana Spear – Assistant Dean, Student Services
Steve Hnetkovsky – Faculty

II. SUPPORT SERVICES

A. Faculty Support

Faculty support and training are provided at the colleges as identified below:

- Learning Management System (LMS) instruction and workshops
- Director of Online Learning
- Coordinator, Web and Online Learning Services
- Information Technology Trainer/Support
- Assistance from the IT Helpdesk for server and other support-related issues
- Faculty and Staff Resource Technology Centers in libraries
- IECC Helpdesk
- D2L online tutorials and I-Pad apps
- Email updates and suggestions with how-to instructions

Additionally, a training template course is available in the LMS (D2L) to assist faculty with the structure of a course and how to effectively use the new LMS system. Furthermore, a Best Practices working document has been structured to provide faculty with suggestions and requirements for their online, hybrid, and face-to-face courses.

B. Student Support

Students new to online and/or hybrid courses are required to complete an introductory course, CIS 1104, Intro to Online Learning Services, which prepares them for distance-delivered courses. Once enrolled in an online and/or hybrid course, students have access to a wide range of support services including IECC's portal system Entrata. These services provide links to class listings, Helpdesk, email, registration, transcripts, LMS, grades, online documentation, and other online student support services.

The following elements, information, and portal for online students is included on the IECC website www.iecc.edu/online.

- Online course schedules
- Course material requirements and acquisition options with contact information
- Student Services contact information for each college campus
- Learning Resource Centers (libraries) online resources
- CIS 1104 Intro to Online Learning Services information
- Definition of online courses and how to be successful
- Online instructors and technical support contacts
- Computer system requirements
- Frequently Asked Questions
- Learning management system details
- Directions to obtain support:
 - Course content questions are directed to the instructor
- Bookstore information

CIS 1104 Intro to Online Learning Services

CIS 1104 Intro to Online Learning services is a course designed for students to learn the LMS System, how to access services, and determine if the online/hybrid learning environment is right for them. CIS 1104 is a fully online course available to faculty, students, and staff. CIS 1104 provides an assessment of a student's skill and ability to effectively learn via course(s) instructed by distance delivery. Topics covered in the course include evaluating a student's learning style, accessing audio and video components, and utilization of web based learning tools.

The course is free and is offered at a variety of times for the student's convenience. Students are awarded 0.5 credit hours upon successful completion of all course requirements. All students new to distance-delivered learning are required to complete the course for two reasons: 1) to help prepare the student for online course work and 2) to determine if online learning is an appropriate instructional delivery method for the student.

Students who have completed online courses at other institutions may receive a waiver from the CIS 1104 requirement, based on student records verification. Business and Industry online programs, training, and services may also waive the CIS 1104 requirement based on the recommendation of the College Dean of Instruction.

IECC Helpdesk

Students, faculty and staff are provided a wide range of technical support options. The first line of support relies on the IECC Helpdesk. The Helpdesk is accessible via phone, email, and an online form request. The Helpdesk is operated by the District IT Department and the level of support varies depending on time of year and request load. Normal hours of support are 8:00 a.m. to 4:30 p.m. Monday-Friday. Use of the online Helpdesk Request form is recommended outside of those hours for evening and weekend support. To provide easy access to our students and faculty the Helpdesk link

is available on every IECC website page, in the portal system, and next to every online course. Printed materials provided to students also contain a link to the helpdesk. Similarly, IECC has two helpdesk structures to track issues and resolutions in order to provide better service to the students and faculty. The Helpdesk website is located at <http://www.iecc.edu/helpdesk>.

In 2008 a Helpdesk follow-up survey was established to gauge satisfaction rates and assessment of service. This survey continues to this date and is tallied annually in an effort to monitor, adjust, review, and improve Helpdesk performance. According to our survey results, the satisfaction rate for Helpdesk requests is 96% which encompasses issue resolution and response time.

C. Learning Resources and Services

Library Services

Online library services include a wide variety of resources online that are available virtually anywhere to students, faculty, and staff. The four IECC libraries maintain websites and provide access to online electronic resources including e-books, articles, journals, magazines, and images via an authentication system. Some available research tools include Ask?Away, CQ Researcher, Facts.com, EbscoHost Electronic Journals Service, AccessScience and American History Online. The library catalog may be accessed through each of the college websites or by direct URL

<http://www.iecc.edu/library>

Items may be requested online by using a current, valid/active library card and must be picked up at the library. A link to request a library card is available inside the Entrata portal. Library cards are mailed to online students. The IECC libraries are members of the Consortium of Academic and Research Libraries in Illinois (CARLI) which offers IECC students, faculty, and staff resource sharing of over 36 million items from 80 Illinois academic libraries. Library staff may be contacted via email for assistance and through links on the library websites:

Frontier Community College <http://www.iecc.edu/fcc/lrc>

Lincoln Trail College <http://www.iecc.edu/lrc>

Olny Central College <http://www.iecc.edu/occ/lrc>

Wabash Valley College <http://www.iecc.edu/wvc/lrc>

Copyright Compliance

All Learning Resource Centers at IECC have a policy manual that contains current copyright policies. Additionally, IECC has created a web page regarding copyright for all four IECC library web pages at <http://www.iecc.edu/occ/lrc/copyrt.htm>. The website includes links to multiple aspects of U.S. Copyright Law, Fair Use Checklist for faculty including a scenario and solution section of typical academic concerns and infractions showing what to do instead of violating copyright. The web page is not restricted and can be accessed from any internet-capable computer or phone, hence is useful and accessible for any distance learning faculty or student. Presentations covering copyright

issues and Fair Use doctrine have also been offered for faculty and staff at various workshops at IECC.

Bookstores

A consistent approach for course material acquisition by students is set to ensure that all students regardless of location are provided the same method for obtaining books and/or related material required for a course. An online textbook ordering system has been established for each bookstore to provide convenient access to textbooks and other materials.

- Each bookstore maintains its online textbook ordering site with up-to-date book listings for the current and upcoming term. Any special requirements or materials required for courses are also noted.
- Each college lists bookstore contact information for students and provides steps for using the online book ordering system.
- Bookstores clearly list all pertinent book details such as title, author, ISBN, and price prior to class registration.
- Bookstores ensure that students know that unbundled textbooks are available and they order component pieces as needed.
- Students are responsible to initiate contact with the providing college's bookstore to obtain required course material.
- Students are able to access the website to identify the materials and texts required by instructors for a particular course.
- Students are required to make arrangements using one of the three options each bookstore offers for obtaining course material.
- Students are required to obtain course material in a timely manner, in relationship to the start date of each course.

All IECC bookstores were in compliance with the above HEOA requirement on Textbook Information and Cost Containment. Textbook information (ISBN, course materials, and cost information) is available to students when class schedules are released and prior to registration. Institutions were required to be in compliance with the Higher Education Opportunity Act of 2008, Section 112, on Textbook Information and Cost Containment. As outlined, institutions were required to disclose in their course schedules, "to the maximum extent practicable," the International Standard Book Number (ISBN) of every required and recommended textbook and supplemental materials and retail price information." Publishers are required to provide faculty with information on price, copyright dates of the three previous editions, any substantial revisions between a new edition and prior iterations, whether the textbook is available in any other format and at what price and to supply textbooks in bundled and unbundled formats.

Student Services

Student Services information regarding all courses including those online is accessible via the IECC website and Entrata portal as listed below.

- Course schedules
- Program requirements and outlines
- Registration, tuition, and fees
- Calendar
- Admission policies

Student Services contact information is readily available from all IECC webpages. Support is offered by means of face-to-face, phone, online request form, email, and online chat.

Financial Aid

Financial Aid information regarding all courses, including those provided via distance delivery, is accessible through the IECC website <http://www.iecc.edu/financial> and Entrata portal as listed below.

- FAFSA online application (Free Application for Federal Student Aid)
- Frequently Asked Questions (FAQ)
- Policies and standards
- Loans, grants, and scholarship details and applications
- College contacts
- Student rights

Advising

Advising information regarding all courses including those online is accessible via the IECC website <http://www.iecc.edu/advisement> and Entrata portal as listed below.

- IECC catalog
- Transfer options
- Adviser contacts
- Testing

Tutoring

Tutoring services and contact information are listed on the main IECC website http://www.iecc.edu/services/services_tutoring.html and in the Entrata portal system. Students can access tutoring via phone, online and face-to-face. Links to other tutoring resources are also listed for external services.

III. COMPLIANCE AND POLICIES

A. Verification of Student Identity

The Higher Education Opportunity Act and HLC's Federal Compliance Program requires that institutions should verify the identity of students who participate in courses or programs through distance or correspondence education by having processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit. Institutions may use a variety of approaches to verify

student identity, which may include:

1. A secure login and pass code;
2. Proctored examinations; and
3. New or other technologies and practices that are effective in verifying student identification.
4. Photo identification in the LMS.

Secure Login and Pass Code

IECC complies with the Higher Education Opportunity Act and HLC's Federal Compliance Program by assigning a secure login and pass code to each student. All students registering for a course through our administrative system are assigned unique identification numbers, which correspond with a specific username for each student. Each student establishes their own password; all students are required to change their password semi-annually in the spring and fall semesters. Passwords must meet complex criteria and are stored with hash encryption.

For more information concerning the Higher Education Opportunity Act, please visit the U.S. Department of Education website located at:

<http://www.ed.gov/policy/highered/leg/hea08/index.html>.

B. Section 508 of the Federal Rehabilitation Act (ADA)

IECC continues to comply with Section 508 of the Federal Rehabilitation Act. This Act is the most prominent and accepted set guideline for accessibility. W3C Web Content Accessibility Guidelines are used as a reference point in achieving the three critical priority levels identified for compliance by W3C. Priority levels are listed at <http://www.w3.org/TR/WCAG10/full-checklist.html>. The Desire2Learn LMS maintains a high level of ADA compliance. Details on the D2L systems compliance level can be found at <http://www.desire2learn.com/products/accessibility>.

C. IECC Appropriate Use of Information Technology Resources Policy (200.2)

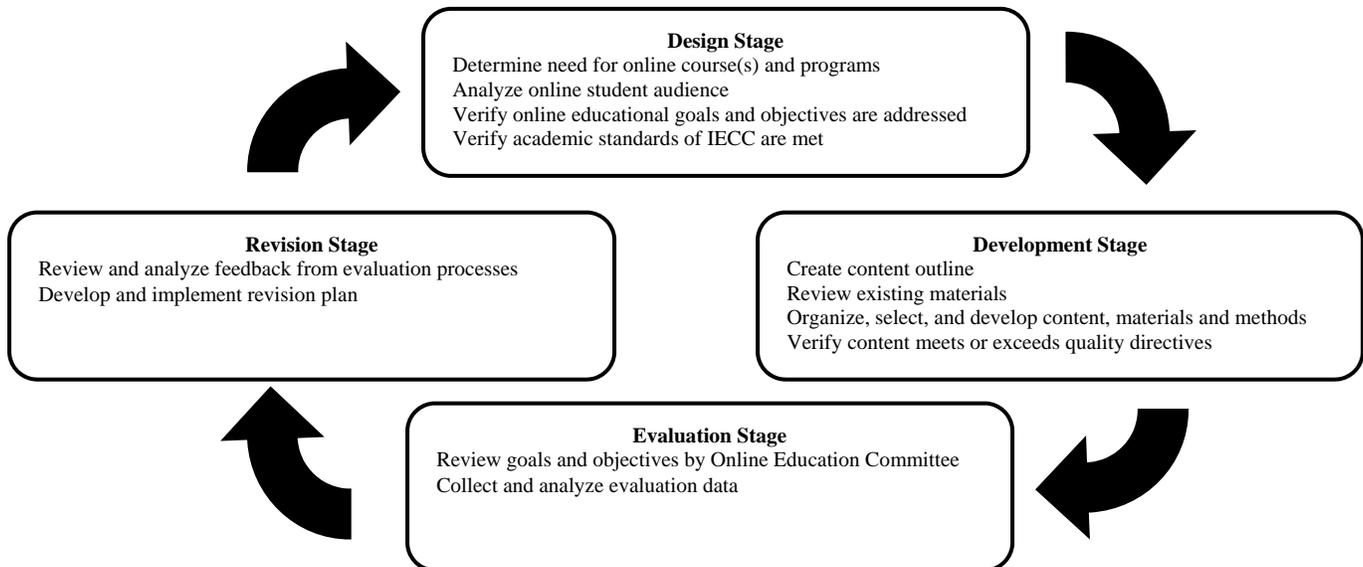
In pursuit of its mission to provide educational opportunities and public services to the colleges of southeastern Illinois, the Board of Trustees of Illinois Eastern Community Colleges ("IECC" or the "District") provides access to "information technology and resources" (as defined in IECC Policies and Procedures 200.2) for students, faculty and staff members and other authorized users within institutional priorities and financial capabilities.

The full policy is located in the IECC Policy Manual, IECC Course Catalog, and online at <http://www.iecc.edu/cup>

IV. PROCEDURES

A. Online Course Development Process

IECC's Online Course Development Process provides a framework for systematically planning, developing, and adapting courses, instruction, and programs based on student learning needs and requirements. The Online Course Development Process has four basic stages:



Instructors interested in teaching online courses need to evaluate their ability to instruct online based on the quality directives listed in Section D. Instructors who meet the quality directives must complete and submit to their College Dean of Instruction the Online Course Approval Form for Online Courses.

Advanced approval by the CEO is required to receive compensation for developing and teaching an online course. The Online Course Approval Form is located on the IECC Intranet page.

B. Online Course Development Compensation

As indicated by the current Memorandum of Agreement between the Board of Trustees of Illinois Eastern Community Colleges, District 529 ("Board") and the Illinois Eastern Community Colleges Education Association, IECCEA-NEA ("Association"), the Board and the Association hereby agreed to the following Online Course Compensation on 8/31/01:

To the extent the Board elects to assign a faculty member to develop and teach an Internet Course, and then a one-time stipend of Three Hundred Fifty Dollars (\$350.00) per load hour, in addition to the faculty member's regular salary, will be

paid to such faculty member the first time he or she teaches the course. When the same faculty member teaches the course on subsequent occasions, then no stipend or additional compensation shall be paid.

Online Course Inactivity

Developed Online Courses will be considered “inactive” if that course has not been offered for four consecutive semesters, including summer. A list of inactive courses will be posted on the Intranet and Distance Delivery Education Committee website at www.iecc.edu/oic. A course listed as inactive may be redeveloped by any college faculty member by submitting an Online Course Approval Form. The standard approval process will then be followed. The Online Course Compensation agreement listed above will apply to the approved faculty for redevelopment, if that faculty member has not received stipend compensation in the past for that specific course development.

C. Criteria for Online Courses

A course is considered an “Online Course” when it meets or exceeds the following criteria.

- One hundred percent of course content is online, including tests, handouts, and presentations, excluding textbooks and/or other physical materials, proctored testing, and requires students to log in and complete online assignments at least 3-4 times per week.
- The course has been reviewed at least one month prior to the start date. College Deans, peers and/or Distance Delivery Education Committee member(s) review content for adaptability to online format and for quality control. Courses not containing the required elements or minimal content will be noted to the College Dean as an unacceptable online course and will be returned to the instructor for revision and resubmission. The College Dean determines the dates the course will be offered online. Courses are subject to an initial review prior to being offered and a full review after the course is active, and as needed.
- The course is maintained on IECC servers, when possible. Desire2Learn (D2L) is the Learning Management System utilized for online courses.
- Content not on an IECC server is not supported by IECC staff and administration. Support is the responsibility of the individual faculty member.
- Tools and content necessary for an online course are listed below. These are used as guidelines, depending on subject area, not all courses will utilize each tool listed.
 - Email
 - Syllabus
 - Discussion board or other communication tools
 - Content module or other resources
 - Dropbox for posting assignments
 - Clearly defined goals and outcomes, if not specified in syllabus
 - Assessment, if used, should be done online via assessment tools or by proctored delivery

- Content formats should be standard programs such as Word, HTML, PDF, or RTF
- Instructor contact and office hour information
- Technical support contacts
- Online instruction utilizes the learning methods listed below.
 - Reciprocal teaching through a dialogue between teachers and students regarding segments of course content. The dialogue is structured by the use of four strategies: summarizing, question generating, clarifying, and predicting.
 - The Learner-Centered atmosphere facilitates the exploration of meaning. Learners must feel safe and accepted. They need to understand both the risks and rewards of seeking new knowledge and understanding. New meaning should be acquired through a process of personal discovery.
 - Active learning encourages active participation for the construction of knowledge by placing students in situations which compel them to read, speak, listen, think deeply, and write. Active learning puts the responsibility of organizing what is to be learned in the hands of the learners themselves, and ideally lends itself to a more diverse range of learning styles.
 - Higher level thinking skills are emphasized including: analysis, synthesis, and evaluation.
 - Promotion of group collaboration and cooperative learning is encouraged.

D. Quality of Online Instruction

Online instruction requires dedication to detail and quality content. Instructors should evaluate their decision to instruct online by considering their own technical abilities and their ability to transmit knowledge to learner-controlled systems.

The core standards of an online course should address the areas identified below:

- provide for reciprocal teaching,
- be learner-centered,
- encourage active participation and knowledge construction,
- be based on higher level thinking skills of analysis, synthesis, and evaluation,
- promote active learning,
- allow group collaboration and cooperative learning,
- provide multiple levels of interaction,
- focus on real-world problem solving.

Quality online instruction will adhere to the criteria noted below:

- Courses offered online will adhere to the same high quality standards as required by courses offered in the traditional face-to-face classroom.

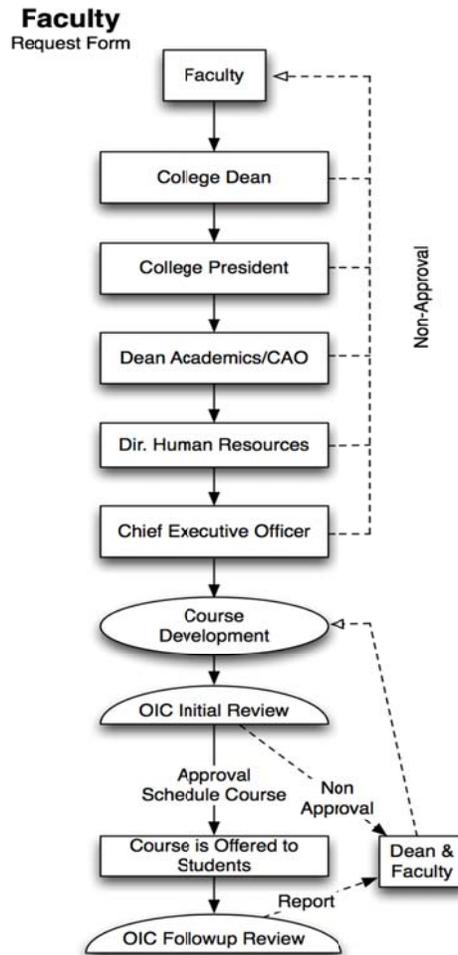
- Online courses will be reviewed by the Distance Delivery Education Committee prior to student participation for quality, content, and to verify the core standards have been met.
- Online course instructors will satisfy the Illinois State Board of Education requirements, the educational and professional standards and requirements of the Higher Learning Commission, the Illinois Community College Board, and Illinois Eastern Community Colleges and as mandated by the Illinois Articulation Initiative for IAI-applicable courses.
- Online instructors should have at least one semester of traditional face-to-face or hybrid course teaching experience prior to developing and implementing an online course.
- Online instructors are encouraged to register for CIS 1104, Introduction to Online Learning, to experience online learning from the students' perspective.
- Online instructors are encouraged to participate in Desire2Learn training offered by the district or other institutions providing formal training.
- Problems, concerns, and other issues shall be handled in accordance to policies and standards in place for traditional courses.

E. Review and Course Approval

To ensure that an online course meets IECC's definition, content, and quality, a review process has been developed. Online courses are reviewed at least one month prior to the course start date by a subset of the DDEC for initial readiness. Courses not containing the required elements or low content are not approved as acceptable online courses. Courses not meeting the criteria can be resubmitted for subsequent review and evaluation. Courses are evaluated at various stages as noted below.

- Design stage
 - Determine need for online courses and programs
 - Analyze student audience
 - Need/value evaluated against face- to-face courses
- Development (pre-student)
 - Outline content
 - Ensure course meets or exceeds Definition and Quality directives
 - Course is reviewed by peer and/or Online Education Committee for approval
- Post student
 - Content /value evaluation based on student post evaluation survey

The review and course approval process is outlined below.



F. Online Course Ownership

College or joint ownership of inventions and/or materials developed or prepared by an employee exists when any one, or a combination, of the following conditions applies:

- When the invention and/or material bear a direct relationship to, or is made or developed in connection with the employee's duties and responsibilities as an employee of the Board.
- When the invention and/or material is made or developed with a contribution of college facilities, equipment (owned or rented), materials, funds, information, or of time and services of full-time faculty members and/or students.
- When the invention and/or material is made or developed in performance of college commissioned projects including private and government sponsored grants by the college.

Online courses developed by faculty meet all three conditions above and therefore are owned by the District.

G. Class Size and Loads

Class size and instructional load is determined by the College Dean, in consultation with the providing instructor. Additionally, decisions about the number of online sections an individual faculty member may teach each term are made by the College Deans.

H. Required Logins and Response Time

Faculty members teaching online courses are expected to login regularly and frequently with enrolled students. Faculty members should respond to student questions within 48 hours. The number of logins required to provide the student with a quality learning experience will be determined by the College Dean. Such criteria include assessment of the difficulty of the course content, the credit hours involved, the course length, the number of students enrolled in the course and such other factors determined by the College's Dean to be required. Logins are monitored via a report accessible to the College Dean.

I. Student Complaint Policy

The Student Complaint Policy located in the college catalog (www.iecc.edu/catalog) applies to all formal student complaints at Illinois Eastern Community Colleges, except for complaints regarding sexual harassment or student readmission petitions (page 28-29 in the 2012-2013 College catalog). Traditional face-to-face and online students must follow the steps outlined in the catalog for complaints including, but not limited to, academic, grading, and institutional decisions that directly affect the student.

J. Student Survey

Two weeks prior to finals week each semester an online survey is activated for each online course which a student is enrolled. This survey addresses a wide range of issues regarding the student's online experience. The results from this survey are collected and presented at the subsequent Online Education Committee meeting. The purpose of the survey is to gauge the student experience and gather pertinent comments. Survey results are made available to Deans and faculty. Faculty will receive survey results four weeks after the completion of the semester in an anonymous format. A sample copy of the survey resides at www.iecc.edu/survey.html.

K. Student Step-by-Step Process

Step-by-Step process to take an online course is listed below.

1. Assess if a desired course is offered online.
2. Assess personal and technical abilities as well as the time commitment necessary for success in online education.
3. Complete the online application form, including email contact information, and pay applicable fees as necessary.
4. Receive notification from Student Services via email or mail at which time:

- a. Student may be required to provide verification of ASSET, COMPASS, ACT or SAT testing.
 - b. Student may be required to complete placement testing.
 - c. Student may need to verify prerequisites for particular courses have been met.
 - d. New online students will be required to take *CIS 1104 Intro to Online Learning*.
5. Registration may occur by calling Student Services once all conditions above are met.
6. After phone or web registration, the student will be directed to the IECC website to request an Entrata account by submitting the User ID/Password request form. The form must be filled out and signed, then mailed to the college site. The student is given the option to receive the User ID/Password by email or by regular mail. This will allow the student access to their Entrata account for course information. The student also has the option to register in person where they can expedite the process and obtain their Entrata account information at that time.
7. Within seven days of course registration the student will be required to pay tuition or a student may be registered into a course and billed for the expenses. Students electing the second option will have a specified number of days to make payments or receive approval of other financial arrangements. Students must adhere to the registering college's tuition and fee payment policies. Payment may be made in person, by mail, or by credit card by phone or on Entrata.
8. Students should contact the offering college's bookstore or the online textbook ordering system to acquire, if any, course materials for a particular course. If more than one course is being taken, the student is responsible for contacting each of the offering institution's bookstores for course material. Course material requirements will be provided on the website.
9. Once registered, the student will be contacted by email or mailed letter providing directions to proceed within each registered course. Online instructors for each registered course will be responsible for posting course information on the Student Information System - Entrata. Students, in general, will be contacted one week prior to the start date of the online course. CIS 1104 students will be contacted within a week of registration in the course.
10. Students in CIS 1104 will be notified online or via email of either their completion of the course or additional requirements needed to satisfy completion requirements. Effective Summer 2011, CIS 1104 is to be completed PRIOR to registering for any other online course.
11. Final class grades must be accessed online via the IECC Entrata portal as are grades for traditional face-to-face classes.

L. Online Course Instructions for Students by Faculty

- Online instructors are responsible for posting the following course information online.
 - A. course prefix/number, title, and course reference number (CRN)
 - B. instructor name, contact address, email address, and phone number
 - C. course materials requirements
 - D. login directions and credentials, if needed
- Online instructors are responsible for maintenance of the course content to ensure it continues to meet identified standards.
- Online instructors address all issues concerning content questions and redirect all technical issues to the IECC District Office Information Technology Department.

M. Learning Management System (LMS) - Accounts, Courses, and Backup

- The Information Technology Department (IT) is responsible for the district wide LMS, currently Desire2Learn (D2L). Budgeting for servers and maintenance of those systems are part of the District's Technology Plan. We have achieved a high availability level of 24/7 365 days with very limited down time for upgrades only. This provides faculty and students with access to the LMS during times convenient for them. Full back-ups are completed daily and stored off site by the vendor, D2L. In addition, faculty may backup their course for their own archive and use.
- Desire2Learn LMS is a hosted system located at the vendor site.
- Faculty can set up courses for development or production use via the IECC Portal Entrata or the development course system. Faculty can create as many development areas as needed.
- When scheduled maintenance, upgrades or outages occur notification takes place via online postings in the District's portal and/or email notification are sent and/or postings are placed on the District's main website. Timelines for major upgrades or new systems are posted and distributed in various electronic formats well before action is taken.

V. Assessment and Evaluation

A. Assessment of Student Learning

IECC is committed to high academic standards and to the assessment of student learning outcomes and academic achievement. In an effort to help faculty organize and maintain assessment reporting, IECC utilizes Compliance Assist. Compliance Assist is a fully integrated and comprehensive online solution for managing institutional research, planning and accreditation needs.

Additionally, IECC is participating in the HLC Academy for the Assessment of Student Learning focusing on student learning and designed to build institution-wide commitment to assessment of student learning. IECC's Students First! Assessment Initiative and academy participation ensure that assessment is multi-level, multi-dimensional, and directly applies to all instruction.

Assessment of student learning outcomes in distance delivered courses does not differ substantially from traditionally taught courses and is being integrated into IECC's overall assessment of student learning. Results of the assessment of student learning drive changes that promote quality in instruction and success in student learning. Faculty that assess, review, and evaluate courses teach both face-to-face and online with consistent learning criteria and course objectives/outcomes.

The Desire2Learn (D2L) LMS offers a variety of assessment and reporting options. Reports, rubrics, and learning outcomes are all features IECC is exploring in D2L to assess student learning and incorporate those results into Compliance Assist.

B. Evaluation of Online Faculty

The evaluation of online faculty follows the same process as currently established by IECC for face-to-face instruction. Any faculty member's class/course may be visited by the Dean of Instruction. The Faculty Evaluation Form used by administration is located on the forms page of the IECC Intranet.

C. Evaluation of the Distance Delivery Education Plan

The Distance Delivery Education Plan is a dynamic process that adapts to changes in technology, student needs, occupational demands and community and economic assessments. Evaluation of the Distance Delivery Education Plan is done through the College Deans, Distance Delivery Education Committee and faculty. Assessment data that is compiled through student and faculty surveys and trends noted in community, occupational and economic development will be considered in improving the Distance Delivery Education Plan. The Plan continues to be driven by quality in instruction and delivery, student, faculty and community needs, community requirements, economic development, technology availability and the global educational market.

Agenda Item #8F

Affiliation Agreements

Pharmacy Technician Program – LTC

Bertram's Pharmacy – Robinson
Crawford Memorial Hospital – Robinson
CVS Pharmacy – Lawrenceville
CVS Pharmacy – Mt. Carmel
CVS Pharmacy - Vincennes
Martinsville Pharmacy – Martinsville
Paris Community Hospital – Paris
Pharmacie Shoppe – Casey
Wal-Mart Pharmacy – Robinson

Medical Assistant Program – Lincoln Trail College

Medical Office of Dr. David Rotman – Robinson

Electronic Medical Records Program – Lincoln Trail College

Richland Memorial Hospital – Olney

Emergency Preparedness Program – Frontier

Heartland Regional Medical Center - Marion

Observation Agreements – Associate Degree Nursing Program

Brinks Family Practice – Princeton
Egyptian Health Department – Carmi
Tulip Tree Health Service – Fort Branch

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 21, 2013
RE: Affiliation Agreements

What follows are 15 affiliation agreements dealing with Pharmacy Technician, Medical Assistant, Electronic Medical Records, Emergency Preparedness, and Associate Degree Nursing.

I ask the Board's approval of the following list of affiliation agreements:

Pharmacy Technician Program – LTC

Bertram's Pharmacy – Robinson
Crawford Memorial Hospital – Robinson
CVS Pharmacy – Lawrenceville
CVS Pharmacy – Mt. Carmel
CVS Pharmacy - Vincennes
Martinsville Pharmacy – Martinsville
Paris Community Hospital – Paris
Pharmacie Shoppe – Casey
Wal-Mart Pharmacy – Robinson

Medical Assistant Program – Lincoln Trail College

Medical Office of Dr. David Rotman – Robinson

Electronic Medical Records Program – Lincoln Trail College

Richland Memorial Hospital – Olney

Emergency Preparedness Program – Frontier

Heartland Regional Medical Center - Marion

Observation Agreements – Associate Degree Nursing Program

Brinks Family Practice – Princeton
Egyptian Health Department – Carmi
Tulip Tree Health Service – Fort Branch

TLB/rs

Attachments

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 13 day of May, 2013, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Bertram's Pharmacy, Robinson, IL (hereinafter referred to as AGENCY). *[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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 _____, 2013.

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

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

AFFILIATION AGREEMENT

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

WITNESSETH THAT:

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

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

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

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

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

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

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

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 _____, 2013.

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

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 13 day of May, 2013, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and CVS Pharmacy, Lawrenceville, IL (hereinafter referred to as AGENCY). *[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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 _____, 2013.

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

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 13 day of May, 2013, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and CVS Pharmacy, Mt. Carmel, IL (hereinafter referred to as AGENCY). *[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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 _____, 2013.

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

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 13 day of May, 2013, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and CVS Pharmacy, Vincennes, IN (hereinafter referred to as AGENCY). *[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

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

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 _____, 2013.

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

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 13 day of May, 2013, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Martinsville Pharmacy, Martinsville, IL (hereinafter referred to as AGENCY). *[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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 _____, 2013.

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

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 13 day of May, 2013, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Paris Community Hospital, Paris, IL (hereinafter referred to as AGENCY). *[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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 _____, 2013.

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

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 13 day of May, 2013, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Pharmacie Shoppe, Casey, IL (hereinafter referred to as AGENCY). *[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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 _____, 2013.

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

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 13 day of May, 2013, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and WalMart Pharmacy, Robinson, IL (hereinafter referred to as AGENCY). *[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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 _____, 2013.

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

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

AFFILIATION AGREEMENT

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

[Insert: Agency, City, and State Above]

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

AGENCY

LINCOLN TRAIL COLLEGE

Medical Services Director

Certified Medical Assistant
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/26/06

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
LINCOLN TRAIL COLLEGE
HEALTH INFORMATION MANAGEMENT PROGRAM

AFFILIATION AGREEMENT

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

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for practice by students of the EMR Program for the COLLEGE and

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 EMR 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 EMR practice, and will be available to the EMR students.

The specific assignment of learning experiences to specific students will be made and arranged by the EMR 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 EMR students during their 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 care and safeguard of patients and information assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to EMR 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.

EMR students assigned to, or making use of any 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 EMR practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in EMR 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. EMR Faculty and EMR students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

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

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

AGENCY

LINCOLN TRAIL COLLEGE

Medical Services Director

Electronic Medical Records
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

**STUDENT AFFILIATION AGREEMENT
FACE SHEET**

Date of Agreement: 5/3/2013
Facility Legal Name: Marion Hospital Corporation
d/b/a: Heartland Regional Medical Center
Facility Address: 3333 West DeYoung
City, State, ZIP: Marion, IL 62959

School's Legal Name: Frontier Community College
School Address: 2 Frontier Drive
City, State ZIP: Fairfield, IL 62837-2601

Applicable Licenses, Certifications, etc:

Term of Agreement: 24 months
Expiration Date: 5/31/2015
Effective Date: 6/1/2013

Type of Student (i.e. Clinical, Administrative, etc.): EMT / Paramedic Science

Number of Students per rotation: _____

Term of Training (cite beginning date and ending date including dates of the school's semester):

Begin Date: _____ Ending Date: _____ School Semester Dates: _____

Clinical rotations shall be provided at Facility's facilities located at: 3333 West DeYoung, Marion, IL 62959

Designated Contract Person to act as liaison between Facility and School:

Responsibility for Certain Testing:

Background Check

1. School chooses to conduct and to pay for Students' Background Checks. ✓

Substance Abuse Testing

1. School chooses to conduct and to pay for Students' Substance Abuse Testing. ✓

The results of the (1) Background Check and (2) Substance Test results must already be on file at the Facility for any Student that is referred to the Facility.

The attached Standard Terms and Conditions are incorporated into this Student Affiliation Agreement ("Agreement"). The following Addenda are also attached hereto and incorporated herein as part of this Student Affiliation Agreement ("Agreement") by this reference:

Addenda	Title
1 and 2	CHS EMT Basics
3	Other Legally Required Testing
4	Student Substance Policy Consent
5	Student Background Consent Form
6	Government Entity Statement of Legal and Equitable Relief

Neither the Agreement nor any amendment or modification hereto shall be effective or legally binding upon Facility, or any officer, director, employee or agent thereof, unless and until it has been reviewed and approved electronically by a Division President of Community Health Systems Professional Services Corporation, the Facility's Management Company.

_____ School's Authorized Representative's Initials

SCHOOL

Frontier Community College

By: _____
Title: _____
Date: _____

FACILITY

Marion Hospital Corporation
d/b/a: Heartland Regional Medical Center

By: _____
Title: Facility CEO
Date: _____

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
OLNEY CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING/PRACTICAL NURSING CERTIFICATE PROGRAM
FCC - LTC - OCC - WVC**

OBSERVATION EXPERIENCE AGREEMENT

Agreement made this 20th day of March, 2013, between
Brinks Family Practice of Princeton, IN, hereinafter
referred to as AGENCY, and ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529, OLNEY
CENTRAL COLLEGE ASSOCIATE DEGREE NURSING/PRACTICAL NURSING CERTIFICATE PROGRAM
(offered at Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley
College), hereinafter referred to as DISTRICT #529.

Agreement is for the purpose of providing student observation experience in a facility other than the classroom or
clinical setting. An observation experience may be described as:

An opportunity for the nursing student to visit an agency
at a designated time to observe the functions of health team
and the common well defined health problems of the client
treated by said agency.

DISTRICT #529 AGREES TO:

1. Utilize AGENCY for student observation experiences as part of their clinical instruction. These experiences would be under the indirect supervision of a college instructor in that an instructor would not be on AGENCY premises with the students. The instructor will be available by telephone.
2. Provide the AGENCY with written objectives for each observation experience.
3. Comply with rules, regulations and policies of AGENCY that are applicable to AGENCY employees, including, but not limited to health, safety and confidentiality regulations.
4. Insure that students are covered by liability insurance.
5. Retain responsibility for student education.
6. Evaluate total clinical experience received by students from AGENCY.

AGENCY AGREES TO:

1. Retain responsibility for client care.
2. Encourage student learning experiences by providing opportunity for student to interact with staff.

3. Encourage student learning experiences by providing opportunity for student to observe patient care by AGENCY staff.
4. Evaluate total student observation experience.
5. The AGENCY will determine the number of students allowed for each assignment.
6. The AGENCY will determine what nursing functions the student may perform.

AGENCY:

By _____

ILLINOIS EASTERN COMMUNITY COLLEGES,
DISTRICT 529, OLNEY CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING/PRACTICAL
NURSE CERTIFICATE PROGRAM:

By _____
Department Head of Nursing

By _____
Associate Dean of Nursing and Allied Health

By _____
President, Olney Central College

By _____
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: 03/12

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
OLNEY CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING/PRACTICAL NURSING CERTIFICATE PROGRAM
FCC - LTC - OCC - WVC**

OBSERVATION EXPERIENCE AGREEMENT

Agreement made this 11 day of March, 2013, between _____
Egyptian Health Department of Carmi, IL, hereinafter
referred to as AGENCY, and ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529, OLNEY
CENTRAL COLLEGE ASSOCIATE DEGREE NURSING/PRACTICAL NURSING CERTIFICATE PROGRAM
(offered at Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley
College), hereinafter referred to as DISTRICT #529.

Agreement is for the purpose of providing student observation experience in a facility other than the classroom or
clinical setting. An observation experience may be described as:

An opportunity for the nursing student to visit an agency
at a designated time to observe the functions of health team
and the common well defined health problems of the client
treated by said agency.

DISTRICT #529 AGREES TO:

7. Utilize AGENCY for student observation experiences as part of their clinical instruction. These experiences would be under the indirect supervision of a college instructor in that an instructor would not be on AGENCY premises with the students. The instructor will be available by telephone.
8. Provide the AGENCY with written objectives for each observation experience.
9. Comply with rules, regulations and policies of AGENCY that are applicable to AGENCY employees, including, but not limited to health, safety and confidentiality regulations.
10. Insure that students are covered by liability insurance.
11. Retain responsibility for student education.
12. Evaluate total clinical experience received by students from AGENCY.

AGENCY AGREES TO:

7. Retain responsibility for client care.
8. Encourage student learning experiences by providing opportunity for student to interact with staff.

9. Encourage student learning experiences by providing opportunity for student to observe patient care by AGENCY staff.
10. Evaluate total student observation experience.
11. The AGENCY will determine the number of students allowed for each assignment.
12. The AGENCY will determine what nursing functions the student may perform.

AGENCY:

Egyptian Health Department

By _____

ILLINOIS EASTERN COMMUNITY COLLEGES,
DISTRICT 529, OLNEY CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING/PRACTICAL
NURSE CERTIFICATE PROGRAM:

By _____
Department Head of Nursing

By _____
Associate Dean of Nursing and Allied Health

By _____
President, Olney Central College

By _____
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: 03/12

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
OLNEY CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING/PRACTICAL NURSING CERTIFICATE PROGRAM
FCC - LTC - OCC - WVC**

OBSERVATION EXPERIENCE AGREEMENT

Agreement made this 20th day of March, 2013, between
Tulip Tree Health Service of Fort Branch, IN, hereinafter referred to
as AGENCY, and ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529, OLNEY CENTRAL
COLLEGE ASSOCIATE DEGREE NURSING/PRACTICAL NURSING CERTIFICATE PROGRAM (offered at
Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College),
hereinafter referred to as DISTRICT #529.

Agreement is for the purpose of providing student observation experience in a facility other than the classroom or
clinical setting. An observation experience may be described as:

An opportunity for the nursing student to visit an agency
at a designated time to observe the functions of health team
and the common well defined health problems of the client
treated by said agency.

DISTRICT #529 AGREES TO:

13. Utilize AGENCY for student observation experiences as part of their clinical instruction. These experiences
would be under the indirect supervision of a college instructor in that an instructor would not be on AGENCY
premises with the students. The instructor will be available by telephone.
14. Provide the AGENCY with written objectives for each observation experience.
15. Comply with rules, regulations and policies of AGENCY that are applicable to AGENCY employees,
including, but not limited to health, safety and confidentiality regulations.
16. Insure that students are covered by liability insurance.
17. Retain responsibility for student education.
18. Evaluate total clinical experience received by students from AGENCY.

AGENCY AGREES TO:

13. Retain responsibility for client care.
14. Encourage student learning experiences by providing opportunity for student to interact with staff.

- 15. Encourage student learning experiences by providing opportunity for student to observe patient care by AGENCY staff.
- 16. Evaluate total student observation experience.
- 17. The AGENCY will determine the number of students allowed for each assignment.
- 18. The AGENCY will determine what nursing functions the student may perform.

AGENCY:

 By _____

ILLINOIS EASTERN COMMUNITY COLLEGES,
 DISTRICT 529, OLNEY CENTRAL COLLEGE
 ASSOCIATE DEGREE NURSING/PRACTICAL
 NURSE CERTIFICATE PROGRAM:

By _____
 Department Head of Nursing

By _____
 Associate Dean of Nursing and Allied Health

By _____
 President, Olney Central College

By _____
 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: 03/12

Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

**TREASURER'S REPORT
April 30, 2013**

FUND	BALANCE
Educational	\$7,622,255.26
Operations & Maintenance	\$1,075,382.75
Operations & Maintenance (Restricted)	\$2,518,127.16
Bond & Interest	\$366,174.77
Auxiliary	\$793,392.04
Restricted Purposes	(\$167,666.70)
Working Cash	\$201,444.52
Trust & Agency	\$385,663.89
Audit	(\$8,228.48)
Liability, Protection & Settlement	\$359,892.24
TOTAL ALL FUNDS	\$13,146,437.45

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
April 30, 2013

	ALL FUNDS
	Fiscal Year 2013
ASSETS:	
CASH	13,146,437
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	19,090,000
RECEIVABLES	3,722,151
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	624,458
OTHER ASSETS	466,102
TOTAL ASSETS AND OTHER DEBITS:	37,083,548
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	210,237
ACCOUNTS PAYABLE	109,511
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	2,254,006
OTHER LIABILITIES	1,350,972
TOTAL LIABILITIES:	3,924,726
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	3,099,351
OTHER RESTRICTED	398,005
FUND BALANCES:	
FUND BALANCE	25,417,322
RESERVE FOR ENCUMBRANCES	4,244,144
TOTAL EQUITY AND OTHER CREDITS	33,158,822
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	37,083,548

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 As Of April 30, 2013

ALL FUNDS

FY 2013
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	10,834,662
STATE GOVT SOURCES	6,599,092
STUDENT TUITION & FEES	13,555,301
SALES & SERVICE FEES	2,928,084
FACILITIES REVENUE	2,930
INVESTMENT REVENUE	133,157
OTHER REVENUES	153,933
TOTAL REVENUES:	34,207,159

EXPENDITURES:

INSTRUCTION	11,084,641
ACADEMIC SUPPORT	392,444
STUDENT SERVICES	1,130,563
PUBLIC SERV/CONT ED	57,163
OPER & MAINT PLANT	2,458,766
INSTITUTIONAL SUPPORT	7,213,899
SCH/STUDENT GRNT/WAIVERS	6,285,125
AUXILIARY SERVICES	3,968,012
TOTAL EXPENDITURES:	32,590,613

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	1,616,546
-------------------------------------	-----------

Illinois Eastern Community Colleges
Operating Fund Analysis
CASH BASIS
July 1, 2012 -- April 30, 2013

REVENUES:	Education Fund	O & M Fund	Total Operating Funds
Local Government Sources	2,543,501	1,089,854	3,633,355
State Government Sources - Current Year	4,746,461	1,852,631	6,599,092
State Government Sources - Prior Year	5,320,158	-	5,320,158
Net Tuition and Fees	6,420,803	-	6,420,803
Sales & Service Fees	45,386	-	45,386
Facilities Revenue	-	2,070	2,070
Investment Revenue	63,530	15,468	78,998
Other Revenues	112,039	1,450	113,489
TOTAL REVENUES:	19,251,878	2,961,473	22,213,351
EXPENDITURES:			
Salaries	13,166,266	678,500	13,844,766
Employee Benefits	1,684,609	140,286	1,824,895
Contractual Services	516,463	266,961	783,424
Materials	1,067,712	180,461	1,248,173
Travel & Staff Development	234,590	4,071	238,661
Fixed Charges	124,087	46,597	170,684
Utilities	72,003	845,779	917,782
Capital Outlay	331,388	236,865	568,253
Other	121,545	45	121,590
TOTAL EXPENDITURES:	17,318,663	2,399,565	19,718,228
TRANSFERS :			
Interfund Transfers	(1,153,635)	-	(1,153,635)
TOTAL TRANSFERS:	(1,153,635)	-	(1,153,635)
NET INCREASE/DECREASE IN NET ASSETS	779,580	561,908	1,341,488

**OPERATING FUNDS
COMPARISON REPORT FY11-13**

College	Category	FISCAL YEAR 2011			FISCAL YEAR 2012			FISCAL YEAR 2013			
		Estimated Budget	Spent Thru April	% of Bdgt	Estimated Budget	Spent Thru April	% of Bdgt	Estimated Budget	Spent Thru April	% of Bdgt	% of Year
Frontier	Bills		\$ 1,488,689			\$ 1,676,574			\$ 1,597,802		
	Payroll		1,791,897			1,804,244			1,828,642		
	Totals	\$ 4,352,051	3,280,586	75%	\$ 4,547,043	3,480,818	77%	\$ 4,312,683	3,426,444	79%	83%
Lincoln Trail	Bills		1,260,461			1,649,555			1,577,106		
	Payroll		1,984,371			2,179,199			2,137,461		
	Totals	\$ 4,436,027	3,244,832	73%	\$ 4,666,700	3,828,754	82%	\$ 4,498,201	3,714,567	83%	83%
Olney Central	Bills		1,759,485			1,771,980			1,965,439		
	Payroll		4,168,715			4,332,075			4,348,678		
	Totals	\$ 7,257,531	5,928,200	82%	\$ 7,434,923	6,104,055	82%	\$ 7,396,633	6,314,117	85%	83%
Wabash Valley	Bills		1,872,532			2,032,663			2,262,781		
	Payroll		2,660,746			2,830,277			2,741,972		
	Totals	\$ 5,907,806	4,533,278	77%	\$ 6,265,655	4,862,940	78%	\$ 6,083,520	5,004,753	82%	83%
Workforce Educ.	Bills		2,788,852			3,183,166			2,924,600		
	Payroll		1,357,009			1,415,171			1,300,609		
	Totals	\$ 4,731,642	4,145,861	88%	\$ 5,377,687	4,598,337	86%	\$ 5,297,022	4,225,209	80%	83%
District Office	Bills		194,669			196,470			214,424		
	Payroll		710,617			744,506			772,580		
	Totals	\$ 1,168,424	905,286	77%	\$ 1,285,431	940,976	73%	\$ 1,266,150	987,004	78%	83%
District Wide	Bills		1,094,792			1,601,631			1,571,412		
	Payroll		626,483			690,119			714,824		
	Totals	\$ 2,538,417	1,721,275	68%	\$ 3,100,118	2,291,750	74%	\$ 3,329,156	2,286,236	69%	83%
GRAND TOTALS		\$30,391,898	\$ 23,759,318	78%	\$32,677,557	\$ 26,107,630	80%	\$32,183,365	\$25,958,330	81%	83%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
April 30, 2013

	FY 2013		FY 2012		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	13,844,766	53.33%	13,995,591	53.61%	(150,825)
Employee Benefits	1,824,895	7.03%	1,782,913	6.83%	41,982
Contractual Services	783,424	3.02%	582,186	2.23%	201,238
Materials	1,248,173	4.81%	1,551,557	5.94%	(303,384)
Travel & Staff Development	238,661	0.92%	197,660	0.76%	41,001
Fixed Charges	170,684	0.66%	365,503	1.40%	(194,819)
Utilities	917,782	3.54%	888,779	3.40%	29,003
Capital Outlay	568,253	2.19%	258,400	0.99%	309,853
Other	6,361,692	24.51%	6,485,041	24.84%	(123,349)
	<u>25,958,330</u>	<u>100.00%</u>	<u>26,107,630</u>	<u>100.00%</u>	<u>(149,300)</u>

Agenda Item #11
Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

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

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: May 16, 2013

RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1, 400.2., 400.5. and 400.6. will be mailed under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Change-in-Status**
- 400.3. Notice of Intent to Renew CEO Contract**
- 400.4. Notice of Intent to Renew President Contracts**
- 400.5. Resignation Ratification**
- 400.6. Retirement Ratification**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Professional/Non-Faculty

1. Mike Carpenter, Head Men's Basketball Coach, WVC, effective June 4, 2013

B. Classified

1. Amy Johnson, Program Assistant, WED/Carterville, effective July 1, 2013
2. Kaitlyn McKinney, Office Assistant for Business Office, WVC, effective May 28, 2013
3. Megan Young, Office Assistant for EPM, WED/Fairfield, effective May 22, 2013

400.2. Change-in-Status

A. Professional/Non-Faculty

1. Tiffany Cowger, TRiO Upward Bound Assistant Director, DO/OCC, to TRiO Upward Bound Director, DO/OCC, effective June 1, 2013
2. Gina Hutton, TRiO Talent Search Assistant Director, DO, to TRiO Talent Search Director, DO, effective June 1, 2013
3. Brandon Weger, TRiO Upward Bound Assistant Director, DO/LTC, to TRiO Upward Bound Director, DO/LTC, effective June 1, 2013

400.3. Notice of Intent to Renew CEO Contract

400.4. Notice of Intent to Renew President Contracts

400.5. Resignation Ratification

A. Classified

1. Elaine Creadore, Office Assistant, Educational Talent Search, DO, effective May 9, 2013
2. Lisa Ewing, Office Assistant for Business Office, WVC, effective May 4, 2013

400.6. Retirement Ratification

A. Administrative

1. Kathy Harris, Dean of Instruction, LTC, effective September 1, 2013.

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Other Items

Agenda Item #18

Adjournment

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

	Funding Source	Estimated Budget								
FY 2012 Capital Renewal @ LTC & WVC	CDB	\$397,900	██████████							
OCC - Collision Repair Tech Center	CDB	\$1,500,000	██████████							
HVAC Replacement	PHS	\$477,400	██████████							
Security Camera Surveillance	PHS	\$200,900	██████████							
ADA Compliance	PHS	\$227,000	██████████							
Lighting Replacement	PHS	\$158,200	██████████							
Asbestos Abatement	PHS	\$150,700	██████							
Roof Replacement	PHS	\$1,202,900	██████████							
Window Replacement	PHS	\$62,300	██████████							
Energy Savings Lighting	PHS	\$106,600	██████████							
Flooring Replacement	PHS	\$107,200	██████████							
Solarium & Floor Replacement - OCC	PHS	\$112,500	██████████							
GRAND TOTAL		\$4,703,600	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

4/30/2013