

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

May 20, 2014



Location:

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

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

The mission of Illinois Eastern Community College District 529 is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

**Illinois Eastern Community Colleges
Board Agenda**

May 20, 2014

7:00 p.m.

Lincoln Trail College

Cafeteria

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
 - C. Service of Harry Hillis, Jr.
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
6. Policy First Reading (and Possible Approval) Bruce
 - A. Campus Sexual Violence Elimination – Campus SaVE Act
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Distance Delivery Education Plan 2014 Cantwell
 - B. Technology Plan Cline
 - C. Violence Prevention Plan..... Hartleroad
 - D. FY14 Student Satisfaction Survey Results Hartleroad
 - E. Selection of District Architect..... Browning
 - F. FCC Phlebotomy Program Handbook Bruce
 - G. Affiliation Agreements
 - Crackshot Range – Palestine – Conceal Carry Course
 - Lawrence County Memorial Hospital – Lawrenceville - Medical Asst Program
 - Family Care Associates – Effingham – Medical Asst. Program
 - CVS Pharmacy – Lawrenceville – Pharmacy Tech. Program
 - Sikorski Chiropractic Clinic – Robinson – Medical Asst. Program
 - Sikorski Chiropractic Clinic – Robinson – Electronic Records Program
 - Butwin Chiropractic – Carmel, IN – Medical Asst. Program
 - Crawford Memorial Hospital – Robinson – Medical Asst. Program
 - Effingham County Health Dept. – Effingham – Medical Asst. Program
9. Bid Committee Report..... Bruce
 - A. None

10. District Finance
 - A. Financial ReportBrowning
 - B. Approval of Financial ObligationsBrowning
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 Workforce Development Center, Room 29, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, April 15, 2014.

(Without objection, Vice-Chairman Marilyn J. Wolfe assumed the Chair, in the absence of G. Andrew Fischer, Chairman.)

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

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

John D. Brooks, Gary Carter, Brenda K. Culver, William C. Hudson, Marilyn J. Wolfe. The Student Trustee had not been seated at roll call. Trustees absent: Michael K. Correll, G. Andrew Fischer. 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.
Kathy Harris, President of Lincoln Trail College.
Rodney Raney, President of Olney Central College.
Timothy Taylor, President of Frontier Community College.
Linda Monge, Interim Dean of Instruction 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.
Renee Smith, Executive Assistant to CEO.
Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:

CARLI – Consortium of Academic & Research Libraries in Illinois
CDB – Capital Development Board
DO – District Office
DOC – Department of Corrections
FCC – Frontier Community College
HESI – Health Education Systems Incorporated
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
IDPH – Illinois Department of Public Health
IECC – Illinois Eastern Community Colleges

IECEA – Illinois Eastern Colleges Education Association
IEMA – Illinois Emergency Management Agency
LTC – Lincoln Trail College
LWIB – Local Workforce Investment Board
OCC – Olney Central College
PHS – Protection, Health & Safety
SAN – Student Advantage Network
SBDC – Small Business Development Center
SSC – Student Services Committee
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 18, 2014 were presented for disposition.

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

AGENDA #3 – “Seating of Student Board Member” – The following oath of office was administered to Carrie Stephens, a student at Frontier Community College, and she was seated as student member of the Board of Trustees for the coming year, April 2014 - March 2015, succeeding Mikhail Guseynov:

“I, Carrie Stephens, do solemnly swear and affirm that I will support the Constitution and laws of the United States and the Constitution and laws of the State of Illinois, and that I will faithfully discharge the duties of the office of Student Member of the Board of Trustees of Illinois Eastern Community College District #529 according to the best of my ability.”

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

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

#4-B. IECEA Representative: None.

AGENDA #5 – “Public Comment” – None.

AGENDA #6 – “Reports” –

#6-A. Report from Trustees: None.

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

#6-C. Report from Cabinet: None.

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

#7-A. Evaluation Policy 400.2: In preparation for the Open Pathways Accreditation Visit from the Higher Learning Commission (HLC), a review of existing policies is being conducted. The HLC will review IECC's evaluation process for both full-time and part-time instructors.

Because the evaluation of part-time instructors currently occurs every nine semesters, and nine semesters could stretch over an unknown period of time, it was decided to make the evaluation schedule more precise. Therefore, rather than nine semesters, part-time faculty will be evaluated every two academic years. The policy also clarifies that the year being discussed in the policy is an academic year.

The CEO recommended approval of this policy change.

Evaluation Policy (400.2)

Date Adopted: September 15, 1998

Revised: November 18, 2008

Revised: April 15, 2014

Procedures shall be established for the comprehensive evaluation of employee performance.

Faculty

1. Tenured faculty will be evaluated a minimum of every two academic years.
2. Full-time probationary faculty will be evaluated at least once an academic year.
3. Part-time faculty will be evaluated during the first semester of employment and a minimum of at least once every ~~nine semesters~~ two academic years of teaching thereafter.

Staff

1. Full and part-time administrative, professional/non-faculty, technical, clerical/secretarial, and maintenance/custodial employees will be evaluated ninety days following their initial employment. The goal of the ninety-day evaluation is to ensure a high level of performance by promoting meaningful communication between the supervisor and the employee at first hire. A yearly evaluation will be conducted after the initial employment year.
2. Student workers do not need to be formally evaluated, but should be monitored appropriately during their employment.

Amend on Face: Without objection, the Chair directed that the policy be amended on its face, to not remove the words "at least once" from paragraph 3 under Faculty.

Board Action: Trustee William Hudson made a motion that second reading be waived and that the revised Evaluation Policy 400.2 be adopted as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #8- "Policy Second Readings" – None.

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

#9-A. Activity Fee Allocations: Students pay \$2 per credit hour to support student activities. The revenue generated is returned to the colleges. The Presidents of LTC, OCC, and WVC recommend student activity fee allocations. The activity fees for FCC go to support the textbook rental program. There are no changes from last year's recommendations. The allocation notes what percentage of each dollar will be returned to the appropriate self-balancing account in the auxiliary fund. The CEO recommended approval of the following Activity Fee Allocations for FY15.

	<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 John Brooks made a motion to approve the FY2015 Activity Fee Allocations as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-B. Concealed Carry Course Fee Reduction: Following the State of Illinois' approval of Concealed Carry, many schools were opened to meet the required instruction and shooting range requirements. IECC has been conducting a State approved course which has met the State demands for instruction and range activity. Following the initial activity, it is clear that to be competitive in the marketplace; the District needs to reduce its course fee. The current course fee for both the eight and sixteen hour course is \$130.00 and it is recommended that be reduced to \$75.00.

With all additional fees and tuition, the eight hour course fee will be reduced from \$176.00 to \$121.00 and the sixteen hour course fee is currently \$222.00 and will be reduced to \$167.00. Both changes will be effective April 16, 2014.

The CEO recommended approval of the Concealed Carry course fee reductions as outlined.

Board Action: Trustee John Brooks made a motion to approve the Concealed Carry course fee reductions as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees

voting nay: None. Trustees absent: Michael Correll, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-C. Diesel Technology Program Fee: Students enrolled in the Diesel Technology Program at WVC currently pay an annual rental fee of \$300.00 for the two semesters they are enrolled in the program. A service company provides, cleans, and returns the uniforms to the students on a regular basis.

The students prefer to purchase and clean their own uniforms at a cost of \$285.00 for the two semesters and the student will be responsible for keeping the uniform clean. The student will also own the uniform at the end of the course.

The CEO recommended approval of this change in the Diesel Technology Program Course Uniform Fee.

Board Action: Trustee Brenda Culver made a motion to approve the change in the Diesel Technology Program course uniform fee as recommended. Student Trustee Carrie Stephens 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, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-D. Affiliation Agreements: The following Affiliation Agreements were recommended for approval.

(#1) Affiliation Agreement with St. Anthony's Hospital – Radiography-OCC: IECC wishes to enter into an affiliation agreement with St. Anthony's Hospital, located in Effingham, Illinois. This agreement is for the OCC Radiography Program and is the standard agreement utilized by the district. The CEO recommended approval. Trustee Brenda Culver made a motion to approve the affiliation agreement for the OCC Radiography Program with St. Anthony's Hospital, Effingham, Illinois, as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

(#2) Affiliation Agreement with St. Anthony's Hospital – Allied Health: IECC wishes to enter into an affiliation agreement with St. Anthony's Hospital, located in Effingham, Illinois. This agreement is for the Allied Health Program and is the standard agreement utilized by the district. The CEO recommended approval. Trustee Brenda Culver made a motion to approve the affiliation agreement for the Allied Health Program with St. Anthony's Hospital, Effingham, Illinois, as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

(#3) Affiliation Agreement with Speir Chiropractic, Albion – Medical Office Careers-OCC: IECC wishes to enter into an affiliation agreement with Speir Chiropractic, located in Albion, Illinois. This agreement is for the OCC Medical Office Careers Program and is the standard agreement utilized by the district. The CEO recommended approval. Trustee Brenda Culver made a motion to approve the affiliation agreement for the OCC Medical Office Careers Program with Speir Chiropractic, Albion, Illinois, as recommended. Trustee William

Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

(#4) Affiliation Agreement with Oblong Family Chiropractic – Electronic Medical Records-LTC: IECC wishes to enter into an affiliation agreement with Oblong Family Chiropractic, located in Oblong, Illinois. This agreement is for the LTC Electronic Medical Records Program and is the standard agreement utilized by the district. The CEO recommended approval. Trustee Brenda Culver made a motion to approve the affiliation agreement for the LTC Electronic Medical Records Program with Oblong Family Chiropractic, Oblong, Illinois, as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

(#5) Affiliation Agreement with Bertram’s Pharmacy – Pharmacy Technician-LTC: IECC wishes to enter into an affiliation agreement with Bertram’s Pharmacy, located in Robinson, Illinois. This agreement is for the LTC Pharmacy Technician Program and is the standard agreement utilized by the district. The CEO recommended approval. Trustee Brenda Culver made a motion to approve the affiliation agreement for the LTC Pharmacy Technician Program with Bertram’s Pharmacy, Robinson, Illinois, as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

(#6) Affiliation Agreement with Olney CVS Pharmacy – Pharmacy Technician-LTC: IECC wishes to enter into an affiliation agreement with Olney CVS Pharmacy, located in Olney, Illinois. This agreement is for the LTC Pharmacy Technician Program and is the standard agreement utilized by the district. The CEO recommended approval. Trustee Brenda Culver made a motion to approve the affiliation agreement for the LTC Pharmacy Technician Program with Olney CVS Pharmacy, Olney, Illinois, as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

(#7) Affiliation Agreement with Jasper County Health Dept. – Medical Assistant-LTC: IECC wishes to enter into an affiliation agreement with Jasper County Health Dept., located in Newton, Illinois. This agreement is for the LTC Medical Assistant Program and is the standard agreement utilized by the district. The CEO recommended approval. Trustee Brenda Culver made a motion to approve the affiliation agreement for the LTC Medical Assistant Program with Jasper County Health Dept., Newton, Illinois, as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

(#8) Affiliation Agreement with Richland Memorial Hospital – Medical Assistant-LTC: IECC wishes to enter into an affiliation agreement with Richland Memorial Hospital, located in Olney, Illinois. This agreement is for the LTC Medical Assistant Program and is the standard agreement utilized by the district. The CEO recommended approval. Trustee Brenda Culver made a motion to approve the affiliation agreement for the LTC Medical Assistant Program with Richland Memorial Hospital, Olney, Illinois, as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

(#9) Affiliation Agreement with Acute Medical Center – Medical Assistant-LTC: IECC wishes to enter into an affiliation agreement with Acute Medical Center, located in Robinson, Illinois. This agreement is for the LTC Medical Assistant Program and is the standard agreement utilized by the district. The CEO recommended approval. Trustee Brenda Culver made a motion to approve the affiliation agreement for the LTC Medical Assistant Program with Acute Medical Center, Robinson, Illinois, as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

#11-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of March 31, 2014.

#11-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for April 2014, totaling \$500,525.70, 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 2014, in the amounts listed, and payments from the revolving fund for March 2014. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #12 – “Chief Executive Officer's Report” – CEO Terry L. Bruce presented an informational report on the Gunsmithing Course at Wabash Valley College.

AGENDA #13 – “Executive Session” – The CEO recommended that an Executive Session be held under Sections 2(c)(1) and 2(c)(5) of the Open Meetings Act.

#13-A. Executive Session: Trustee Brenda Culver made a motion to hold an executive session under Sections 2(c)(1) and 2(c)(5) of the Open Meetings Act. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Andrew

Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried and an executive session was held beginning at 7:40 p.m.

#13-B. Executive Session Ended: Trustee Gary Carter made a motion to adjourn the executive session and reconvene in open session. Trustee William Hudson seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. The Secretary was directed to call the roll of members present. Upon roll call the following trustees answered to their names as called and were found to be present: John Brooks, Gary Carter, Brenda Culver, William Hudson, Marilyn Wolfe, and Student Trustee Carrie Stephens. Trustees absent: Michael Correll, Andrew Fischer. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 9:40 p.m.

(Note: Separate minutes have been prepared for the foregoing executive session.)

AGENDA #14 – “Approval of Executive Session Minutes” – The following actions were taken relative to executive session minutes.

#14-A. Written Executive Session Minutes: The CEO recommended that written minutes of an executive session held during the regular meeting Tuesday, March 18, 2014 be approved and remain closed at this time.

Board Action: Trustee John Brooks made a motion to approve, as prepared, written minutes of an executive session held March 18, 2014, but that executive session minutes of that date will remain closed and not be opened to public inspection at this time. 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 is adopted.

#14-B. Approval of Audio Recording of Executive Session: The CEO recommended that the audio recording of an executive session of Tuesday, March 18, 2014 be approved and that the Board Secretary make provisions for its safe keeping, that it be made available only upon the proper order of a court and a finding by a judge that such audio recording should be released. This audio recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question.

Board Action: Trustee John Brooks made a motion to approve the audio recording of an executive session of March 18, 2014 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 the “Ayes” have it and the motion is adopted.

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

400.1. Employment of Personnel

A. Classified

1. Clay Atkins, Maintenance Worker, OCC, effective May1, 2014, pending successful completion of background check.

400.2. Change-In-Status

A. Classified

1. Loren D. Wingert, Information Systems Technician, from LWIA/DO to DO, effective July 1, 2014.

400.3. Revisions/Additions to Administrative Guidelines for Bargaining Unit Faculty

1. Full-time faculty members who conduct evaluations of adjunct faculty members shall be paid a rate of \$50 per evaluation conducted.

2. Instructors who teach Concealed Carry courses will be paid at a rate of \$100/student, per credit hour effective April 16, 2014.

400.4. Additions to Administrative Guidelines for Part-time Faculty

1. Retired IECC Faculty who conduct evaluations of adjunct faculty members shall be paid a rate of \$50 per evaluation conducted.

2. Instructors who teach Concealed Carry courses will be paid at a rate of \$100/student, per credit hour effective April 16, 2014.

400.5. Unpaid Leave Request

A. Classified

1. Molly Hardiman, International Student Liaison, LTC, effective April 7, 2014 to September 1, 2014.

400.6. Resignation Ratification

A. Classified

1. Kyle Thomas-Hughes, Library Assistant, OCC, effective May 10, 2014.

400.7. Retirement Ratification

A. Classified

1. Larry Gangloff, Maintenance/O & M Team Leader, OCC, effective May 31, 2014.

2. Joyce Nix, Academic Advisor, OCC, effective June 30, 2014.

Personnel Report Addendum

400.8. Retirement Ratification

A. Classified

1. Tammy Harmon, Administrative Assistant, OCC, effective May 31, 2014.
2. Ron Martin, Groundskeeper/O & M Team Leader, WVC, effective June 28, 2014.

#15-A. Board Action to Amend Personnel Report: Trustee John Brooks made a motion to amend the Personnel report, to add an addendum containing Section 400.8, 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.

#15-B. Board Action to Approve Amended Personnel Report: Trustee John Brooks made a motion to approve the amended Personnel Report as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #16 – “Collective Bargaining” – None.

AGENDA #17 – “Litigation” – None.

AGENDA #18– “Other Items” – None.

AGENDA #19 – “Adjournment” – Student Trustee Carrie Stephens made a motion to adjourn. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 9:55 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

**Trustees
Presidents
Cabinet**

Agenda Item #6

Policy First Reading (and Possible Approval)

Campus Sexual Violence Elimination – Campus SaVE Act

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2014
RE: Campus Sexual Violence Elimination Act/Campus SaVE Act Policy

The Violence Against Women Reauthorization Act (VAWR), imposes new obligations on colleges and universities under its Campus Sexual Violence Elimination Act (“SaVE Act”) provision, Section 304. Under this Act, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond the crime categories that the Clery Act already mandates;
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Offer primary prevention and awareness programs that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

The Campus Sexual Violence Elimination Act (“SaVE Act”) takes effect with respect to the Annual Security Report that must be issued by each institution no later than October 1, 2014.

I recommend the Board’s approval of the Campus Sexual Violence Elimination Act/Campus SaVE Act Policy.

TLB/rs

Attachment

Campus Sexual Violence Elimination Act/Campus SaVE Act (100.29)

Date Adopted: May 20, 2014 (pending)

The Board of Trustees of Illinois Eastern Community Colleges District #529 is committed to preventing and responding to incidents of sexual assault, domestic violence, dating violence, or stalking, as defined in the Illinois Criminal Code, against any student or employee that reports to be a victim of such offenses on any Illinois Eastern Community College campus, at any college activity or off-campus, if it is deemed that there is a direct relationship between the sexual offense and Illinois Eastern Community Colleges.

The Board will establish and maintain, as part of its written Violence Prevention Plan:

1. Education programs to promote the awareness of rape, acquaintance rape and other sex offenses.
2. Possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding rape, acquaintance rape, or other sex offenses, forcible or non-forcible.
3. Procedures students should follow if a sex offense occurs, including who should be contacted, the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, and to whom the alleged offense should be reported.
4. Resources informing students of
 - a. their options to notify proper law enforcement authorities and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses,
 - b. existing counseling, mental health, or student services for victims of sexual assault, both on campus and in the community, and
 - c. options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Distance Delivery Education Plan 2014

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2014
RE: 2014 Distance Delivery Education Plan

The purpose of the Distance Delivery 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 concurrently or not concurrently online. Technology is employed 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 will 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 2014 Distance Delivery Education Plan 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 2014 Distance Delivery Education Plan. The plan has been sent electronically to the Board.

TLB/rs

Agenda Item #8B

Technology Plan

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 14, 2014
RE: Technology Plan

In 1996, the District initiated a five-year program of improving internal telecommunication programs and the District's computer system by expending \$400,000.00 per year. Since then, the District has adopted annually its forecast expenditures for the year and for each of the next four years. By 2001, the District began expending \$440,000.00 per year on its five-year technology plan. Since 2009, the District has committed \$540,000.00 annually for the Technology Plan, and the FY2015 Plan calls for the same \$540,000.00 funding.

The Technology Plan for FY2015 through FY2019 was developed by the Technology Committee and established a blueprint that sets forth IECC's Information Technology vision, its strategic directions, and the action plans for supporting the academic experience of students and strengthening the educational mission of faculty and staff.

The Technology Plan is grouped into the categories of administrative systems, networking infrastructure, telecommunications, software, and other technology resources. The plan reviews the progress on FY2014 projects and sets the goals for FY2015-FY2019.

The Technology Plan from 2015-2019 contemplates a consistent expenditure of \$540,000.00 in each of the fiscal years for a total anticipated expenditure of \$2,700,000.00.

I ask the Board's approval of the Technology Plan as submitted.

TLB/rs



Illinois Eastern Community Colleges

Technology Plan 2015-2019

5/5/2014

Frontier Community College – Fairfield, Illinois
Lincoln Trail College – Robinson, Illinois
Olney Central College - Olney, Illinois
Wabash Valley College – Mt. Carmel, Illinois

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TECHNOLOGY COMMITTEE MEMBERS

The IECC staff and students wish to express a special thank you to the Technology Committee members and the technology staff

Roger Browning, DO
Alex Cline, DO
Robert Conn, LTC
Jeff Cutchin, OCC
Matt Fowler, WVC
LeAnn Hartleroad, DO
Travis Matthews, LTC
Tim Taylor, FCC
Kristi Urfer, OCC/DO
Brandon Weger, TRIO

INFORMATION TECHNOLOGY STAFF

IECC is fortunate to have very skilled and dedicated professionals to support the technology needs of the district. These employees do an excellent job of implementing technology solutions in support of IECC's mission.

District Office

Jack Dunn, Communications Analyst
Jeff Gumbel, Coordinator of Web/Online Learning Services
Carrie Hallam, IT Trainer/Support
Jackie Shamhart, Help Desk/Computer Technician
Paul Tait, Systems Administrator
Cindy Wingert, Database Specialist
Dave Wingert, IT Technician
Jay Zwilling, Systems Administrator

FCC

Chad Noble, IT Technician

LTC

Chuck Bennett, IT Technician

OCC

Chad Schuetz, IT Technician

WVC

Bobby Moyes, IT Technician

Submitted to Cabinet:

Submitted to Board of Trustees:

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT No. 529**

MISSION

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

Purposes

The District is committed to high academic standards for pre-baccalaureate, career and technical education that sustain and advance excellence in learning. The mission is achieved through a variety of programs and services that include, but are not limited to:

- educational programs, including pre-baccalaureate, career and technical degrees and certificates that prepare a diverse student body for transfer to a four-year institution of higher education or entry into a multicultural global workplace;
- program, course and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
- utilization of resource-sharing partnerships to expand, retrain, and strengthen the industrial base of southeastern Illinois;
- development of partnerships with pre-K through high schools allowing for the smooth transition and progression of students through lifelong learning;
- academic programs and institutional services that are reviewed and revised on a scheduled time frame with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
- adult and continuing education designed to meet the immediate and long-term needs of the residents in the District;
- programs in remedial education, which assist District residents in attaining skills and abilities needed to enter and complete college-level programs;
- student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, transferring to a four-year institution, entering employment, or completing certificate or course goals;
- curricula and services that are developed and updated, as necessary, to meet both short- and long-term needs of the residents of the District;
- community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring multiculturalism and diversity within our communities;
- professional enrichment and growth experiences for college, faculty, administrators, and staff which will improve and enhance instruction and service; and,
- resources, facilities, staff, and equipment to support all program and service components of the college.

EXECUTIVE SUMMARY

With the support and commitment of the Board of Trustees, staff, faculty and administration, IECC continues to improve the technological resources available throughout the district. The FY 2015 – FY 2019 Technology Plan serves as a review of FY 2014 technology projects and outlines current and future technological needs. The goal of the plan is to improve technological services for faculty, staff, and students within the projected budget.

A Technology Committee comprised of employees throughout the IECC District provided input and guidance for the plan. This Committee identified technological resources needed to better serve the citizens of District 529 and developed a Technology Plan that:

- is supported by the four colleges, workforce education, and district office and includes their full commitment to the implementation of the adopted plan.
- is cost-effective, with regard given to present and anticipated financial resources.
- is developed with input from key officers from each college and the district office with full consideration given to the American Disabilities Act and the need to accommodate access for the physically challenged.
- ensures investments in technologies that will provide a sound, reliable infrastructure.
- focuses on major technology needs outside of the normal operating budget and grant funds.

TECHNOLOGY VISION AND MISSION FOR ILLINOIS EASTERN COMMUNITY COLLEGES

IECC has actively built a substantial technology foundation rapidly adopting a significant amount of technology. The district must continue to upgrade technology in order to maximize the educational benefits to the citizens of District 529.

Technology changes on a regular basis; therefore, the Technology Plan is a “living” document that will be updated on an annual basis. The plan is a blueprint for tomorrow that sets forth IECC’s information technology vision, strategic directions, and action plans for achieving the empowerment of the district’s community through information technology.

The vision of IECC’s Technology Plan is to create a sustainable environment that integrates technology into the framework of the institution and provides our students, faculty and staff with the information, tools and services where and when needed.

The mission of the Information Technology Plan is to provide secure, reliable and accessible technology services in support of the overall mission of Illinois Eastern Community Colleges.

FISCAL YEARS 2014 TECHNOLOGY PLAN ACCOMPLISHMENTS

The Technology Plan projects are grouped in the following categories: administrative systems, network infrastructure, telecommunications, software, and other technology resources. Below are status updates for the 2014 projects.

STATUS UPDATE

Administrative Systems

<i>PROJECT</i>	<i>STATUS</i>	<i>NOTES</i>
Banner Hardware Upgrade	• In Progress	Working with Ellucian and HP to specify hardware. Plan to place hardware order in May and complete project in FY 2015

Network Infrastructure

<i>PROJECT</i>	<i>STATUS</i>	<i>NOTES</i>
Network Equipment	✓ Completed	Purchased network equipment and software. Re-configured wide-area network to take advantage of broadband fiber and increased network bandwidth. The changes will save over \$30,000 annually.
Wireless Network Equipment	✓ Completed	Purchased wireless access points to expand wireless networks. The majority of the college campuses now have wireless access.
Network Servers and Storage	✓ Completed	Purchased sever, network and storage equipment and services to support district-wide technology services. Upgraded email server to Exchange 2010.

Telecommunications

<i>PROJECT</i>	<i>STATUS</i>	<i>NOTES</i>
Emergency Notification System	✓ Completed	Purchased the Regroup emergency notification system.

Software

<i>PROJECT</i>	<i>STATUS</i>	<i>NOTES</i>
Computer Software Licenses	✓ Completed	The following District-wide software licenses were purchased: Microsoft Desktop Bundle, Antivirus, Ghost, Deepfreeze, Backup Exec and Desire2Learn.
Online Software Subscriptions	✓ Completed	The following district-wide LRC software subscriptions were also purchased: American History, World History, World News, Issues and Controversies, Today's Science, Literary Reference Center, Small Business Reference Center, Oxford English Dictionary, Lexis Nexis, Access Science, The Chronicle and CQ Researcher.

Other Technology Resources

<i>PROJECT</i>	<i>STATUS</i>	<i>NOTES</i>
Personal Computer Replacements	✓ Completed	Purchased computer and monitor replacements. See Appendix A.
Other Technology Needs	✓ Completed	Purchased technology equipment and software based on campus needs.
Computer Projection Units	✓ Completed	Purchased projectors and TVs for classroom use.

FIVE YEAR TECHNOLOGY GOALS FY 2015 – FY 2019

The improvements and recommendations established through the Technology Plan are listed below as goals in the areas of administrative systems, network infrastructure, telecommunications, software, and other technology resources. The goals and activities of the Technology Plan are not a wish list, but represent the cost for improvements, upgrades and maintenance necessary to provide the technological resources required by the IECC district. These projects represent technology needs outside the normal operating budget and grant funds.

Note: Please refer to the budget on page 8 to see the year in which each project is scheduled.

GOAL 1: MAINTAIN AND UPGRADE SYSTEMS IN SUPPORT OF ADMINISTRATIVE OPERATIONS

Activity 1: Upgrade the hardware and software that supports Banner, the centralized administrative software system. This system contains the core information required for day-to-day operations at IECC including financials, human resources, student records, and financial aid. Additional software demands from Banner upgrades, web access, online reporting, and imaging system access require additional computing capacity.

GOAL 2: MAINTAIN AND UPGRADE THE DISTRICT'S NETWORK INFRASTRUCTURE

Activity 1: Upgrade the existing wired and wireless network equipment. Increases in both instructional and administrative network applications drive the need for faster network and additional wireless access; therefore, we must annually upgrade the networking equipment to accommodate the demands.

Activity 2: Upgrade network servers and data storage equipment to support various applications throughout the district. See Appendix B for a detailed equipment list.

Activity 3: Upgrade battery backup and surge protection systems throughout the district.

GOAL 3: ENHANCE THE CURRENT TELECOMMUNICATIONS NETWORK

Activity 1: Purchase annual subscription for emergency notification system that can send text and voice messages to cell phones.

GOAL 4: UPGRADE SOFTWARE LICENSING

Activity 1: Purchase software applications such as the Learning Management System, the Microsoft Office Suite, Microsoft Windows Servers and Norton Antivirus. These applications are installed on almost every computer throughout the district. As with all areas of technology, software applications change rapidly. IECC must teach and use the most current software applications to give both students and employees the tools needed to compete in today's marketplace

Activity 2: Many research materials are now available online and are accessible by purchasing annual software subscriptions. Purchasing access to the online materials as a district provides district-wide access to the information and takes advantage of quantity discounts. Subscriptions include: The Chronicle of Higher Education, CQ Researcher, and Lexis-Nexis Academic Universe.

GOAL 5: MAINTAIN AND UPGRADE OTHER TECHNOLOGY RESOURCES

Activity 1: Replace desktop computers that no longer meet minimum requirements. The lifecycle of a desktop computer ranges from three to five years depending on application requirements. A line item to ensure the replacement of outdated computers is critical. See Appendix B. IT is also researching the feasibility of installing a virtual desktop environment to reduce PC cost but increase server cost.

Activity 2: Due to the elimination of the ICCB Advanced Technology Grant funding, the Committee recommends allocating funds to support technology needs previously funded by the grant. Purchases from this line item will be based on the Advanced Technology Grant guidelines and left to the discretion of the CEO, CFO, Director of IT, College Presidents, and College Deans. The distribution will be: FCC: \$25,000, LTC: \$25,000, OCC: \$25,000, WVC: \$25,000, WE: \$15,000.

Activity 3: Purchase classroom display units, large format displays to display computer and tablet images on a large screen.

Technology Plan Budget FY 2015 - 2019

Administrative Systems

<u>Activity</u>	<u>Description</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>TOTALS</u>
1	Banner System Upgrades and Consulting	\$55,000.00	\$10,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$125,000.00
	Administrative Systems Totals	\$55,000.00	\$10,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$125,000.00

Network Infrastructure

<u>Activity</u>	<u>Description</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>TOTALS</u>
1	Network Equipment	\$10,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$110,000.00
2	Network Servers and Storage	\$25,000.00	\$50,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$195,000.00
3	Network Power Backup and Surge Protection	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$25,000.00
	Network Infrastructure Totals	\$40,000.00	\$80,000.00	\$70,000.00	\$70,000.00	\$70,000.00	\$330,000.00

Telecommunications

<u>Activity</u>	<u>Description</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>TOTALS</u>
1	Emergency Notification System	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$25,000.00
	Telecommunications Totals	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$25,000.00

Software

<u>Activity</u>	<u>Description</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>TOTALS</u>
							\$0.00
1	Computer Software Licenses	\$130,000.00	\$130,000.00	\$130,000.00	\$130,000.00	\$130,000.00	\$650,000.00
2	Online Software Subscriptions	\$30,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$170,000.00
	Software Totals	\$160,000.00	\$165,000.00	\$165,000.00	\$165,000.00	\$165,000.00	\$820,000.00

Other Technology Resources

<u>Activity</u>	<u>Description</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>TOTALS</u>
							\$0.00
1	Computer Replacements	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$750,000.00
2	Other Technology Needs	\$115,000.00	\$115,000.00	\$115,000.00	\$115,000.00	\$115,000.00	\$575,000.00
3	Computer Projection Units	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$75,000.00
	Other Tech Resources Totals	\$280,000.00	\$280,000.00	\$280,000.00	\$280,000.00	\$280,000.00	\$1,400,000.00
	Totals	\$540,000.00	\$540,000.00	\$540,000.00	\$540,000.00	\$540,000.00	\$2,700,000.00

Appendix A – FY 2014 Computer Replacements

FY 2014 Technology Plan Computer Replacements (8079D5)				
Location	Description	Cost	Quantity	Total
DO	Desktop - Dual Video Card	\$650.00	7	\$4,550.00
FCC	Desktop	\$560.00	37	\$20,720.00
LTC	Desktop	\$560.00	68	\$38,080.00
OCC	Desktop	\$560.00	80	\$44,800.00
WVC	Desktop	\$560.00	72	\$40,320.00
	Computer Total		264	\$148,470.00

Appendix B – Server List

Server Name	Description	Implementation Date	Estimated Purchase Date	Approx. Cost
MYFCC	Campus File Server	July 1, 2010	FY2015	\$5,000.00
MYLTC	Campus File Server	July 1, 2010	FY2015	\$5,000.00
MYOCC	Campus File Server	July 1, 2010	FY2015	\$5,000.00
MYWVC	Campus File Server	July 1, 2010	FY2015	\$5,000.00
MYEDS	File Server	July 1, 2010	FY2015	\$5,000.00
VDI	Virtual Desktop Initiative		FY2016	\$15,000.00
VIRTUAL	Virtual Infrastructure Servers/Storage		FY2016	\$15,000.00
INB/SSB	Banner Form Server		FY2017	\$7,500.00
RED CONDOR	Spam Filter		FY2017	\$7,500.00
ADDO	Active Directory Server		FY2017	\$5,000.00
ADWVC	Active Directory Server		FY2017	\$5,000.00
VIRTUAL	Virtual Infrastructure Servers/VMWare		FY2018	\$30,000.00
WEB	Web Server	January 1, 2013	FY2019	\$7,500.00
FMS	Web Database Server	January 1, 2013	FY2019	\$7,500.00
	Storage		FY2019	\$15,000.00

TOTALS:

	FY2015	\$25,000.00
	FY2016	\$30,000.00
	FY2017	\$25,000.00
	FY2018	\$30,000.00
	FY2019	\$30,000.00

Agenda Item #8C

Violence Prevention Plan

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2014
RE: Violence Prevention Plan

In accordance with the Campus Security Enhancement Act of 2008 (110 ILCS 12/20) (b) (2), Illinois Eastern Community Colleges developed a Violence Prevention Plan outlining 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.

Illinois Eastern Community Colleges is committed to ensuring the safety and security of its students, faculty, staff and visitors. The Violence Prevention Plan continues to provide guidelines which specifically address IECC's position on the prevention, reduction, and management of violence.

The IECC Board of Trustees recognizes the importance of a college environment which is safe and free of crime. As outlined in the District's Campus Safety and Security Policy (500.17), Illinois Eastern Community Colleges prohibits any form of violence and appropriate disciplinary action will be enforced. Illinois Eastern continues to monitor and cooperate with law enforcement agencies in an effort to keep students and employees apprised of reported crimes and arrests of students and employees which occur in the community that may impact the safety of students and employees.

In accordance with the Campus Sexual Violence Elimination Act (SaVE), the plan will be updated to include institutional responsibilities in the areas of educational awareness programs and reporting and investigating guidelines as required by SaVE.

The focus of the Violence Prevention 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 Violence Prevention Plan has been updated to reflect current contact information and TABIT team members. The updated plan will be available to all IECC employees on the Intranet.

I recommend the Board's approval of the updated IECC Violence Prevention Plan. The Violence Prevention Plan has been sent electronically to the Board.

TLB/rs

Agenda Item #8D

Student Satisfaction Survey Results

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2014
RE: 2014 Student Satisfaction Survey Results

The District conducts a Student Satisfaction Survey each spring semester. The 2014 survey was conducted online from February 26th through March 28th. 457 students responded to the survey: 79 from Frontier Community College; 99 from Lincoln Trail College; 217 from Olney Central College; and 62 from Wabash Valley College.

Of the students responding to the survey, 208 were first year students; 134 were second year; 108 were returning adults; 7 were dual credit; 133 were transfer; 207 were career/technical; and 117 were other. 344 were full-time students and 104 were part-time.

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

Services

96% were satisfied with Advisement Services.
94% were satisfied with Financial Aid Services.
97% were satisfied with Registration Services.
97% were satisfied with Learning Resource Center's availability and resources available.
96% were satisfied with Entrata.
96% were satisfied with Help Desk services.

Other

98% were satisfied with the communication between the four colleges as it applied to their needs.
94% were satisfied with the quality of instruction.
97% felt the instruction was academically challenging.
98% were satisfied with classroom size.
95% were satisfied with courses available at the times they want or needed them.
97% believe they are treated with respect as an individual.
64% would definitely recommend to others and 32% probably would recommend.

Individual college responses were very close to the overall district responses. The results of the survey are shared with various district wide committees as well as college committees to work on improving any area that needs attention. In addition, the results of the survey are used by Students First assessment groups as they complete their goals and objectives for 2014. The survey results have been sent electronically to the Board.

I ask the Board's acceptance of the Student Satisfaction Survey results.

TLB/rs

Agenda Item #8E

Selection of District Architect

Agenda Item #8E

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2014
SUBJECT: Selection of Architectural Firm

The Illinois Capital Development Board (CDB) strongly encourages the use of the Qualification Based Selection (QBS) process for selecting architectural firms. The District has not used the QBS process for many years.

The District has CDB projects currently scheduled; therefore the District began using the QBS process earlier this year with the intent to select an architectural firm for the District.

Request for qualifications were advertised, and invitations were also sent to all firms previously expressing interest in providing architectural services to IECC.

A six person committee made up of the four college Presidents, the CEO and the CFO reviewed all Statements of Qualifications that were submitted. Using established criteria, the list was narrowed down to the following three firms (in alphabetical order):

Architecture & Design Group (ADG), Mt. Carmel, IL
bailey edward, Champaign, IL
Design Architects, Inc. (DAi), Marion, IL

Each of these three firms made a presentation to the committee, followed by an interview with questions. References were contacted and all three firms were given solid recommendations. It was concluded it would be in the District's best interest to retain Design Architects, Inc. (Dai), Marion, IL as the District's Principle Architect.

DAi is best suited to provide professional services to the District as the District's Principle Architect. DAi has a long history of providing innovative and quality work with buildings of our type throughout the state. They have a team of 70 in-house professionals that provide a full range of services including architecture, engineering, design, estimating, and construction management. They also have the ability to help their clients find funding for many projects through grant procurement. In the last 5 years they have provided these services for Western Illinois University, Illinois State University, the Illinois Community College System, the Marion School District for a high school, and the new Jerseyville East Elementary school.

The QBS process does not allow for consideration of fees so that the acceptance of an architectural firm is based solely on ability, without consideration of cost.

However, the District has discussed not the cost, but the billing procedures for DAI. Under current procedure, DAI enters into an “Indefinite Delivery Agreement” with a client. This agreement has no specific fee or projects identified, but it allows the District to use DAI, or not, for a project. When the District decides to use them the District assigns them a task, outlines the services desired, and then negotiates a fee for the services requested. There is no charge for incidental questions, advice on getting a project initiated, or for general discussions.

The administration also feels that Architect and Design Group (ADG), Mt. Carmel, IL could be a reliable source of architectural services for the District. ADG has a strong history of providing quality services for construction work throughout Southern Illinois. ADG’s services would be appropriate in many instances of work being done by the District. Because the QBS process will not allow the negotiation of fees, fees have not been determined. However, in discussions with ADG, they revealed that they charge a percentage fee of the project, and if retained, the District would negotiate a percentage fee for each project done by ADG.

I recommend that IECC retain Design Architects, Inc., Marion, IL as the District’s Principle Architect and that Architect and Design Group also be approved for District architectural services as needed, under the arrangements outlined above.

TLB/rs

Agenda Item #8F

FCC Phlebotomy Program Handbook

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2014
RE: FCC Phlebotomy Program Handbook

Frontier Community College offers a Phlebotomy Program. The college has been utilizing the Phlebotomy Handbook developed by the OCC Phlebotomy Program.

Linda Monge, Interim Dean, has done an excellent job of revising and developing a Frontier Community College Phlebotomy Student Handbook. The revised handbook has been updated to reflect current legal requirements and represents a more thorough representation of student expectations. Program costs were removed from the Handbook, but they will be added to an advising packet which will be given to students when they apply for the program.

I ask the Board's approval of the FCC Phlebotomy Program Handbook. The handbook has been sent electronically to the Board.

TLB/rs

Agenda Item #8G

Affiliation Agreements

Crackshot Range – Palestine – Conceal Carry Course
Lawrence County Memorial Hospital – Lawrenceville - Medical Asst Program
Family Care Associates – Effingham – Medical Asst. Program
CVS Pharmacy – Lawrenceville – Pharmacy Tech. Program
Sikorski Chiropractic Clinic – Robinson – Medical Asst. Program
Sikorski Chiropractic Clinic – Robinson – Electronic Records Program
Butwin Chiropractic – Carmel, IN – Medical Asst. Program
Crawford Memorial Hospital – Robinson – Medical Asst. Program
Effingham County Health Dept. – Effingham – Medical Asst. Program

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2014
RE: Affiliation Agreements

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

Crackshot Range – Palestine – Conceal Carry Course
Lawrence County Memorial Hospital – Lawrenceville - Medical Asst Program
Family Care Associates – Effingham – Medical Asst. Program
CVS Pharmacy – Lawrenceville – Pharmacy Tech. Program
Sikorski Chiropractic Clinic – Robinson – Medical Asst. Program
Sikorski Chiropractic Clinic – Robinson – Electronic Records Program
Butwin Chiropractic – Carmel, IN – Medical Asst. Program
Crawford Memorial Hospital – Robinson – Medical Asst. Program
Effingham County Health Dept. – Effingham – Medical Asst. Program

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

TLB/rs

Attachments

AFFILIATION AGREEMENT

The Board of Trustees of Illinois Eastern Community Colleges District 529 (“Board”) and CSTFO Crackshot (“Crackshot Range”), hereby enter into the following Affiliation Agreement, which will govern the terms by which the Board can use the Crackshot Range’s property (including its firing range) for Concealed Carry Courses.

1. **Use of Property.** If the Board decides to use the Crackshot Range’s property in connection with teaching a Concealed Carry Course, the Board will pay the Crackshot Range one hundred dollars (\$100.00) for each 16 hour course taught, to be paid before the first day of the course. Upon such payment, the Crackshot Range will allow the Board’s employees and students to access the Crackshot Range’s property, including but not limited to the firing range at the scheduled dates and times, for purposes of providing instruction. The Crackshot Range may terminate the Board’s access to its property at any time and for any reason, after delivery and receipt of a 30-day advance written notice to the Board’s Chief Executive Officer at 233 E. Chestnut Street, Olney, Illinois 62450. If the Crackshot Range terminates such access, it will return to the Board a prorated amount of the \$100.00 fee for that portion of the course that had not yet been taught on the Crackshot Range’s property.

2. **Indemnification of Crackshot Range.** In further consideration of the Crackshot Range’s permission for the Board to use the Crackshot Range’s property, the Board agrees to indemnify and hold harmless the Crackshot Range and its subsidiaries, affiliates, officers, directors, employees and shareholders (“Crackshot Range Indemnified Parties”) from and against all monetary claims, liability, loss, costs and expenses (“Claims”) incurred by the Crackshot Range Indemnified Parties as a result of any physical injury sustained by any individual while on the Crackshot Range’s property, which is directly caused by the Board, it’s employees and/or students while providing instruction on the Crackshot Range’s property. Any indemnification obligation required by this paragraph shall be effective, provided that the Crackshot Range notifies the Board within thirty (30) calendar days of the earlier of when the Crackshot Range first became aware, or reasonably should have become aware, of the potential Claims. Upon notice of a Claim covered by this paragraph, the Board will assume control of the Crackshot Range Indemnified Parties’ legal defense and all related settlement negotiations, including but not limited to selecting the attorney(s) who will defend the Crackshot Range Indemnified Parties. The Crackshot Range Indemnified Parties will provide the Board with any requested assistance in defense of the Claims. If the Crackshot Range Indemnified Parties fail to provide such requested assistance, the Board’s obligations under this paragraph will permanently lapse. The Board shall include the Crackshot Range as an additional insured on the Board’s general liability policies for the Concealed Carry Courses and provide certificates of insurance.

3. **Termination of Agreement.** This Agreement may be terminated by either party upon the delivery of a 30-day advance written notice.

Dated: _____

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529

By: _____
CEO Date

By: _____
Program Coordinator

CSTFO CRACKSHOT RANGE

I certify that I have the authority to bind the CSTFO Crackshot Range to this agreement and have the power to sign on behalf of CSTFO Crackshot Range.

By: _____
Signature Title Date

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 12 day of May, 2014, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Lawrence County Memorial Hospital, Lawrenceville, IL (hereinafter referred to as AGENCY).*[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2014.

AGENCY

LINCOLN TRAIL COLLEGE

Medical Services Director

Certified Medical Assistant
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/26/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 12 day of May, 2014, 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 Family Care Associates, Effingham, 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 _____, 2014.

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
PHARMACY TECHNICIAN PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 12 day of May, 2014, 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 _____, 2014.

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 12 day of May, 2014, 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 Sikorski Chiropractic Clinic, 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 _____, 2014.

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
ELECTRONIC MEDICAL RECORDS PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 12 day of May, 2014, 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 Sikorski Chiropractic Clinic, 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 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 _____, 2014.

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

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 12 day of May, 2014, 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 Butwin Chiropractic, Carmel, IN (hereinafter referred to as AGENCY).
[Insert: Agency, City, and State Above]

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical medical assistant laboratory practice by students of the 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 _____, 2014.

AGENCY

LINCOLN TRAIL COLLEGE

Medical Services Director

Certified Medical Assistant
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/26/06

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 12 day of May, 2014, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as COLLEGE) and Crawford Memorial Hospital, Robinson, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

WHEREAS, the COLLEGE 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 the COLLEGE 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 the COLLEGE'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 the COLLEGE, 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, the COLLEGE 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.

The students are responsible for health care costs related to student injury or illness occurring in the agency.

The AGENCY may terminate a student from the facility when his or her performance is unsatisfactory to AGENCY or his or her behavior is deemed disruptive or detrimental to AGENCY and/or its patients. In such event, student participation in the AGENCY shall immediately cease. Only the COLLEGE can dismiss the student from the COLLEGE CMA program.

To the extent permitted by applicable law and without waiving any defenses, the COLLEGE shall indemnify and hold harmless AGENCY and its officers, medical and nursing staff, representatives and employees from and against all liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of the COLLEGE or any of its faculty, Program Participants, agents, representatives and employees under this Agreement, including, but not limited to, claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements. AGENCY shall

indemnify COLLEGE against liabilities, claims, damages, and expenses, including reasonable attorney's fees, incurred by the COLLEGE in defending or compromising actions brought against COLLEGE arising out of or related to the AGENCY'S performance of duties hereunder.

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. The COLLEGE 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 _____, 2014.

AGENCY

ILLINOIS EASTERN COMMUNITY
COLLEGES DIST. #529/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 Dist.#529

5/13/2014

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 12 day of May, 2014, 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 Effingham County Health Department, Effingham, 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 _____, 2014.

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

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, 2014**

FUND	BALANCE
Educational	\$6,659,338.43
Operations & Maintenance	\$1,529,530.21
Operations & Maintenance (Restricted)	\$385,525.59
Bond & Interest	\$475,324.70
Auxiliary	\$630,489.93
Restricted Purposes	(\$229,573.04)
Working Cash	\$200,413.59
Trust & Agency	\$405,910.76
Audit	(\$9,314.90)
Liability, Protection & Settlement	\$584,224.93
TOTAL ALL FUNDS	\$10,631,870.20

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
April 30, 2014

	ALL FUNDS
	Fiscal Year 2014
ASSETS:	
CASH	10,631,870
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	22,590,000
RECEIVABLES	2,952,610
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	692,699
OTHER ASSETS	839,026
TOTAL ASSETS AND OTHER DEBITS:	37,740,605
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	236,011
ACCOUNTS PAYABLE	106,645
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	2,261,939
OTHER LIABILITIES	1,446,673
TOTAL LIABILITIES:	4,051,268
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	3,199,772
PR YR BDGTD CHANGE TO FUND BALANCE	196,984
 FUND BALANCES:	
FUND BALANCE	28,215,818
RESERVE FOR ENCUMBRANCES	2,076,763
TOTAL EQUITY AND OTHER CREDITS	33,689,337
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 37,740,605

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 As Of April 30, 2014

ALL FUNDS

FY 2014
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	6,470,705
STATE GOVT SOURCES	8,656,304
STUDENT TUITION & FEES	13,593,778
SALES & SERVICE FEES	2,830,139
FACILITIES REVENUE	5,253
INVESTMENT REVENUE	152,148
OTHER REVENUES	<u>192,027</u>
TOTAL REVENUES:	31,900,354

EXPENDITURES:

INSTRUCTION	11,011,261
ACADEMIC SUPPORT	412,719
STUDENT SERVICES	1,395,554
PUBLIC SERV/CONT ED	53,782
OPER & MAINT PLANT	2,225,180
INSTITUTIONAL SUPPORT	8,311,561
SCH/STUDENT GRNT/WAIVERS	6,931,071
AUXILIARY SERVICES	<u>4,115,358</u>
TOTAL EXPENDITURES:	34,456,486

TRANSFERS AMONG FUNDS:

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

NET INCREASE/DECREASE IN NET ASSETS	<u>-2,556,132</u>
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Illinois Eastern Community Colleges
Operating Fund Analysis
CASH BASIS
July 1, 2013 -- June 30, 2014

REVENUES:	Education Fund	O & M Fund	Total Operating Funds
Local Government Sources	2,606,925	1,116,717	3,723,642
State Government Sources - Current Year	6,676,698	1,964,763	8,641,461
State Government Sources - Prior Year	4,562,972	-	4,562,972
Net Tuition and Fees	6,187,280	-	6,187,280
Sales & Service Fees	29,125	-	29,125
Facilities Revenue	-	4,428	4,428
Investment Revenue	85,068	22,985	108,053
Other Revenues	109,845	16,186	126,031
TOTAL REVENUES:	<u>20,257,913</u>	<u>3,125,079</u>	<u>23,382,992</u>
EXPENDITURES:			
Salaries	13,399,992	687,185	14,087,177
Employee Benefits	1,843,660	156,648	2,000,308
Contractual Services	441,964	216,071	658,035
Materials	1,201,173	168,512	1,369,685
Travel & Staff Development	222,564	4,392	226,956
Fixed Charges	132,072	51,894	183,966
Utilities	63,831	844,602	908,433
Capital Outlay	44,285	43,417	87,702
Other	123,170	1,252	124,422
TOTAL EXPENDITURES:	<u>17,472,711</u>	<u>2,173,973</u>	<u>19,646,684</u>
TRANSFERS :			
Interfund Transfers	(1,199,387)	-	(1,199,387)
TOTAL TRANSFERS:	<u>(1,199,387)</u>	<u>-</u>	<u>(1,199,387)</u>
NET INCREASE/DECREASE IN NET ASSETS	<u><u>1,585,815</u></u>	<u><u>951,106</u></u>	<u><u>2,536,921</u></u>

**OPERATING FUNDS
COMPARISON REPORT FY12-14**

College	Category	FISCAL YEAR 2012			FISCAL YEAR 2013			FISCAL YEAR 2014			
		Anticipated Budget	Spent Thru April	% of Bdgt	Anticipated Budget	Spent Thru April	% of Bdgt	Anticipated Budget	Spent Thru April	% of Bdgt	% of Year
Frontier	Bills		\$ 1,676,574			\$ 1,597,802			\$ 1,000,699		
	Payroll		1,804,244			1,828,642			1,596,761		
	Totals	\$ 4,547,043	3,480,818	77%	\$ 4,312,683	3,426,444	79%	\$ 3,458,802	2,597,460	75%	83%
Lincoln Trail	Bills		1,649,555			1,577,106			1,481,566		
	Payroll		2,179,199			2,137,461			2,108,059		
	Totals	\$ 4,666,700	3,828,754	82%	\$ 4,498,201	3,714,567	83%	\$ 4,494,153	3,589,625	80%	83%
Olney Central	Bills		1,771,980			1,965,439			2,099,307		
	Payroll		4,332,075			4,348,678			4,613,231		
	Totals	\$ 7,434,923	6,104,055	82%	\$ 7,396,633	6,314,117	85%	\$ 7,839,976	6,712,538	86%	83%
Wabash Valley	Bills		2,032,663			2,262,781			2,216,391		
	Payroll		2,830,277			2,741,972			2,800,607		
	Totals	\$ 6,265,655	4,862,940	78%	\$ 6,083,520	5,004,753	82%	\$ 6,078,045	5,016,998	83%	83%
Workforce Educ.	Bills		3,183,166			2,924,600			3,932,104		
	Payroll		1,415,171			1,300,609			1,528,536		
	Totals	\$ 5,377,687	4,598,337	86%	\$ 5,297,022	4,225,209	80%	\$ 6,192,255	5,460,640	88%	83%
District Office	Bills		196,470			214,424			262,733		
	Payroll		744,506			772,580			802,363		
	Totals	\$ 1,285,431	940,976	73%	\$ 1,266,150	987,004	78%	\$ 1,289,241	1,065,096	83%	83%
District Wide	Bills		1,601,631			1,571,412			1,465,352		
	Payroll		690,119			714,824			637,620		
	Totals	\$ 3,100,118	2,291,750	74%	\$ 3,329,156	2,286,236	69%	\$ 2,763,846	2,102,972	76%	83%
GRAND TOTALS		\$32,677,557	\$ 26,107,630	80%	\$32,183,365	\$ 25,958,330	81%	\$ 32,116,317	\$26,545,329	83%	83%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
April 30, 2014

	FY 2014		FY 2013		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	14,087,177	53.07%	13,844,766	53.33%	242,411
Employee Benefits	2,000,308	7.54%	1,824,895	7.03%	175,413
Contractual Services	658,035	2.48%	783,424	3.02%	(125,389)
Materials	1,369,685	5.16%	1,248,173	4.81%	121,512
Travel & Staff Development	226,956	0.85%	238,661	0.92%	(11,705)
Fixed Charges	183,966	0.69%	170,684	0.66%	13,282
Utilities	908,433	3.42%	917,782	3.54%	(9,349)
Capital Outlay	87,702	0.33%	568,253	2.19%	(480,551)
Other	7,023,067	26.46%	6,361,692	24.51%	661,375
	<u>26,545,329</u>	<u>100.00%</u>	<u>25,958,330</u>	<u>100.00%</u>	<u>586,999</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 15, 2014

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, 400.8, and 400.9 will be mailed under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Change in Status**
- 400.3. Adjustment of Bargaining Unit Faculty Seniority for AY 2013-2014**
- 400.4. Special Assignment**
- 400.5. Notice of Intent to Renew CEO Contract**
- 400.6. Notice of Intent to Renew President Contracts**
- 400.7. Notice of Intent to Establish Dean of Workforce Education Contract**
- 400.8. Resignation Ratification**
- 400.9. Retirement Ratification**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Jacy Ghast, Nursing Instructor, OCC, effective August 14, 2014
2. Vicky Lemons, Nursing Instructor, OCC/FCC, effective August 14, 2014
3. Logan Marshall, Industrial Maintenance Instructor, OCC, effective August 14, 2014
4. Ed Patton, Electrical Distribution Systems Instructor, FCC, effective August 14, 2014

B. Classified

1. Christopher Ellington, Maintenance Worker, LTC, effective May 22, 2014, pending successful completion of background check
2. Heather Hagen, Library Assistant, OCC, effective May 27, 2014
3. Katrina Ingle, Administrative Assistant, LWIA/Mattoon, effective June 1, 2014
4. Alyssa Maglone, Administrative Assistant, OCC, effective May 27, 2014, pending successful completion of background check
5. Adam Roesch, Maintenance Worker, WVC, effective June 2, 2014, pending successful completion of background check

400.2. Change in Status

A. Classified

1. Jennifer Balding, Office Assistant, OCC, to Career Advisor, OCC, effective June 11, 2014
2. Jackie Shamhart, Help Desk/Computer Technician, DO, to Administrative Assistant, LTC, effective June 23, 2014

400.3. Adjustment of Bargaining Unit Faculty Seniority for AY 2013-2014

Nursing

1. Ruby Houldson - 11 yrs. (includes one-half year seniority for 2013-14 academic year)

400.4. Special Assignment

A. Other

1. Christopher Ellington, O & M Team Leader, LTC, \$2,912 per fiscal year, effective May 22, 2014
2. Carl Sager, O & M Team Leader, OCC, \$5,825 per fiscal year, effective June 1, 2014
3. Adam Roesch, O & M Team Leader, WVC, \$5,825 per fiscal year, effective July 1, 2014

400.5. Notice of Intent to Renew CEO Contract

400.6. Notice of Intent to Renew President Contracts

400.7. Notice of Intent to Establish Dean of Workforce Education Contract

400.8. Resignation Ratification

A. Professional Non-Faculty

1. Stacey Legg, Coordinator of Human Services, FCC, effective July 1, 2014

400.9. Retirement Ratification

A. Professional Non-Faculty

1. Becky Mikeworth, Director of Admissions, LTC, effective June 28, 2014

B. Classified

1. Donna Boyd, Administrative Assistant, LTC, effective June 28, 2014
2. Douglas Edwards, Maintenance Worker, LTC, effective May 31, 2014

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								
Asbestos Abatement - LTC	PHS	\$150,700								
Flooring Replacement	PHS	\$107,200								
Asbestos Abatement - WVC	PHS	\$55,200								
GRAND TOTAL		\$2,211,000	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

4/30/2014