

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**November 16, 2010**



**Location:**

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**November 16, 2010  
7:00 p.m.  
Wabash Valley College**

1. Call to Order & Roll Call..... Chairman Fischer
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet  
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
  - A. Tuition Waiver 500.14
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Biennial Review Report Drug-Free School and Community Act ..... Cantwell
  - B. Joint Agreement with Lewis & Clark ..... Cantwell
  - C. 2010 Employee Satisfaction Survey Results ..... Schwartz
  - D. Preceptor Agreement ..... Bruce
  - E. Preceptor Handbook..... Bruce
  - F. Health Savings Account Calendar Year 2011 ..... Bruce
9. Bid Committee Report ..... Bruce
  - A. None
10. District Finance
  - A. Financial Report..... Browning
  - B. Approval of Financial Obligations..... Browning
11. Chief Executive Officer's Report ..... Bruce

- 12. Executive Session ..... Bruce
- 13. Approval of Executive Session Minutes
  - A. Written Executive Session Minutes ..... Bruce
  - B. Audio Executive Session Minutes..... Bruce
- 14. Approval of Personnel Report ..... Bruce
- 15. Collective Bargaining ..... Bruce
- 16. Litigation..... Bruce
- 17. Acquisition and Disposition of Property..... Bruce
- 18. Other Items
- 19. 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 Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, October 19, 2010.

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

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

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

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

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.

Matt Fowler, President of Wabash Valley College.

Mitch Hannahs, Interim President of Lincoln Trail College.

Rodney Ranes, Interim President of Olney Central College.

Timothy Taylor, President of Frontier Community College.

Roger Browning, Chief Finance Officer/Treasurer.

Tara Buerster, Director of Human Resources.

Alex Cline, Director of Information & Communications Technology.

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

Pamela Schwartz, Associate Dean of Institutional Development.

Renee Smith, Executive Assistant to CEO.

Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office

DOC – Department of Corrections

FCC – Frontier Community College

HLC – Higher Learning Commission

ICCB – Illinois Community College Board

ICCTA – Illinois Community College Trustees Association

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

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held Tuesday, September 21, 2010 were presented for disposition.

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

**AGENDA #3 – “Public Hearing on 2010 Tax Levy”** – The Chairman announced that the next agenda item for the Board of Trustees is a public hearing on the Tax Levy for the District for 2010. The Board will receive comments on the 2010 Tax Levy. The Chair directed the Secretary to call the roll. The following trustees answered present:

John D. Brooks, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson “Jr.,” Walter L. Koertge, Marilyn J. Wolfe. Also present was Laurel Pennington, student trustee. Trustees absent: None. A quorum being present, the Chair asked for a motion to reconvene a public hearing on the 2010 Tax Levy.

**A. Motion to Reconvene Tax Levy Hearing:** Trustee Marilyn Wolfe made the following motion: “I move that Illinois Eastern Community College District 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White now reconvene a public hearing on this 19<sup>th</sup> day of October, 2010. The purpose of the Tax Levy hearing is to receive public comments on the 2010 Tax Levy.” Trustee John Brooks 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.

**B. Report on 6:00 p.m. Hearing:** The Chairman opened the reconvened hearing and asked Chief Financial Officer and Treasurer Roger Browning to report on any comments or written testimony that he received at the Tax Levy hearing opened at 6:00 p.m. No oral or written testimony was received at that hearing.

**C. Public Oral Testimony:** The Chairman asked if any members of the public wished to provide oral testimony on the 2010 Tax Levy. There was none.

**D. Public Written Testimony:** The Chairman asked if any members of the public wished to provide written testimony concerning the 2010 Tax Levy. There was none.

**E. Public Hearing Adjourned:** The Chairman announced that all persons wishing to be heard have been given an opportunity to provide oral or written testimony with respect to the 2010 Tax Levy. Hearing no additional requests, the Chair asked for a motion to conclude and adjourn the hearing. Trustee Brenda Culver made a motion to conclude and adjourn the hearing. Student Trustee Laurel Pennington 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, the motion carried, and the reconvened Tax Levy hearing was adjourned. The Chair stated that the Board of Trustees was now in open, public session for the transaction of business, a quorum being present.

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

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

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

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

**AGENDA #6 – “Reports” –**

**#6-A. Report from Trustees:** Trustee John Brooks reported that Mitch Hannahs, Interim President of Lincoln Trail College, has been inducted into the Athletic Hall of Fame at Indiana State University, Terre Haute, Indiana. He noted many of Hannahs’ accomplishments as an athlete.

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

**#6-C. Report from Cabinet:** Michael Thomas, Dean of Workforce Education, reported on receipt of a mobile classroom grant. IECC’s Coal Mining Technology Program recently received an award in Beckley, West Virginia, for its coal mining training and mobile classroom.

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

**#7-A. Financial Aid Master Consortium Agreement:** U.S. Department of Education and its Direct Lending Program have asked that the District develop a policy on attendance at more than one college within the IECC system, when students have borrowed funds to attend.

This new policy puts in writing what the District has done for some time. Credit for a course taken at any of the four Illinois Eastern Community Colleges is acceptable at each college. The policy states that the four IECC colleges allow financial aid students concurrently enrolled in two or more colleges within the District to combine his/her total enrollment for purpose of receiving federal financial aid benefits.

Recommendation: The CEO recommended that second reading be waived and that the following new Financial Aid Master Consortium Agreement Policy 500.24 be adopted as presented.

STUDENT PERSONNEL – 500

**Financial Aid Master Consortium Agreement Policy (500.24)**

Pursuant to Federal Regulations 34 CFR 600.9(a) and 690.9, the four eligible colleges of the Illinois Eastern Community College District 529 allow financial aid students concurrently enrolled in two or more colleges within the District to combine his/her total enrollment for the purpose of receiving federal financial aid benefits.

It is the policy of the Illinois Eastern Community College District that any person enrolled in the Illinois Eastern Community College District who is receiving financial aid pursuant to Federal Regulations 34 CFR 600.9(a) and 690.9 may satisfy minimum semester hour requirements at any one or more of the colleges within the District.

**Board Action:** Trustee William Hudson made a motion to waive second reading and adopt the foregoing Financial Aid Master Consortium Agreement Policy 500.24 as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

**#9-A. McKendree University Transfer Agreement:** Kathy Pampe reported that IECC has had an excellent relationship with McKendree University and now wishes to expand the existing Nursing 2+2 Agreement into a Memorandum of Agreement on transfer of nursing students. Under the Memorandum of Agreement, IECC District nursing students will have the opportunity for dual enrollment in McKendree classes prior to completion of the IECC Associate in Applied Science Degree in Nursing and prior to completion of nursing licensure. These McKendree courses would apply toward to a Bachelor Degree in Nursing. The agreement sets forth a five year tuition guarantee, the acceptance and application of credits earned at IECC, the appointment of a designated liaison by both IECC and McKendree, and provides that an annual

evaluation of the program be conducted. The CEO recommended approval of this Memorandum of Agreement.

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

**#9-B. GASB Designation of Tax Levy Year:** The CFO reported that, under guidelines established by the Governmental Accounting Standards Board (GASB), governmental entities may designate the fiscal year that their tax levy is to be recognized as income. Currently, the Board of Trustees does a levy and extension for taxes based upon calendar years which overlap IECC's school year and fiscal year. The following resolution clarifies that under GASB guidelines, taxes levied by the District for calendar year 2010 will be collected late in calendar year 2011, and that such collection of funds from such levy will be allocated 100% to Fiscal Year 2012 (July 1, 2011 – June 30, 2012).

The CEO recommended adoption of the following resolution.

#### **Resolution Setting Forth Tax Levies for 2010**

Be it resolved by the Board of Trustees of Illinois Eastern Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the Board hereby incorporates, by reference, all prior resolutions adopted in calendar year 2010 concerning tax levies and extensions.

Be it further resolved by the Board of Trustees of Illinois Eastern Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the sum of Two Million Four Hundred Fifty Thousand Dollars (\$2,450,000) be levied as a tax for Educational purposes; and the sum of One Million Fifty Thousand Dollars (\$1,050,000) be levied as a tax for Operations and Maintenance purposes; and the sum of Two Hundred Twenty Five Thousand Dollars (\$225,000) be levied as a special tax for Social Security and Medicare purposes; and the sum of Eighty Thousand Dollars (\$80,000) be levied as a special tax for Financial Audit purposes; and the sum of Forty Thousand Dollars (\$40,000) be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunities Act; and the sum of Two Hundred Ten Thousand Dollars (\$210,000) be levied as a special tax for Worker's Compensation and Unemployment purposes on the equalized assessed value of the taxable property of Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and

White, State of Illinois, for the year 2010 to be collected in the year 2011; and that the income from the levy for the year 2010 be allocated 100% for Fiscal Year 2012.

**Board Action:** Trustee Marilyn Wolfe made a motion to adopt the foregoing resolution regarding designation of the tax levy year as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-C. Certificate of Compliance with the Truth in Taxation Law:** At the September 21st Board meeting, the Board approved the District's estimated aggregate tax levy and required that notice of the District's levy be placed in District newspapers; also that a hearing be conducted on the levy pursuant to the Truth in Taxation Law, which requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the District.

Since the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice was given and a public hearing was held on the District's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year.

The Board determined the aggregate amount of taxes estimated to be levied for the year 2010 is \$4,055,000 and that the aggregate amount of taxes estimated to be levied for the year 2010 did exceed 105% of the taxes extended by the district in the year 2009. Public notice was placed in the following newspapers of general circulation in the District: Albion Journal Register, Edwards County; Bridgeport Leader, Lawrence County; Carmi Times, White County; Clay County Republican, Clay County; Daily Republican Register, Wabash County; Lincoln Trail Publishing, Clark County; McLeansboro Times Leader, Hamilton County; Newton Press-Mentor, Jasper County; Olney Daily Mail, Richland County; Robinson Daily News, Crawford County; Toledo Democrat, Cumberland County; Wayne County Press, Wayne County.

The notice was published not more than 14 days nor less than 7 days prior to the hearing. A public hearing was held in the manner and time described in the notice.

The hearing was held and recessed to the time of the Board meeting. The Board reconvened the hearing for any additional testimony to be presented. All testimony was submitted, and the hearing has been concluded.

Recommendation: The CEO recommended approval for the Chairman to sign the Truth in Taxation Certificate of Compliance, containing the following statements relative to this community college district:

“I, the undersigned, hereby certify that I am the presiding officer of Illinois Eastern Community College District No. 529 and as such presiding officer, I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Sections 18-60 through 18-85 of the “Truth in Taxation” law. The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law, and a copy of the ad is attached.”

**Board Action:** Trustee Brenda Culver made a motion to approve the Certificate of Compliance with the Truth in Taxation Law and all required attachments thereto, and to authorize the Chairman to sign the certificate as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-D. Certification of Tax Levy for FY2012:** It is necessary to certify IECC’s tax levies for FY2012, beginning July 1, 2011 and ending June 30, 2012. A comparison of this information and that of prior years was presented for comparison. In addition to the education and building fund, this certificate of tax levy will carry the statement that an additional levy must be made by each County Clerk for the outstanding bond issue and tort liability, worker’s compensation, audit, unemployment, Medicare and other insurance.

The tax rate for FY2012 is estimated at 44.60 cents per \$100 in equalized assessed valuation.

The CEO reviewed the Certificate of Tax Levy, showing the following sums to be levied on the taxable property of this community college district:

Educational Purposes \$2,450,000; Operations & Maintenance Purposes \$1,050,000; Local Government & Governmental Employees Tort Immunity Act purposes \$40,000; Social Security & Medicare Insurance purposes \$225,000; Financial Audit purposes \$80,000; Worker’s Compensation & Unemployment purposes \$210,000. Number of bond issues of the community college district which have not been paid in full: 1.

The Certificate of Tax Levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December 2010.

**Board Action:** Student Trustee Laurel Pennington made a motion to approve and file the Certificate of Tax Levy 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, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-E. OCC Elevator – Emergency Repair Exception:** The CEO informed the trustees that the elevator in the Learning Resource Center at Olney Central College is in need of repair. The District has contracted maintenance from Zeller Elevator Company for more than 25 years and when there was a recent malfunction, Zeller was asked to repair the elevator’s hydraulic cylinder. Upon examination, Zeller discovered that the existing cylinder would need to be replaced and that a casing would need to be installed to protect the new hydraulic jack cylinder from electrolysis. Zeller estimates that the cost of the new cylinder will be approximately \$25,000. Additional costs will be incurred when the new casing is installed and the additional cost will depend upon the size and straightness of the existing excavated hole. Zeller guarantees the new hydraulic jack for 25 years if under a Zeller preventive service contract. Under ILCS 805/3-27.1.(m) the Board is allowed to award contracts in excess of \$25,000 if the funds are expended in an emergency and such an emergency expenditure is approved by three-quarters of the members of the Board.

The CEO recommended that the Board approve the repair of the LRC elevator at OCC without bid under the Emergency Expenditures Exception to the State Bidding Requirements.

**Board Action:** Trustee Brenda Culver made a motion to approve repair of the LRC elevator at Olney Central College, without bid, under the Emergency Expenditures Exception to the State Bidding Requirements, as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-F. Equalization Eligibility for Special Tax Levy:** The Illinois Community College Board (ICCB) is required by the Public Community College Act to certify community colleges that are eligible to receive equalization grants. The ICCB, in accordance with Sections 3-14.3 of the Act, must also certify those districts eligible to levy a combined educational and operations and maintenance levy up to the most recently reported state-wide average actual levy rate in cents per \$100 of equalized assessed valuation (EAV).

The ICCB, on September 17, 2010 certified that the most recently reported statewide average actual levy rate is 25.15 cents per \$100 of EAV. Since IECC’s combined maximum authorized tax rate is 25.00 cents, the ICCB has certified that IECC is eligible to levy an additional tax in the amount of .15 cents. The levy of this additional .15 cents would generate an estimated additional \$18,750.00 in tax revenue. Under the provisions of Section 3-14.3 of the Public Community College Act, the Board may adopt a resolution expressing its intent to levy such an additional tax.

The District’s current education and operations and maintenance tax levy of 25 cents has been in effect since voter approval of the District. The CEO stated that this levy amount is appropriate for the operation of the District and recommended that the Board not levy the additional tax for which the District is eligible.

**Board Action:** Trustee Brenda Culver made a motion to notify ICCB that the Board acknowledges our eligibility, but that Illinois Eastern Community Colleges elects to not levy the additional tax for which the District is eligible. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-G. Broadband Partnership Agreement:** The IECC District has the opportunity to participate with the Illinois Century Network and connect to a State owned and operated fiber network under a \$62,000,000 grant in federal funds to construct more than 1,000 miles of high speed fiber optic cable to provide broadband access for community anchor institutions. The District can serve as a hub for extending high speed broadband into communities to benefit other businesses and homes within the District. The Department of Central Management Services has asked that Illinois Eastern participate with this new fiber construction. This project will directly connect over 400 community anchor institutions along the new fiber path over the next three years. The initial engineering design has identified the District as a potential community anchor institution.

The Department of Central Management Services is not expecting a commitment, but rather an understanding of interest in becoming an anchor institution. Throughout November there will be a series of community meetings to develop direct connection to the new fiber network. The CEO recommended approval to participate in these meetings as an interested party.

**Board Action:** Trustee John Brooks made a motion to approve participation in community meetings to develop direct connection to the new fiber network as an interested party, with no commitment at this time, 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, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-H. Blue Cross Blue Shield Health and Dental Insurance Renewal:** The CEO recommended approval to renew health and dental insurance with Blue Cross Blue Shield of Illinois, with an overall premium increase of 8% for the period January 1, 2011 to December 31, 2012. The District is having the loss ratios of the high deductible plan and the PPO plan analyzed. After the examination, it will be possible to allocate the appropriate increase to the high deductible plan and the PPO plan, within the overall 8% increase.

Following is the recent rate increase history:

September 1, 2009 – August 30, 2010: 15% Increase.

September 1, 2010 – December 31, 2010: 10% Increase.

January 1, 2011 – December 31, 2012: 8% Increase.

The high deductible plan went into effect in February 2010 and the District will be developing a history of the high deductible plan's effectiveness in holding down costs. The administration believes that future increases will be mitigated by the use of the high deductible plan.

**Board Action:** Trustee Marilyn Wolfe made a motion to renew health and dental insurance coverage with Blue Cross Blue Shield of Illinois, with an overall 8% rate increase for the period January 1, 2011 to December 31, 2012 as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-I. Inter-Governmental Agreement on Ameren Assessment:** The taxing bodies in Jasper County have joined together to secure a proper assessment of the Ameren Power Plant located in Jasper County. The taxing bodies involved in the assessment include: Jasper County, Jasper Unit #1 School District, Illinois Eastern Community College District #529, Wade Fire Protection District, the Library District, South Muddy Township, and three other townships. These taxing bodies are attempting to resolve Ameren's 2009 and future assessments. Ameren has filed an appeal with the Property Tax Appeal Board (PTAB). An appraisal has been requested, but it has not yet been received. The taxing bodies are asking for the participation of the IECC District in trying to resolve the assessment of the Ameren facility and ask that the District pay its proportionate share of legal fees that might be incurred. The District's percent of the total bill would be 0.0723%. For comparison, the County will pay 0.2370% and the School District will pay 0.6146%. The CEO recommended approval for IECC to participate with taxing bodies in the cost of assessment of the Ameren facility.

**Board Action:** Trustee William Hudson made a motion to participate with other Jasper County taxing bodies in the cost of assessment of the Ameren facility as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-J. Vehicle Lease with LTC Foundation:** The LTC Foundation has agreed to purchase a 2008 Dodge Caravan that the Foundation will lease to Lincoln Trail College, under terms of a lease agreement, the vehicle being described as follows:

2008 Dodge Grand Caravan SXT SER # 1D8HN54P88B106660.

The consideration to be paid for the lease shall be \$19,950.00, plus 3% simple interest to reflect a total lease amount of \$21,688.67, payable as follows: Four payments of \$4,338.00, to be due and payable on the 31st day of July, 2011-2014 and one additional payment of \$4,336.67,

to be due and payable on the 31<sup>st</sup> day of July, 2015. The final payment due July 31st, 2015, shall be adjusted to reflect actual payment activity during the course of the contract. No penalty will be charged for prepayments. Lessee is hereby given the option of purchasing the above referenced vehicle for an additional Ten Dollars (\$10.00) to be paid with the final payment. Obligations of lessee are outlined in the lease agreement. The CEO recommended approval of the lease agreement.

**Board Action:** Trustee Brenda Culver made a motion to approve the foregoing vehicle lease agreement between the LTC Foundation and IECC/LTC as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-K. Affiliation Agreement – Sikorski Chiropractic – Medical Office Assistant:** IECC wishes to enter into an affiliation agreement with Sikorski Chiropractic, located in Robinson, Illinois. This affiliation agreement is for the OCC Medical Office Assistant Program and is the standard affiliation agreement for this program. The CEO recommended approval.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve the affiliation agreement for the Medical Office Assistant Program with Sikorski Chiropractic, 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, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

**#11-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$10,133,151.16, as of September 30, 2010. A total of \$8,108,993 is now owed to the District by the State of Illinois.

**#11-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for October 2010, totaling \$2,469,973.85, 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 October 2010, in the amounts listed, and payments from the revolving fund for September 2010. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None.

Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

1. Federal Award for Broadband Infrastructure: Discussed earlier under a separate agenda item.

2. Boundary Survey at Big Creek Woods: The State of Illinois has asked for and been given permission to enter the Big Creek Woods Nature Preserve, south of Olney on Illinois Route 130, to do a survey relative to preservation of an endangered plant species.

3. Higher Education Commission: Several issues are under study by this commission.

4. State's Financial Condition: Exhibits were presented outlining the current status of the state's financial condition.

5. Mitch Hannahs' Induction into ISU Athletic Hall of Fame: Mitch Hannahs was recently inducted into the Indiana State University Athletic Hall of Fame.

6. Enrollment: District-wide enrollment is currently down 5% from this same time one year ago.

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

**AGENDA #14 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, September 21, 2010.

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

## **Personnel Report Addendum**

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

#### A. Professional/Non-Faculty

1. Rikki Haddix, Bookstore Manager, LTC, effective November 29, 2010.

### **400.2. Retirement**

#### A. Classified

1. Dwight Piper, Maintenance Worker, WVC, effective November 11, 2010.

**#15-A. Board Action to Amend Personnel Report**: Trustee William Hudson made a motion to amend the Personnel Report, to add an addendum containing Sections 400.1 and 400.2 as recommended. Student Trustee Laurel Pennington 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 foregoing amended Personnel Report as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #16 – “Collective Bargaining”** – The CEO updated the Board of Trustees on the status of negotiations with the IECEA union on two non-revenue items.

**AGENDA #17 – “Litigation”** – The CEO updated the Board of Trustees on the status of four matters of litigation that have been filed against the District.

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

**AGENDA #19– “Other Items”** – None.

**AGENDA #20 – “Adjournment”** – Trustee Walter Koertge made a motion to adjourn. Student Trustee Laurel Pennington seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:23 p.m.

Approved:     Chairman: \_\_\_\_\_

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

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

- A. Visitors and Guests**
- B. IECEA Representatives**

**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports**

**A. Trustees**

**B. Presidents**

**C. Cabinet**

**Coal Mining Technology/Telecom**

**Agenda Item #6**

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

**Tuition Waiver Policy 500.14**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 16, 2010  
RE: Tuition Waiver Policy 500.14 (E)

Prior to November 2009, a tuition waiver allowed students not to be charged for credit hours in excess of 19 credit hours per semester. At the November 2009 Board meeting the Board made changes to IECC's Tuition Waiver Policy 500.14 (E). Pursuant to the Cabinet's recommendation, the Board eliminated this tuition cap and students were charged for all hours taken even those in excess of 19 credit hours per semester.

The District learned that many students who had taken large class loads in the past were not willing to pay tuition for hours in excess of 19 credit hours at the current tuition rates. The recommendation is that the Board restore the tuition cap and not charge students for any hours taken in excess of 19 credit hours per semester.

Students who take more than 19 credit hours in any one semester do so at very low cost to the District. Students typically take classes that are already being offered and thereby increase class size and increase reimbursement from the State. Costs are already fixed for the class and student enrollment generates more credit hours without any increase in cost.

I ask the Board to approve the attached policy to restore the tuition cap at 19 credit hours.

TLB/rs

Attachment

STUDENT PERSONNEL - 500

**Tuition Waiver (500.14)**

Date Adopted: November 17, 1998

Revised: July 19, 2005

Revised: May 15, 2007

Revised: April 21, 2009

Revised November 17, 2009

Revised November 16, 2010

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

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

- C. Part-time Non-Faculty Employees: Part-time non-faculty employees working 10 hours or more per week may be given an in-District tuition waiver for one class per semester, up to a maximum of 3 credit hours per semester. This tuition waiver does not apply to work-study students.
- D. Part-time Faculty: Part-time faculty employed to teach at least 3 load hours for the semester in which the waiver is granted may be given an in-District tuition waiver for one class per semester, up to a maximum of 3 credit hours per semester.
- E. Tuition Cap – Tuition will be waived for credit hours taken over 19 per semester.
- F. After 6 p.m.; before 6 p.m. Waiver: Effective Summer Semester 2010, tuition of \$20.00 per semester hour will be charged for students enrolled in four semester hours or less per semester if the course(s) begins **after** 6 p.m. Tuition of \$20.00 per semester hour will be charged for students enrolled in four semester hours or less **before** 6 p.m. if the student works a night shift on a full-time basis.
- G. Discretionary Tuition Waivers: Other types of tuition waivers may be granted at the recommendation of the President of the college with approval of the Chief Executive Officer or his designee.
- H. Unemployed Tuition Waiver: Tuition will be waived for unemployed residents of District 529 during the 2010-2011 academic year on a space-available basis subject to the following conditions and appropriate documentation:

\* be considered a resident of District 529;

- \* meet all college requirements for admission and enrollment;
- \* have been in the labor market (full-time employment) for at least two of the last three years;
- \* be receiving unemployment benefits, in receipt of a layoff notice, or have exhausted their unemployment benefits during the last 12 months;
- \* be enrolled in a minimum of six semester hours;
- \* complete an Unemployed Tuition Waiver Form; and
- \* complete and submit a Free Application for Federal Student Aid (FAFSA) within two weeks of enrollment.

This waiver is for tuition only and does not cover textbooks, course supplies, or other applicable fees. This tuition waiver is offered only if federal and/or state financial aid or other tuition assistance resources do not cover tuition costs.

This tuition waiver is for a maximum of 36 semester hours of credit towards a certificate program which can be completed in 12 months. Enrollment must be completed within five calendar days after the first day of class.

***Agenda Item #7***

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Biennial Review Report Drug-Free School and Community Act**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 16, 2010  
RE: Biennial Review Report 2010  
Drug-Free Schools and Communities Act

The Drug-Free Schools and Campus Regulations, as set forth in the Education Department of General Administrative Regulations (EDGAR) Part 86.100, require that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

In order to certify the District's compliance with the Part 86 regulations, the District is required to create a program that complies with the regulations as follows:

1. Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with Alcohol and Other Drug (AOD) use; and a description of available treatment programs.
2. Develop a sound method for distributing annual notification information to every student and staff member each year.
3. Conduct a biennial review on the effectiveness of its Alcohol and Other Drug (AOD) programs and the consistency of sanction enforcement.
4. Maintain a biennial review report on file, so that, if requested by the U.S. Department of Education, the District can submit it.

I ask the Board to certify that the District has conducted a biennial review of its drug prevention program and policy and has determined that it is adequately effective in promoting a drug-free campus environment to the students, faculty and staff. The District further certifies that it will continue to conduct a biennial review to review the program's effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.

Attached is IECC's 2010 Biennial Review and I ask the Board's approval of this report.

TLB/rs

Attachment

**Illinois Eastern Community Colleges  
Biennial Review Report  
Drug-Free Schools and Communities Act  
November 16, 2010**

**Certification Requirements**

*The Drug-Free Schools and Campus Regulations*, as articulated in the *Education Department General Administrative Regulations (EDGAR) Part 86.100*, requires that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

In order to certify its compliance with the Part 86 regulations, an IHE must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on its premises and as part of its activities. Creating a program that complies with the regulations requires an IHE to do the following:

5. Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with Alcohol and Other Drug (AOD) use; and a description of available treatment programs.
6. Develop a sound method for distributing annual notification information to every student and staff member each year.
7. Conduct biennial review on the effectiveness of its Alcohol and Other Drug (AOD) programs and the consistency of sanction enforcement.
8. Maintain its biennial review report on file, so that, if requested by the U.S. Department of Education, the college can submit it.

**Illinois Eastern Community Colleges  
Drug-Free Program and Policy**

**Written Policy on Alcohol and Other Drugs and Student Conduct**

Substance Abuse Policy (100.9)

The Board of Trustees recognizes the importance of a college environment which is free of substance abuse. Programs of education, rehabilitation and treatment are implemented to promote a substance-free college environment. The college environment includes students, employees and other persons participating in District 529-sponsored classes, programs, services and other activities and events. Substance abuse is defined as unauthorized possession, sale, transfer, purchase, or use of alcohol, unlawful narcotics, cannabis or any other controlled substance. Substance abuse within the college environment is prohibited. Students and employees involved in substance abuse within

the college environment are subject to disciplinary action. Any illegal substance abuse instance will result in involvement of law enforcement officials. Additionally, the Procedures Manual includes detailed procedures which are pursuant to IECC's Substance Abuse Policy (100.9) which include standards of conduct and a description of applicable legal sanctions for violation.

#### Drug-Free Workplace Policy (400.19)

Illinois Eastern Community Colleges has a duty to protect its employees, students and the public from dangers posed by the unlawful manufacture, distribution, dispensation, possession or use of drugs in the workplace. The college will take all reasonable steps to insure a drug-free workplace in its programs during the performance of any federal contract work. IECC policy strictly prohibits all employees engaged in performing federal contract work from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace.

#### Policy on Student Conduct (500.8)

Regulations shall be adopted for student conduct, based on the Board's belief that students are considered to have reached an age of responsible citizenship and are expected to conduct themselves in a responsible manner both on and off campus. Students, through the act of registration at one of the Illinois Eastern Community Colleges, obligate themselves to obey all rules and regulations which the institution formulates and publishes in the college catalog or the student handbook.

### **Biennial Review**

As required by the Drug-Free Schools and Communities Act (DFSCA) and Drug and Alcohol Abuse Prevention Regulations, Part 86, Illinois Eastern Community Colleges conducts a Biennial Review by the end of every even-numbered calendar year and completes a Biennial Review Report on the effectiveness of our AOD program. The Biennial Review Report is kept on file at the IECC District Office, so that, if requested to do so by the U.S. Department of Education, IECC can submit it.

The Biennial Review indicates that IECC has developed and maintained a Substance Abuse Policy and a Drug-Free Workplace Policy, which are well publicized and distributed to the students, faculty, and staff. IECC provides information and services to promote a drug-free campus environment and ensures that disciplinary sanctions are enforced.

### **Annual Notification and Distribution of Policy**

Annually, each employee and student receive, in writing, IECC's policies which are in compliance with the Drug-Free Schools and Communities Act and include IECC's Substance Abuse Policy, Drug-Free Workplace Policy, Student Conduct Policy, health risks associated with alcohol and other drug use, and available prevention and treatment programs in the area. Additionally, Illinois Eastern Community Colleges Drug-Free

Schools and Community Act information is located in the college catalog on page 27, in the student and faculty handbooks, and on the IECC website at <http://www.iecc.edu/student/drugfree.html>.

IECC has developed a sound method for distributing annual notification of the required Drug-Free Schools and Community Act information to students and staff through the following procedures:

- A log-in requirement and acknowledgement to all Entrata accounts which provides IECC with a delivery receipt. This acknowledgment is required at mid-term during the Fall and Spring semesters. This new procedure was implemented on October 18, 2010 and is stated on the Entrata webpage as follows:

*Please review Illinois Eastern Community Colleges' policies in compliance with the Drug-Free Schools and Communities Act at <http://www.iecc.edu/student/drugfree.html>.*

*\_\_\_\_\_ I acknowledge that I have read and received information on the IECC website which includes IECC's Substance Abuse Policy, Drug-Free Workplace Policy and Student Conduct Policy, health risks associated with alcohol and other drug use, and available prevention and treatment programs in the area.*

- A link to the IECC website [www.iecc.edu/drugfree](http://www.iecc.edu/drugfree) is printed on each student's class schedule every semester.
- An email is sent to all IECC employees and students on September 1 and February 1 which provides a link to the IECC website at [www.iecc.edu/drugfree](http://www.iecc.edu/drugfree).
- A written notification regarding IECC's Substance Abuse Policy and Drug-Free Workplace Policy is included in each employee's W 2 which is mailed annually in January.

IECC's Substance Abuse Policy (100.9) and Drug-Free Workplace Policy (400.19) are included in both the Faculty Handbook and Employee Handbook which are distributed to new employees upon employment with IECC. These handbooks and the IECC Board of Trustees Policy Manual are available online to IECC faculty and staff through the IECC intranet. The IECC Procedures Manual includes detailed procedures that are pursuant to IECC's Substance Abuse Policy (100.9). An email is sent semiannually, September 1 and February 1, to all employees regarding IECC's Substance Abuse and Drug-Free Workplace policies and procedures which include standards of conduct and appropriate sanctions for violation.

Each semester at Freshman Orientation, IECC students are given a packet of materials which includes: pamphlets about alcohol poisoning, a bookmark about the Illinois Zero

Tolerance Law, and brochures about the effects of alcohol abuse. On each student's course schedule, the following statement is also printed to ensure that IECC's distribution of our policies and resources are well distributed annually to each student.

*IECC complies with the Drug-Free Schools and Campuses Regulations. Go to <http://www.iecc.edu/drugfree> for information and resources.*

IECC's Drug-Free Schools and Community Act information is available at [www.iecc.edu/drugfree](http://www.iecc.edu/drugfree). The website is available 24/7 to students, faculty and staff and it includes IECC's Substance Abuse Policy, Drug-Free Workplace Policy, and Student Conduct Policy, health risks associated with alcohol and other drug use, and available treatment programs.

Additional methods of distribution and promoting awareness of AOD are as follows:

- Drug-free and alcohol abuse materials are distributed to students throughout the semester.
- Drug-free and alcohol abuse materials are always available in the colleges' brochure racks and in the Student Services Offices.
- Posters are displayed around the colleges concerning alcohol abuse and Illinois law.
- Distribution of a brochure from Southeastern Illinois Counseling Center to refer students to that agency should they need additional assistance.
- The colleges offer student centers, recreation centers, fitness centers, or other alcohol-free settings.
- Alcohol-free events and activities are created and promoted at each college.
- Alcohol is banned on college campuses.
- Alcohol advertising on the college campuses is banned or limited.
- Alcohol industry sponsorship for on-campus events is banned or limited.

### **Recommendations for Revising IECC's AOD Program**

IECC's 2010 biennial review identified the following appropriate changes and recommendations which will improve the effectiveness of the program:

- Regularly review and update IECC's website to ensure the accuracy and availability of information pertinent to alcohol, drugs, treatment and resources.
- Evaluate the availability of the information and the ease of access to the information.

IECC conducted a biennial review of its drug prevention program and policy and has determined that it is adequately effective in promoting a drug-free campus environment to the students, faculty and staff. The recommendations and appropriate changes listed

above will improve the effectiveness of IECC's policy and procedures on alcohol and other drugs. IECC will continue to conduct a biennial review to review the program's effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.

---

Chief Executive Officer

---

Date

*BOARD OF TRUSTEES POLICY MANUAL*

BOARD OF TRUSTEES - 100

**Substance Abuse Policy (100.9)**

Date Adopted: December 19, 1989

The Board of Trustees recognizes the importance of a college environment which is free of substance abuse. Programs of education, rehabilitation and treatment are implemented to promote a substance-free college environment. The college environment includes students, employees and other persons participating in District 529-sponsored classes, programs, services and other activities and events. Substance abuse is defined as unauthorized possession, sale, transfer, purchase, or use of alcohol, unlawful narcotics, cannabis or any other controlled substance. Substance abuse within the college environment is prohibited. Students and employees involved in substance abuse within the college environment are subject to disciplinary action. Any illegal substance abuse instance will result in involvement of law enforcement officials.

Contractors to District 529 are expected to comply with the Drug-Free Workplace Act of 1988.

*BOARD OF TRUSTEES POLICY MANUAL*

**HUMAN RESOURCES – 400**

**Drug-Free Workplace Policy (400.19)**

Date Adopted: November 20, 1990

Illinois Eastern Community Colleges has a duty to protect its employees, students and the public from dangers posed by the unlawful manufacture, distribution, dispensation, possession or use of drugs in the workplace. The College will take all reasonable steps to insure a drug-free workplace in its programs during the performance of any federal contract work. IECC policy strictly prohibits all employees engaged in performing federal contract work from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace.

I. NOTICE OF CONVICTION

As a condition of employment, all employees directly engaged in performing work under federal grants must agree to comply with this policy and must agree to notify the President or the Chief Executive Officer no later than five (5) days after any conviction for workplace violation of a criminal drug statute. The Agency will report such convictions to the federal government within ten (10) days.

Any employee who is convicted of such a crime is also subject to discipline up to and including discharge. Where appropriate, in the College's discretion, employees who are convicted of such crimes may be required to participate satisfactorily in a drug rehabilitation or counseling program.

II. DEFINITIONS

The term "controlled substances" means substances listed in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C., and § 812. Among other substances, it includes such illegal drugs as marijuana, cocaine, crack, PCP, heroin, morphine and LSD. For the purpose of this policy, drugs are defined as any drug which is not legally obtainable and/or any drug which is legally obtainable, such as a prescription drug but which is not legally obtained, is not being used for prescribed purposes and/or is not being taken according to prescribed dosages.

The phrase "conviction for a violation of a criminal drug statute" means a finding of guilt, a no contest plea or an imposition of sentence by any judicial body for any violation of any state or federal criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance.

III. PENALTIES FOR VIOLATION

Compliance with this policy is a condition of continued employment. Consequently, a violation of any aspect of this policy will render College employees subject to disciplinary action, up to and including termination. Alternatively, if deemed appropriate by the College under the particular circumstances, any employee who violates this policy may be required to participate in and complete a drug abuse assistance or rehabilitation program to the satisfaction of the Agency.

*BOARD OF TRUSTEES POLICY MANUAL*

**STUDENT PERSONNEL – 500**

**Policy on Student Conduct (500.8)**

Date Adopted: December 19, 1989

Revised: February 21, 2006

Regulations shall be adopted for student conduct, based on the Board's belief that students are considered to have reached an age of responsible citizenship and are expected to conduct themselves in a responsible manner both on and off campus. Students, through the act of registration at one of the Illinois Eastern Community Colleges, obligate themselves to obey all rules and regulations which the institution formulates and publishes in the college catalog or the student handbook.

100.9 Substance Abuse Policy

Procedure - Substance Abuse

The following procedures are pursuant to Illinois Eastern Community Colleges policy on Substance Abuse Policy, (100.9).

The following personnel will assume a major responsibility for administration of the Substance Abuse Policy and Procedures: The President and the Dean of the College; the Chief Executive Officer at the District level.

1. IECC Publications and marketing materials shall include the following statement:

Illinois Eastern Community Colleges' Board of Trustees has adopted the Substance Abuse Policy. Students and employees involved in substance abuse, within the college environment, are subject to disciplinary action.

2. Individuals involved in substance abuse shall be reported immediately to the College President.
3. The College President shall discuss the reported violation with the violator within 48 hours of the report.
4. The College President will make a recommendation of referral to an appropriate agency and disciplinary action or dismissal to the Chief Executive Officer within five (5) working days of the reported violation. In instances of violation of civil law, the President will also notify appropriate law enforcement agencies.
5. In life threatening instances, the reporting college employee should take immediate action to notify college administration. The College President will immediately obtain the assistance of medical, law enforcement, or other appropriate officials. In the event that an administrator is not available, the employee will request assistance of medical, law enforcement or other appropriate officials and notify a college administrator immediately thereafter.
6. If the individual involved in substance abuse is an employee of the District Office, the report shall be to the Chief Executive Officer and the above procedures implemented at that level.
7. Instance of a violation of this policy shall be documented. The College President or the Chief Executive Officer will notify each employee in a written statement, that as a condition of employment under any federal grant, the employee will: a) abide by the terms of the policy statement, and b) notify the College President or Chief Executive Officer of any criminal drug statute conviction or violation occurring in the workplace no later than five (5) days after each conviction.
8. The College President or Chief Executive Officer will notify the funding agency within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.
9. An individual receiving a grant directly from a federal agency must sign the following certification "As a condition of the grant, I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity associated with the grant."

10. Every student receiving a Pell Grant must attest to his/her noninvolvement with drugs.

100.9 Substance Abuse Policy

11. Illinois Eastern Community Colleges will take one of the following actions within thirty (30) days of receiving notice regarding conviction or violation occurring in the workplace, with respect to an employee, if so convicted.
  - a. Taking appropriate action against such an employee, up to and including termination, or
  - b. Requiring such an employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
12. The Chief Executive Officer shall be responsible for recommendations to the Board of Trustees regarding disciplinary action taken through this policy and/or procedure.
13. The Dean of the College shall be responsible for conduct of an annual substance abuse awareness faculty and staff training activity.
14. Enforcement of the policy and procedures on substance abuse is limited to college or district owned and rented facilities and college district sponsored activities.
15. In cases where a minor is subject to this policy or procedure, the college or district administrator shall notify the parents or legal guardian of violations and disciplinary actions.
16. Any expenses resulting from disciplinary actions shall be the responsibility of the employee or student who violates the policy or procedure.
17. Each employee and student will be apprised annually in writing of the Substance Abuse Policy and Procedures.
18. Appeals to this policy shall follow appeal policy procedures for students or employees.
19. The Board of Trustees Policy and Procedure regarding Substance Abuse takes into account the Drug-Free Workplace Act, Title V-D of the Anti-Drug Abuse Act of 1988 (P.L. 100-690) and other applicable laws and regulations pertaining to community colleges.

500.8 Policy on Student Conduct  
Revised: 2/8/06

**Procedure - Student Conduct**

Illinois Eastern Community Colleges (IECC) students are considered to have reached an age of responsible citizenship and are expected to conduct themselves in a responsible manner both on and off campus. Through the act of registration at one of the Illinois Eastern Community Colleges, students obligate themselves to obey all rules and regulations which the institution formulates and publishes in the college catalog or student handbook. Copies may be obtained in all Student Services Offices. These documents contain specific disciplinary rules and regulations as well as procedures followed in case infractions occur. The Student Senate, faculty, and administration of each of the colleges will share in developing and implementing specific regulations to encourage desirable conduct. It is the responsibility of the student to obtain publications outlining these regulations and to become familiar with the District's standard of conduct. The following general policies shall apply to student conduct throughout the IECC District:

1. Students shall maintain standards of conduct which are in accordance with the policies noted above and the specific rules and regulations developed at each of the college campuses.
2. The Student Senate(s) shall accept primary responsibility for governing student conduct at college-sponsored social activities and functions.
3. The District reserves the right to request, for good cause, a physical, psychological, or psychiatric examination or a drug test from a student at any such time that such course of action would deem to be in the best interest of the student and/or the college.
4. A Committee for Student Discipline will be appointed by the college President in the fall of each academic year. Student misconduct will be handled by appropriate college officials who may call the Committee for Student Discipline if they desire. The Committee for Student Discipline shall consist of five members, two elected from the Student Senate and three faculty members appointed by the President of the College. The Committee shall submit its recommendations to the President of the college.
5. In instances where student misconduct results in the involvement of civil law enforcement authorities, the statutes of the State of Illinois or the ordinances of local municipal and county governments shall take precedence over any action recommended or contemplated by Illinois Eastern Community Colleges.
6. Allied Health students who may for any reason appear to be unsafe in the clinical area or who may compromise client safety may be required to submit to a psychiatric or psychological examination at any time.

**Agenda Item #8B**

**Joint Agreement with Lewis & Clark**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 16, 2010  
RE: Joint Agreement between IECC and Lewis and Clark Community College

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

Lewis and Clark removed  
Paralegal

AAS/Certificate

I request Board approval of the joint agreement with Lewis and Clark Community College.

# **A JOINT AGREEMENT FOR EDUCATION COOPERATION**

between  
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
and  
LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536

This agreement is made this 15th day of December, 2010 and entered into between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, and LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536 for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

## **PURPOSE**

It is the desire of the Districts entering into this agreement to expand educational services to the greatest number of students. The parties believe this agreement should be one of the means of implementing the State of Illinois Master Plan – Phase III in accomplishing a viable method of cooperation between the Parties involved in the agreement.

## **I. INSTITUTIONAL IDENTIFICATION**

For the purposes of this agreement, the College district sending the students to another college will be referred to as the “Sending District”, and the college receiving students from another district will be referred to as the “Receiving District”.

## **II. EDUCATIONAL PROGRAMS**

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529 agrees to accept students from LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536, in the following programs:

Diesel Equipment Technology	AAS
Health Information Management	Certificate
Horticulture	AAS/Certificate
Industrial Management	AAS
Mining Technology	AAS
Telecommunications Technology	AAS & Certificate

LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536, agrees to accept students from ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, in the following programs:

Dental Assisting	Certificate
Dental Hygiene	AAS/Certificate
Exercise Science	AAS
Occupational Therapy Assistant	AAS

## STUDENT ENROLLMENT AND RESPONSIBILITY

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

Students shall be responsible and liable for their own transportation in destination to and from both the Sending and Receiving College.

The Receiving District shall be considered the home district for athletic eligibility and/or any other activity where the student officially represents an institution, as well as for Illinois State Military Scholarships and Illinois State Scholarship Commission Grants.

### III. RECEIVING DISTRICT'S RESPONSIBILITIES

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

The Receiving District will maintain the official records which include the student's transcript, grades and other related records. The records and transcripts will clearly identify the fact that the student attended under the terms of the cooperative agreement. The Receiving College will award any certificate or degree earned by the student, while informing the Sending College of the award.

The Receiving District shall, at the end of each term, provide the Sending District with a listing of the Sending District's students and the number of hours they were enrolled during the preceding term.

### V. FINANCE

The Receiving District shall claim apportionment (excluding equalization), DAVTE reimbursement and other state and any other federal reimbursement normally received for a student of its district. The Sending District will claim equalization, if appropriate. The Sending District will not pay charge-back to the Receiving College for any programs contained in this agreement.

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



**Agenda Item #8C**

**2010 Employee Satisfaction Survey Results**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 16, 2010  
RE: Employee Satisfaction Survey Results

Each year in the Fall, District employees are asked to review the operation of the District and its four colleges and ask to comment whether the District is being operated in a fair and efficient manner. A summary of that survey is attached and the results are presented in both district-wide and individual college formats.

District employees were given an opportunity to review health and dental benefits, information availability, personnel changes, website quality, equipment and technology needs, and a variety of questions dealing with the workplace.

Highest areas of agreement or strongly agreement were:

- 91% - I understand IECC's mission and values and they influence how my department works or how I provide instruction.
- 89% - I would recommend IECC to a prospective student or employee.
- 88% - Overall, I am satisfied with my employment at my college and IECC.
- 87% - I visit IECC or my college's website on a regular basis to find information.
- 85% - Administration is available to staff/faculty within a reasonable time frame.
- 81% - I am empowered to make decisions to get the job done successfully.

Highest areas of disagreement or strong disagreement were:

- 30% - Felt that they were not fairly compensated for the work they do.
- 28% - Felt that there were not opportunities for promotions and advancement at their college and IECC.
- 19% - Felt that the evaluation process is not constructive and does not encourage them to enhance their job performance.
- 16% - Felt that their work load is not fair and reasonable and the work was not fairly distributed in their department.
- 15% - Felt that the health benefits received were not appropriate and sufficient.
- 15% - Felt that there was not sufficient training provided to help keep up with the technological changes in my area.
- 15% - Felt that they did not have the equipment and technology necessary to do their work.

Overall, the survey shows that District employees are satisfied with the operation of the District.

The results have been sent to you electronically. I ask the Board's acceptance of the Employee Satisfaction Survey Results.

TLB/rs

**Agenda Item #8D**

**Preceptor Agreement**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 16, 2010  
RE: Preceptor Agreement Revisions

The District has had a Preceptor Agreement in effect since July 1996 and it is used with various agencies that work with the District's Associate Degree Nursing Program. A Preceptor is a registered nurse who has at least two years clinical experience and has become a Clinical Teaching Associate for the program. Recently adopted rules for the Illinois Nurse Practice Act require that this Preceptor Agreement be revised.

Changes required include adding clarifying language concerning Preceptor selection and Preceptor assistance. The changes clarify that preceptors are approved by nursing program faculty, that written student competencies and outcomes will be provided to the Preceptor, and that students assigned to a Preceptor will be selected based upon capabilities and areas of interest.

I ask the Board's approval of these changes to the Preceptor Agreement.

TLB/rs

Attachment

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

**PRECEPTOR AGREEMENT**

**AMENDMENT TO AGENCY AFFILIATION AGREEMENT**

This Amendment to Agency Affiliation Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE, and WABASH VALLEY COLLEGE, for its Associate Degree Nursing Program, (hereinafter sometimes referred to as "District #529) and \_\_\_\_\_, of \_\_\_\_\_, (hereinafter sometimes referred to as "Agency")

Whereas, the parties have previously entered into an Agency Affiliation Agreement,

NOW, THEREFORE, in consideration for the mutual covenants and agreements contained herein, the parties agree to the following terms and conditions for a Preceptorship Program.

1. DEFINITION OF TERMS FOR:

A. Preceptorship: A teaching/learning method in which a student is assigned to a preceptor for the purpose of experiencing individualized clinical supervision.

B. Preceptor: A registered nurse with greater than or equal to two years clinical experience with demonstrated competency who has been recommended by the supervisor nurse manager. A preceptor uses the title "Voluntary Clinical Teaching Associate for Olney Central College Associate Degree Nursing Program." The preceptor retains ultimate responsibility for the comprehensive care of assigned clients and functions as a role model for professional practice.

C. Preceptee: A student responsible for providing nursing care to assigned clients under the supervision of an approved preceptor.

D. Faculty Liaison: A nursing instructor who collaborates with a preceptor to facilitate and evaluate student learning in clinical experiences. The nursing instructor assumes ultimate accountability for application of theory, evaluates overall student learning experience, and assigns the student's final grade.

E. Preceptor Setting: The environment in which nursing care is delivered during preceptorship experiences.

F. Preceptorship Clinical Objectives: Desired student outcomes for a clinical experience. Clinical objectives are specified in each student's course module.

G. Educational Outcomes: The knowledge, skill, and attitudes demonstrated by the associate degree nurse as the result of associate degree nursing education. Educational outcomes encompass those competencies expected at the time of graduation as well as those anticipated after six months of practice as a registered nurse.

APPROVED BY THE BOARD OF TRUSTEES  
July 16, 1996

2. PRECEPTOR SELECTION: The nurse preceptor should be:

- A. Licensed as a RN with greater than or equal to two years clinical experience with demonstrated competency with patient populations to which the student is assigned.
- B. Recommended by supervisor/nurse manager.
- C. Approved by the faculty of the nursing program.
- D. Willing to serve as a preceptor to students.
- E. Supportive of the philosophy of the OCC-ADN Program.

3. PRECEPTOR RESPONSIBILITIES: Each preceptor shall have the following responsibilities:

- A. Complete orientation as provided by District #529.
- B. Supervise patient care according to clinical objectives.
- C. Choose the preceptee's patient assignment based on clinical objectives.
- D. Review his or her daily assignments and confer periodically with the faculty liaison regarding the complexity of nursing tasks assigned.
- E. Review preceptee's daily objectives and facilitate his/her learning through selection of increasingly complex duties in order to meet clinical objectives.
- F. Supervise and guide the student in the clinical area.
- G. Teach patient-centered care to the preceptee.
- H. Act as a role model for the preceptee by adhering to nursing policies and procedures when giving patient care.
- I. Assist the preceptee in organizing and prioritizing daily patient care routines.
- J. Provide feedback to the preceptee and evaluate the preceptee's progress toward fulfilling designated clinical objectives on a weekly basis.
- K. Collaborate with the faculty liaison as necessary to evaluate progress and address any additional educational issues.
- L. Provide written evaluation to the preceptee at mid-rotation and the end of the experience.

4. PRECEPTOR TITLE:

Voluntary Clinical Teaching Associate for  
Olney Central College  
Associate Degree Nursing Program

5. PRECEPTORSHIP: District #529 will ensure that its faculty will serve as liaison to Agency nurse preceptors and will:

- A. Provide guidance and support to the preceptor.

B. Be responsible for student learning experiences.

6. PRECEPTOR ASSISTANCE: District #529 Nursing Faculty will:

A. Provide written student competencies/outcomes to the preceptor.

B. Help to identify learning experiences needed for the individual student.

C. Meet with the preceptor on a regularly scheduled basis to discuss the student's progress.

D. Be available by telephone for consultation during times agreed to by the instructor and the preceptor.

E. Help with student evaluation process.

F. Be a resource and support person in guiding the preceptor in his/her role.

G. Assign on a weekly clinical rotation, no more than TWO STUDENTS in a clinical group to preceptors. Preceptors and students will be assigned on a 1:1 ratio.

H. Assign the same clinical objectives as for other students.

I. Recruit preceptors for this experience.

J. Orient preceptors to the OCC-ADN philosophy; objectives, roles, and responsibilities.

K. Be available to the preceptor when preceptor is working directly with the student.

L. Be responsible for the final determination of the student's successful completion of the objectives.

M. Collaborate with the preceptor in evaluation of the student's clinical experience.

N. Faculty is responsible for providing the preceptor with his/her telephone number and information about where to be contacted.

O. Student hours with preceptorship shall be no more than ten (10) hours per week.

P. Select students for preceptorships based on capabilities and areas of interest.

7. PRECEPTEE (STUDENT) RESPONSIBILITIES: Each student who enters the preceptorship program shall have the following responsibilities:

A. Confer daily with preceptor for mutual evaluation of daily patient care activities.

B. Accept accountability for nursing judgment and care of patient.

C. Achieve clinical objectives at a predetermined satisfactory level.

D. Work under the supervision of an approved preceptor with faculty functioning in a liaison role.

E. Share clinical objectives with preceptor. Failure to present and share clinical objectives indicates that the student is not prepared for clinical.

F. Ask for feedback regarding clinical performance.

G. Self-evaluate clinical experiences.

H. Present to the preceptor skills performance check-off list from OCC-ADN program at each clinical. Failure to present this list indicates that student is not prepared for clinical.

I. Students will be allowed to implement with a preceptor only nursing skills that have been satisfactorily checked off on in the campus lab. These skills will be noted on a check-off sheet that was previously signed by the nursing instructor. Students will be responsible for taking this check-off sheet with them when working with the preceptor.

J. Student must have the clinical instructor's telephone number and be able to contact them should the need arise

K. Notify instructor if assigned to a preceptor where student is also employed.

**8. INSURANCE: Nursing students assigned to a preceptor will be covered by the insurance applicable to the current Agency Affiliation Agreement.**

9. LIABILITY: Liability will be the same as written in the current Agency Affiliation Agreement.

In Witness Whereof, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the day and year first above written.

**AGENCY:**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529, OLNEY CENTRAL COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

\_\_\_\_\_  
Vice President or  
Director of Nursing Services

\_\_\_\_\_

\_\_\_\_\_  
Department Head of Nursing, ADN

\_\_\_\_\_  
Associate Dean of Nursing and Allied  
Health

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

\_\_\_\_\_  
President, Olney Central College

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

Developed: 06/96  
Reviewed: 10/08  
Revised: 11/10

**Agenda Item #8E**

**Preceptor Handbook**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 16, 2010  
RE: Preceptor Handbook Revisions

The District has developed a Preceptor Handbook for use in the Associate Degree in Nursing Program. Many changes have been made to the Nursing Student Handbook that require changes in the Preceptor Handbook.

The new handbook will include the revised Preceptor Agreement, dress code revisions, new evaluation forms, a revised Philosophy, updated educational outcomes and a new curriculum design schematic, all of which make the Preceptor Handbook consistent with the 2010-2011 Nursing Student Handbook.

I ask the Board's approval of these changes to the attached Preceptor Handbook.

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529**

**OLNEY CENTRAL COLLEGE**

**ASSOCIATE DEGREE NURSING PROGRAM**

**PRECEPTOR HANDBOOK**

**LOCATED AT**

**FRONTIER COMMUNITY COLLEGE**

**LINCOLN TRAIL COLLEGE**

**OLNEY CENTRAL COLLEGE**

**WABASH VALLEY COLLEGE**

## TABLE OF CONTENTS

Welcome & Orientation.....	1
Definition of Terms .....	2-4
Scheduling, Transportation, and Guidelines for Considering Students for Preceptorship Experience.....	5
Dismissal from Clinical .....	5
Student Conduct Code .....	6
Dress Code.....	7
Bloodborne Pathogen Exposure Guidelines, Substance Abuse Guidelines.....	7
Guidelines for Latex Allergy .....	8
Student Rights .....	8
Student Evaluation of Preceptor/Site.....	9
Faculty Evaluation of Preceptor .....	10
Preceptor Evaluation of the Student Nurse.....	11-13
Philosophy .....	14-15
Vision .....	16
Values .....	16
Mission of the Program .....	16
Purposes.....	16-17
Educational Outcomes .....	18
Curriculum Design .....	19
Preceptor Agreement .....	20
Preceptee Agreement.....	21

## **WELCOME**

We, at Illinois Eastern Community Colleges, Olney Central College Associate Degree Nursing Program, are committed to quality education. The individualized clinical supervision and instruction that students receive from preceptors is extremely valuable in our rapidly changing health care environment. We welcome the Voluntary Clinical Teaching Associates as part of our instructional team!

Tammy Fralicker, MS, RN  
Associate Dean of Nursing and Allied Health  
IECC/Olney Central College

## **ORIENTATION**

Each preceptor will be given an orientation to the philosophy and curriculum of the Illinois Eastern Community Colleges Olney Central College Associate Degree Nursing Program. This orientation will be given by the nursing instructor who recruits the preceptor. Other information to be covered includes the student dress code, student ethics, evaluation, and policies such as substance abuse and exposure to blood-borne pathogens. A copy of the current Preceptor Handbook is shared with the preceptor. This handbook includes an agreement form for the preceptor to sign.

**1. DEFINITION OF TERMS:**

- A. Preceptorship: A teaching/learning method in which a student is assigned to a preceptor for the purpose of experiencing individualized clinical supervision.
- B. Preceptor: A registered nurse with greater than or equal to two years clinical experience with demonstrated competency who has been recommended by the supervisor nurse manager. A preceptor uses the title "Voluntary Clinical Teaching Associate for IECC-Olney Central College Associate Degree Nursing Program." The preceptor retains ultimate responsibility for the comprehensive care of assigned clients and functions as a role model for professional practice.
- C. Preceptee: A student responsible for providing nursing care to assigned clients under the supervision of an approved preceptor.
- D. Faculty Liaison: A nursing instructor who collaborates with a preceptor to facilitate and evaluate student learning in clinical experiences. The nursing instructor assumes ultimate accountability for application of theory, evaluates overall student learning experiences, and assigns the student's final grade.
- E. Preceptor Setting: The environment in which nursing care is delivered during preceptorship experiences.
- F. Preceptorship Clinical Objectives: Desired student outcomes for a clinical experience. Clinical objectives are specified in each student's course module.
- G. Educational Outcomes: The knowledge, skill, and attitudes demonstrated by the associate degree nurse as the result of associate degree nursing education. Educational outcomes encompass those competencies expected at the time of graduation as well as those anticipated after six months of practice as a registered nurse.

**2. PRECEPTOR SELECTION: The nurse preceptor should be:**

- A. Licensed as a RN with greater than or equal to two years clinical experience with demonstrated competency with patient populations to which the student is assigned.
- B. Recommended by supervisor/nurse manager.
- C. Approved by the faculty of the nursing program.
- D. Willing to serve as a preceptor to students.
- E. Supportive of the philosophy of the IECC-OCC ADN Program.

**3. PRECEPTOR RESPONSIBILITIES: Each preceptor shall have the following responsibilities:**

- A. Complete orientation as provided by District #529.
- B. Supervise client care according to clinical objectives.
- C. Choose the preceptee's assignment based on clinical objectives.
- D. Review his or her daily assignments and confer periodically with the faculty liaison regarding the complexity of nursing tasks assigned.

- E. Review preceptee's clinical objectives and facilitate his/her learning through selection of increasingly complex duties in order to meet clinical objectives.
- F. Supervise and guide the student in the clinical area.
- G. Teach client-centered care to the preceptee.
- H. Act as a role-model for the preceptee by adhering to nursing policies and procedures when giving client care.
- I. Assist the preceptee in organizing and prioritizing daily routines.
- J. Provide feedback to the preceptee regarding progress toward fulfilling designated clinical objectives.
- K. Collaborate with the faculty liaison as necessary to discuss preceptee progress and address any additional educational issues.
- L. Provide written feedback to the preceptee at mid-rotation and the end of the experience or as deemed necessary..

**4 PRECEPTOR TITLE:**

Voluntary Clinical Teaching Associate for  
IECC-Olney Central College  
Associate Degree Nursing Program

**5. PRECEPTORSHIP: District #529 will ensure that its faculty will serve as liaison to Agency nurse preceptors and will:**

- A. Provide guidance and support to the preceptor.
- B. Be responsible for student learning experiences.

**6. PRECEPTOR ASSISTANCE: District #529 Nursing Faculty will:**

- A. Provide written student competencies/outcomes to the preceptor.
- B. Help to identify learning experiences needed for the individual student.
- C. Meet with the preceptor on a regularly scheduled basis to discuss the student's progress.
- D. Be available by telephone for consultation during times agreed to by the instructor and the preceptor.
- E. Help with assessment of student performance.
- F. Be a resource and support person in guiding the preceptor in his/her role.
- G. Assign on a weekly clinical rotation, no more than TWO STUDENTS in a clinical group to preceptors. Preceptors and students will be assigned on a 1:1 ratio.
- H. Assign the same clinical objectives as for other students.

- I. Recruit preceptors for this experience.
- J. Orient preceptors to the IECC-OCC ADN philosophy; objectives, roles, and responsibilities.
- K. Be available to the preceptor when preceptor is working directly with the student.
- L. Be responsible for the final determination of the student's successful completion of the objectives.
- M. Collaborate with the preceptor to provide feedback on the student's clinical experience.
- N. Faculty is responsible for providing the preceptor with his/her telephone number and information about where to be contacted.
- O. Student hours with preceptorship shall be no more than ten (10) hours per week.
- P. Select students for preceptorships based on capabilities and areas of interest.

**7. PRECEPTEE (STUDENT) RESPONSIBILITIES: Each student who enters the preceptorship program shall have the following responsibilities:**

- A. Confer with preceptor for mutual evaluation of client care activities.
- B. Accept accountability for nursing judgment and care of client.
- C. Achieve clinical objectives at a predetermined satisfactory level.
- D. Work under the supervision of an approved preceptor with faculty functioning in a liaison role.
  - E. Share clinical objectives with preceptor. Failure to present and share clinical objectives indicates that the student is not prepared for clinical.
- F. Ask for feedback regarding clinical performance.
- G. Self-assess clinical experiences and own performance.
- H. Present to the preceptor skills performance check-off list form OCC-ADN nursing program at each clinical. Failure to present this list indicates that student is not prepared for clinical.
- I. Students will be allowed to implement with a preceptor only nursing skills that have been satisfactorily checked off on in the campus lab. These skills will be noted on a check-off sheet that was previously signed by the nursing instructor. Students will be responsible for taking this check-off sheet with them when working with the preceptor.
- J. Student must have the clinical instructor's telephone number and be able to contact them should the need arise.
- K. Notify instructor if assigned to a preceptor where student is also employed.

**8. INSURANCE:** Nursing students assigned to a preceptor will be covered by the insurance applicable to the current Agency Affiliation Agreement.

9. **LIABILITY:** Liability will be the same as written in the current Agency Affiliation Agreement.

## **SCHEDULING**

The preceptor should use his/her own judgment as to what the student will do during the clinical experience. For example, if the pace picks up or the number of patients increases, the preceptor uses his/her own judgment about how the scheduling will change for the student.

During a clinical day, a student who is with a preceptor cannot be permanently changed to be with a different nurse who is NOT a preceptor (because of the legal ratio).

## **TRANSPORTATION**

Students are responsible for providing their own transportation to clinical sites. The preceptor uses his/her own judgement about the student riding in the preceptor's car or the agency's car. The Illinois Eastern Community Colleges, District 529 does not assume liability for transporting of students. The preceptor may ask the student to drive his/her own car to a secondary site (for example in a home health situation).

## **GUIDELINES FOR CONSIDERING STUDENTS FOR PRECEPTORSHIP EXPERIENCE**

Students who are selected by nursing instructor for preceptorship experience should:

1. demonstrate safety at level of preparation
2. demonstrate ability to be prepared for clinical
3. demonstrate a positive attitude which will enhance team building

## **DISMISSAL FROM CLINICAL**

1. Students should be on time for clinical. If the student is not on time, the preceptor should use his/her own judgment about dismissing the student from clinical. For example, if the student has missed morning report and it would be too time consuming to catch the student up, the preceptor may elect to dismiss the student from clinical for that day.

If the student is dismissed from clinical, it is the student's responsibility to notify the nursing instructor. When the nursing instructor meets with the preceptor to discuss the student's progress, dismissals from clinicals can be discussed at that time.

2. The student should be prepared for clinical. Being prepared for clinical means having the current clinical objectives for that week and the current skills check-off sheet with him/her. If the student does not take these two items to clinical, the preceptor should dismiss the student from clinical for that day. The student is responsible for notifying the nursing instructor of the clinical dismissal.
3. The preceptor should use his/her own judgment about other reasons for dismissing a student from clinical. Examples include: a student is found to be unsafe, breaks confidentiality, demonstrates inappropriate behavior, appears unclean, or becomes ill. The student is responsible for notifying the nursing instructor as soon as possible. This information should also be given to the nursing instructor by the preceptor at the next student progress meeting.

## STUDENT CONDUCT

The process of becoming an effective member of the nursing profession involves attaining competency in knowledge, skills and behavior. Students are evaluated by testing and oral and written assignments, through skills performance and observation and interaction in class and laboratory settings. A shared process of student self-assessment and faculty assessment is utilized. Input from peers, other faculty and agency staff is also considered. Underlying all evaluation is the assumption that the student practices the core values of the nursing program and IECC. These core values are truth/honor, fairness, compassion, respect/self-respect and responsibility.

Truth includes doing one's own work. Students are expected to do homework, tests and other assignments unassisted unless the instructor provides other directions. No credit will be given for material that is not the student's own work. Any student who displays dishonest behavior will be brought before the total faculty on that campus for review and may be dismissed from the program.

Honor means integrity in one's belief's and actions. Honor involves congruence between what one says and what one does and consistency in behaviors. The student is expected to adhere to policies of the college, the nursing program and clinical agencies. As the student develops in the profession, adherence to the ethics and standards of nursing is required.

Fairness involves weighing situations and interactions and responding reasonably. It also means the student will be courteous and civil in expressing opinions and agreeing or disagreeing with others.

Compassion means demonstrating an understanding of the difficulties of others. It also includes recognizing that decisions involve looking at the context of a situation. The student is expected to realize that balancing different needs requires flexibility to allow for suitable adjustments.

Respect/Self-respect involves valuing self and is demonstrated by conduct, appearance and interaction with others. The student is expected to interact with peers, faculty, other campus personnel and all agency persons with respect. Respect also involves not talking when others are speaking, listening to others, responding nonjudgmentally to the views of others, and demonstrating tolerance. Appropriate verbal and non-verbal communication is required. The student is expected to meet the standards of the nursing program and clinical agencies in dress and appearance.

Responsibility involves choosing responses and accepting consequences of choices. A student automatically assumes certain responsibilities when enrolling in nursing courses. The student will be on time, take exams on scheduled days, maintain alertness, make full use of class/lab time, avoid excessive conversation during class and maintain composure when discussing exam results and other forms of evaluation. The student also assumes responsibility for accurate self-assessment of competency. When Skills Performance Verification and Laboratory Competency Evaluation are signed, the student's signature indicates that the student has evaluated his/her own performance as meeting the criteria. The student also assumes responsibility for monitoring progress in the course through review of grades and feedback on assignments. The student is expected to confer with instructor and alter behaviors as necessary.

Students will be given feedback, formally and informally, related to conduct. If concerns are identified, the instructor(s) and student will develop a plan for change. If a student does not demonstrate appropriate conduct following counseling, the situation will be reviewed with the campus nursing faculty. Such review may result in the student being dismissed from the program.

## **DRESS CODE**

**In the agency laboratories, the nursing student shall wear:**

1. School uniform, clean and neatly pressed.
2. School identification badge on left side of uniform.
3. School patch on left sleeve of uniform top and on lab coat.
4. White, clean professional nursing shoes (no open toes or open backs).
5. White hose with dress uniform, and white socks or white hose with pants uniform.
6. Hair in a controlled style that avoids contamination. No obtrusive hair ornaments are to be worn. Hair must be neat and clean.
7. Cosmetics in moderation. No fragrances may be used; body deodorants used as needed.
8. Nails short and neatly trimmed. No nail polish and no artificial nails of any kind are allowed.
9. No jewelry other than one small stud in each ear lobe and a wedding band.
10. No visible tattoos.
11. Males may wear beards and mustaches - clean, neat and well trimmed.

**AGENCY POLICY AND FACULTY DISCRETION WILL ALWAYS PREVAIL OVER THIS WRITTEN CODE.**

Nursing uniforms may not be worn except in the nursing program laboratory experiences. Nursing laboratory coats with identification badge must be worn over street clothes when collecting data in the agency. No jeans, shorts or jogging clothes may be worn for any agency laboratory nursing assignment.

## **BLOODBORNE PATHOGEN EXPOSURE GUIDELINES**

Nursing students shall immediately report to their preceptor any exposure or suspected exposure to bloodborne pathogens.

The student will follow the written protocol of the institution in which he/she is performing clinical work. The student will be responsible for physician, lab and treatment costs for services rendered.

The student will be responsible for meeting the prescribed follow-up care of the institutions.

## **SUBSTANCE ABUSE GUIDELINES**

Any preceptor who suspects that the assigned student is under the influence of drug or alcohol should ask another RN to validate the student behavior and/or odor of alcohol-like substance. If the two nurses concur that the student may be under the influence of drug or alcohol, the preceptor should dismiss the student from the clinical assignment. The student will receive "0" credit for the clinical lab experience.

## **GUIDELINES FOR LATEX ALLERGY**

Students should seek medical care for EARLY diagnosis and treatment of hand dermatoses and symptoms suggestive of latex allergy.

Students should immediately report to the nursing instructor or preceptor actual (or suspected) latex allergic incidences.

The nursing program provides the types of gloves for campus laboratory practice that are currently being used in the local health care facilities (disposable and hypoallergenic powder-free). THE NURSING PROGRAM AND THE HEALTH CARE AGENCIES HAVE AVAILABLE TO STUDENTS VINYL POWDER-FREE GLOVES UPON REQUEST.

## **STUDENT RIGHTS**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

In accordance with the Family Education Rights and Privacy Act of 1974, only directory information about students or former students will be disclosed to any person or agency without the written permission of the student except to (1) IECC administrators and instructors; (2) certain Federal officials specified in the act; (3) stated educational authorities; (4) accrediting agencies; (5) upon receipt of proper judicial orders; or (6) officials of other schools in which the student seeks to enroll or has enrolled. At the request of the student, even directory information can be withheld.

Upon written request, the student may inspect information in his or her official file and will be given the opportunity to challenge any information which he or she considers inaccurate. Details on confidentiality rules can be obtained from the Admissions Office.

### **SEXUAL HARASSMENT**

IECC strongly believes that the classroom and workplace should be free of sexual harassment, including unwelcome sexual advances, request for sexual favors and other verbal or physical conduct or communications of a sexual nature. Sexual harassment is prohibited by Federal and State law, as well as Board of Trustees' policy.

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

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529  
OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING PROGRAM  
FCC – LTC – OCC – WVC**

**STUDENT EVALUATION OF PRECEPTOR/SITE**

1. Name of Preceptor: \_\_\_\_\_ Dates of experience \_\_\_\_\_

2. Name of Agency: \_\_\_\_\_

At end of your experience please complete this evaluation form.

**Mark "X" in box: 1 = Unsatisfactory; 2 = Needs Improvement; 3 = Satisfactory; 4 = Good; 5 = Excellent; NA = Unable to evaluate, explain below.**

	1	2	3	4	5	NA
1. Was present for scheduled preceptorship experience.						
2. Assigned tasks consistent with my level of education						
3. Gave clear directions/expectations about skills I was assigned.						
4. Provided constructive feedback about my performance.						
5. Expressed positive attributes of this nursing position.						
6. Shared expected job performance criteria for this nursing position.						
7. Approached me as a valued team member.						
8. Encouraged my active participation in client care.						

Additional comments and/or evaluation:

Actively participated in the following nursing skills during this experience with the preceptor's supervision.

Concerns arising during preceptorship performance.

Recommendation for future use of this site/preceptor.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

The data from this form shall be used by the faculty and preceptor for modifying and/or improving learning experiences. All student evaluations of preceptor will be discussed with the preceptor as needed at least annually. A summary of evaluation forms of each preceptor will be submitted to the Department Head and Associate Dean as needed or annually.

June, 1996

Revised July, 1999; 10/2010

Reviewed: 10/08

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529  
OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING PROGRAM  
FCC – LTC – OCC – WVC**

**FACULTY EVALUATION OF PRECEPTOR**

DATE: \_\_\_\_\_ SEMESTER: \_\_\_\_\_

HOSPITAL/AGENCY: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

PRECEPTOR: \_\_\_\_\_ INSTRUCTOR: \_\_\_\_\_

**At end of experience please complete this evaluation form.**

**Mark "X" in box: 1 = Unsatisfactory; 2 = Needs Improvement; 3 = Satisfactory; 4 = Good; 5 = Excellent;  
NA = Unable to evaluate, explain below.**

	1	2	3	4	5	NA
1. Supports philosophy of ADN Program.						
2. Is present for scheduled experience.						
3. Provides faculty timely absence notification.						
4. Demonstrates positive attitude in the clinical agency.						
5. Provides constructive feedback on the student's clinical performance.						
6. Collaborates with faculty to evaluate the student's clinical performance.						
7. Offers guidance and supervision to the student in the clinical setting.						
Faculty Comments:						
Preceptor Comments:						

**CRITERIA: Evaluation will be conducted as needed or at least yearly or as needed to modify and/or improve learning experience.**

Preceptor: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529  
OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING PROGRAM  
FCC – LTC – OCC – WVC**

**PRECEPTOR EVALUATION OF THE STUDENT NURSE**

**STUDENT NURSE:** \_\_\_\_\_ **PRECEPTOR:** \_\_\_\_\_

**HOSPITAL/AGENCY:** \_\_\_\_\_ **DATE OF EXPERIENCE:** \_\_\_\_\_

**INSTRUCTOR:** \_\_\_\_\_ **INSTRUCTOR ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
**INSTRUCTOR PHONE: (Work)** \_\_\_\_\_ **(Home)** \_\_\_\_\_ **(Clinical)** \_\_\_\_\_

Evaluation of the preceptorship experience will be based on input from the preceptor and the student. The instructor and student will then document any additional comments on the lab experience and any other anecdotes are to accompany the lab performance evaluation.

**DIRECTIONS FOR PRECEPTOR**

At the completion of this preceptorial experience the preceptor is to complete the attached evaluation form titled "Preceptor Evaluation of the Student Nurse" and return it by mail or in person to the instructor.

The following descriptors are to be used for measuring student level of performance:

- S+ Outstanding:                      Student nurse performance with a preceptor is superior; functions consistently above expected level.
- S Satisfactory:                        Student nurse performance with a preceptor is safe; functions consistently at expected level.
- S- Minimal:                            Student nurse performance with a preceptor is safe with guidance; functions at expected level only with guidance.
- U Unsatisfactory:                    Student nurse performance with a preceptor is unsafe; functions consistently below expected level and demonstrates little or no changes in undesirable behaviors after counseling.
- N/A:                                      Not applicable or unable to evaluate.

**Critical Areas of Concern**

Critical areas of concern include any actions or inactions on the part of the student that increase the risk of or exposure to loss, harm, death or injury of the client. Critical concerns include, but are not limited to, the following:

1. Theft from clients, visitors or agency employees or the unauthorized removal of supplies, drugs or other property from the premises of the agency.
2. Alteration, falsification or destruction of any agency records.
3. Refusal to perform assignment or follow directions of the instructor or appropriate agency personnel.
4. Reporting to laboratory or performing at laboratory while under the influence of alcohol and/or controlled substances, drugs or having possession of same on agency property.

5. Departure from the assigned department or unit, or the facility during scheduled laboratory hours without authorization.
6. Willful conduct which could endanger clients, visitors or others.
7. Making false, vicious, or malicious statements concerning the agency, its employees or its services.
8. Use of abusive, threatening, or profane language, or gestures on agency premises.
9. Willful, deliberate, violation of or disregard for the agency's safety and security, and its rules and policies.
10. Solicitation or acceptance of gifts or gratuities from clients, their significant others or vendors.
11. Neglect of duty or incompetence either in quantity or quality of work.
12. Breach of confidentiality of the client, significant others, or of the agency and its employees.
13. Evidence of disregard or disrespect of the rights of clients or others, or of the agency and its employees.

Such actions or inactions will result in the student being immediately relieved of the nursing laboratory assignment, followed by a faculty review and possible dismissal from the nursing program

Unsafe or unsatisfactory laboratory performance and/or dismissal from the nursing program, whether culminating in receiving a failing grade or withdrawal, may prevent readmission.

The student has the right to appeal according to the college policy. Refer to the Student Complaint Policy in the College Catalog.

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529  
OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING PROGRAM  
FCC – LTC – OCC – WVC**

**PRECEPTOR EVALUATION OF THE STUDENT NURSE**

STUDENT: \_\_\_\_\_ PRECEPTOR: \_\_\_\_\_

<b>Provider of Care</b>	<b>S-</b>	<b>S</b>	<b>S+</b>	<b>U</b>	<b>NA</b>
1. Cooperates with client/families.					
2. Gives explicit/clear directions when teaching.					
3. Collaborates with nursing staff.					
4. Participates actively in nursing skills.					
5. Provides safe care.*					
<b>Manager of Care</b>					
<b>Manager of Care</b>	<b>S-</b>	<b>S</b>	<b>S+</b>	<b>U</b>	<b>NA</b>
1. Exhibits good time management.					
2. Demonstrates preparation.					
3. Reports appropriate changes.					
4. Collaborates with preceptor during client's care.					
5. Utilizes nursing process while delivering client care.					
6. Functions as a member of the health care team.					
<b>Member of Profession</b>					
<b>Member of Profession</b>	<b>S-</b>	<b>S</b>	<b>S+</b>	<b>U</b>	<b>NA</b>
1. Demonstrates knowledge of ethical and legal responsibilities.					
2. Recognizes limitations of preparation.					
3. Maintains confidentiality.					
4. Completes assigned nursing lab objectives on time.					
5. Uses discretion in conversation.					
6. Demonstrates punctuality and attendance.					
7. Follows IECC dress code.					
8. Demonstrates positive attitude and utilizes preceptor feedback.					

To constitute a satisfactory learning experience, the student must earn a minimum of fifteen (15) S's including an S in the evaluation area of Provides Safe Care\*. Five (5) or more U's in the above categories or a U in Provides Safe Care\* (an incident of emotional/physical jeopardy) will constitute an unsatisfactory experience. Student counseling will be conducted by the instructor (and preceptor) as needed to correct the area of concern.

Comments: (Including progress toward meeting objectives established for this experience.)

Preceptor: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

June, 1996  
Revised July, 1999; January 2007; 10/2010  
Reviewed: 10/08

## PHILOSOPHY

The vision, values, mission, purposes and philosophy of the Associate Degree Nursing Program support the mission and purposes of Illinois Eastern Community Colleges. The philosophy reflects the nursing faculty's view of the person, health, nursing practice, nursing education, the teaching-learning process and the practice and roles of the associate degree graduate.

The faculty believes the **person** is a unique being, with bio-psychosocial, cultural, and spiritual dimensions, who interacts with the environment and responds as an integrated whole. The person has needs ranging from survival to the development of maximum potential. Development is individualized throughout the *life cycle*. As a learning being, the person alters behavior to meet basic needs. The person also has the right to receive health care to realize maximum potential as perceived by the person.

The faculty believes **health** is a dynamic state in which the person strives to meet *basic needs* in order to promote and maintain maximum potential. Health occurs on a *wellness-illness* continuum and may be influenced by heredity, environment or the capability to meet basic needs. If basic needs are not met, the person moves toward illness. Wherever the person presents on the wellness-illness continuum, nursing is one of the resources the person has for help.

The faculty believes **nursing practice** is a helping interaction based on the nursing process that assists the person to meet basic needs. The goals of this helping interaction are *to promote and maintain wellness, restore to optimal health and/or support the person through the dying process*. Caring is viewed as an inherent part of the helping interaction. The faculty believes the person has the right and the responsibility, to the extent of the person's capability, to participate in the planning of nursing care of self, and in evaluating its effectiveness. Nursing is accountable for the quality of nursing care the person receives.

The faculty believes that the **responsibilities** and level of functioning of various members of the profession of nursing are determined by educational preparation and experience. The faculty supports the concept of articulation and educational mobility.

The **practice of the associate degree nursing** graduate occurs within a variety of structured and community-based health care settings. The faculty supports the view of the National League for Nursing on roles and competencies of associate degree nursing programs, which is reflected in this philosophy. Upon entry into practice, the graduate is prepared to perform the competencies inherent in the **three interrelated roles: provider of care, manager of care, and member within the discipline of nursing**.

As a *provider of client care*, the associate degree graduate develops, implements, and evaluates individualized plans of care by using the nursing process as a basis for decision making. The graduate utilizes communication techniques to maintain culturally competent therapeutic relationships and promotes participation of client, family of client, and health care team members in the plan of care. The graduate collaborates with other health team members to assess the need for information, develop goals, implement a teaching plan, and evaluate the effectiveness of the teaching process. The graduate maintains awareness of consumer rights and responsibilities while demonstrating responsible allocation of resources.

As a *manager of client care*, the graduate collaborates with the multidisciplinary team to assess and set nursing care priorities for a group of client. The graduate delegates aspects of care to peers, licensed practical nurses, and assistive personnel, consistent with their level of education and expertise, in order to meet client needs. The licensed practical nurse works in an assisting role utilizing the activities of the nursing process to manage direct client care.

The associate degree-nursing graduate, in situations beyond his/her preparation, knowledge, and experience, consults with and seeks guidance from nurses with greater experience or education. The practice of the baccalaureate nurse is directed toward individuals, families, and communities with increased responsibility in

clinical management and coordination and organizational and leadership skills. The Master's prepared nurse specializes in administration, education, or advanced clinical practice utilizing theory and research to improve client outcomes across institutions and community-based and population-based settings. Doctoral prepared nurses are further prepared for a role in advanced clinical practice, administration, or education and in research.

As a *member within the discipline of nursing*, the graduate maintains accountability for care given and care delegated to assure adherence to ethical and legal standards *as defined by the State of Illinois Nursing and Advanced Nursing Practice Act, the American Nurses Association (ANA) Standards of Practice and Code for Nurses*. Under the guidance of masters or doctorally prepared nurses, the associate degree graduate participates in research conducted by the employing institution. The graduate utilizes evidence-based practice for planning and implementing nursing care. The graduate assumes responsibility for continued education recognizing this as necessary to maintain competence in a society of rapid technological change and complex issues in health care delivery. The graduate strives for professional growth and involvement in activities to promote nursing practice and improve client outcomes.

The **practice of the practical nurse** graduate occurs within a variety of structured and community based health care settings. The faculty support the IDFPR requirements for practical nursing education.

*Compassion, respect/self-respect, fairness, truth/honor, and responsibility* characterize the practice of all graduates of Illinois Eastern Community Colleges-Olney Central College Associate Degree Nursing program.

**Nursing education** is the processes by which students are provided with learning experiences which help develop the cognitive, affective, and psychomotor abilities necessary for nursing practice. This process is influenced by the needs of the individual and by society as a whole; and it strives to facilitate the development of each student's maximum potential. The Associate Degree Nursing Program, consistent with the practices of the nursing profession and the parent institution, is grounded in respect for diversity of all persons. The program does not discriminate on the basis of race, color, religion, gender, age, disability, or national origin. Associate degree nursing education requires general education and nursing courses that provide the knowledge, skills, and attitudes necessary to obtain the Associate Degree in Nursing. After passing the NCLEX-RN the graduate is eligible to apply for licensure as a registered nurse.

The faculty believes that **learning** involves three domains: cognitive, affective, and psychomotor. The cognitive domain pertains to knowledge, problem-solving and critical thinking; the affective domain, to attitudes and values; and the psychomotor domain to skills involving physical action. The faculty utilizes a variety of teaching strategies to help develop the cognitive, psychomotor, and affective abilities necessary for students to make sound decisions required for nursing practice. Learning occurs from simple to complex and is influenced by internal and external factors, including developmental tasks, health, culture, learning style and environment. Significant learning occurs when the activity is goal-directed, purposeful, and meaningful for the learner. Learning is enhanced when concepts and principles from the sciences and humanities are applied within a variety of situations.

The faculty believes the learning process is facilitated when the **teacher** functions with integrity. The teacher serves as a resource person and as a stimulator of critical thinking and intellectual curiosity. The faculty is responsible for providing an environment conducive to self-motivation and individuality. Within this climate of mutual respect, student and faculty share in a cooperative enterprise of inquiry, learning, and teaching. The faculty believes that the teacher-student interaction forms the basis for development of collegial relationships in nursing practice. The teacher serves as a role model for attitudes and values of the profession of nursing. Through participation in activities to promote individual personal and professional development, the faculty demonstrates commitment to life-long learning, competency, and relevancy to nursing practice and nursing education. The faculty has the responsibility of developing a well-structured, scientifically based, goal-directed curriculum. Learning experiences, which are evaluated by both faculty and students, are rearranged and altered based upon input from faculty, students, and other communities of interest. The continuous evaluation of experiences promotes a commitment to quality education within Illinois Eastern Community Colleges, District 529.

## **VISION STATEMENT**

Illinois Eastern Community Colleges Associate Degree Nursing Program is committed to excellence in education through innovative teaching and collaboration with the communities we serve. We value and will promote integrity, respect of diversity, competence, and personal and professional development as we facilitate students as members of the profession of nursing and citizens of the broader community. Our values are a reflection of the culture and character of the program and guide us in achieving our vision.

## **VALUES**

**Integrity:** We endeavor to adhere to a consistent standard of ethical behavior that is grounded in the *Code of Ethics for Nurses*.

**Collaboration:** We seek to develop cooperative relationships which reduce conflict, build trust, and create networks for sharing information and for mutual learning.

**Competence:** We invest persons with the responsibility for maintaining knowledge and skills appropriate to their roles and support initiatives to meet this responsibility.

**Personal Development:** We encourage persons to engage in activities that nurture mind, body and spirit and enhance maturation as a person and a professional.

**Diversity:** We recognize the dignity, strength and uniqueness of each person and strive to provide an environment of mutual respect.

## **MISSION OF THE PROGRAM**

The mission of the Illinois Eastern Community Colleges-Olney Central College Associate Degree Nursing Program is to provide educational opportunities for qualified persons to enter the profession of nursing. This mission is achieved by providing a quality, balanced curriculum of general education and nursing courses.

## **PURPOSES**

1. Prepare competent nursing graduates who meet the requirements for beginning practitioners in nursing.
2. Provide a stimulus for growth of the individual and commitment to integrity and life-long learning.
3. Provide a career mobility program that recognizes and builds on prior education.
4. Develop a climate of respect for diversity of persons and ideas wherein students have opportunity to discuss social and professional issues.
5. Guide students in personal and professional development as members of the discipline of nursing and citizens of the broader community.
6. Maintain a program of learning that meets the needs of the student and the community in an evolving, global health care environment.
7. Offer opportunities for students to participate in community service activities.

8. Provide a facilitative work environment that encourages expression of ideas, innovations in teaching, and development of methods that enhance student learning.
9. Provide resources needed to support the program of learning.
10. Assist students in preparing for matriculation to four-year institutions of higher education.

## **EDUCATIONAL OUTCOMES**

Upon entry into practice, the graduate of the Associate Degree Nursing Program will be able to:

1. Utilize activities of the nursing process to provide therapeutic nursing interventions while assisting clients of all ages to participate in health promotion, maintenance, and restoration or in care through the dying process.
2. Demonstrate communication ability by establishing and maintaining culturally competent therapeutic relationships.
3. Design, implement, and evaluate teaching plans of clients based upon their scope of practice.
4. Use knowledge of consumer rights and responsibilities to plan for and intervene on behalf of clients while delivering cost-effective care.
5. Delegate aspects of care to nursing personnel commensurate with their education and experience.
6. Use critical thinking as a basis for nursing practice.
7. Collaborate with other health care providers to provide and improve client care and outcomes.
8. Use informatics, accepted standards, and evidence-based practice to deliver, document, and manage client care.
9. Assumes responsibility for continued education and professional development.
10. Practice within the ethical and legal framework of the profession of nursing and State Nurse Practice Act.
11. Recognize the relevance of nursing research in advancing nursing practice.
12. Participate in the establishment of collegial relationships for the purpose of improving client outcomes.

# CURRICULUM DESIGN

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## PERSON'S BASIC NEEDS

1. Oxygenation
2. Circulation
3. Regulatory
4. Nutrition
5. Elimination
6. Motor/Sensory
7. Safety/Security
8. Psychosocial

## GROWTH AND DEVELOPMENT

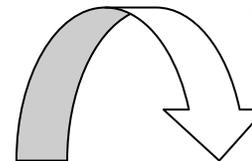
1. Neonate
2. Infancy
3. Toddler
4. Preschool Age
5. School Age
6. Adolescence
7. Young Adulthood
8. Middle Adulthood
9. Late Adulthood

## WELLNESS-ILLNESS

1. Degrees of Wellness
2. Degrees of Illness

## NURSING PROCESS

1. Assessing
2. Analyzing
3. Planning
4. Implementing
5. Evaluating

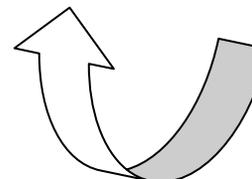


## THREE INTERRELATED ROLES OF THE NURSE

1. Provider of Care
2. Manager of Care
3. Member Within The Discipline of Nursing

## THERAPEUTIC NURSING INTERVENTIONS

1. Communicator
2. Skills Performance
3. Management of Client Care
4. Client Teacher
5. Role Responsibility



\*These roles are for the Associate Degree Nurse.

**ILLINOIS EASTERN COMMUNITY COLLEGES  
OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING PROGRAM  
FCC – LTC – OCC – WVC**

**PRECEPTOR AGREEMENT**

I, \_\_\_\_\_, do hereby acknowledge that I have read and understand the Preceptor Handbook for the Olney Central College Associate Degree Nursing Program.

As Preceptor, I agree with terms and conditions of the current Preceptor Handbook and I consent to serve as a Preceptor for \_\_\_\_\_, \_\_\_\_\_.  
semester (s)

\_\_\_\_\_  
Preceptor

\_\_\_\_\_  
Date

\_\_\_\_\_  
RN License #

\_\_\_\_\_  
Highest Educational Level

\_\_\_\_\_  
Clinical Site

\_\_\_\_\_  
Area of Expertise

\_\_\_\_\_  
Projected Number of Students to  
be Precepted this Semester

**ILLINOIS EASTERN COMMUNITY COLLEGES  
OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING PROGRAM  
FCC – LTC – OCC – WVC**

**PRECEPTEE AGREEMENT**

I, \_\_\_\_\_, do hereby acknowledge that I have read and understand the Preceptor Handbook for the Olney Central College Associate Degree Nursing Program.

As Preceptee, I agree with terms and conditions of the current Preceptor Handbook and I consent to serve as a Preceptee for \_\_\_\_\_, \_\_\_\_\_.  
semester (s)

\_\_\_\_\_  
Preceptee (student)

\_\_\_\_\_  
Date

**Agenda Item #8F**

**Health Savings Account Calendar Year 2011**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 16, 2010  
RE: Health Savings Accounts, Calendar Year 2011

In February of 2010 the Board approved the offering of a Qualified High Deductible Health Plan (District Plan) to all non-faculty employees. The Board also implemented a plan allowing Health Savings Accounts (HSA) that allowed qualified employees in the District Plan to set aside money in pre-tax dollars.

In Calendar Year 2010, the District contributed \$1,500.00 to each non-faculty employee's District Plan HSA. During CY2010, 155 of 191 eligible non-faculty employees converted to the District Plan. 36 non-faculty employees did not convert to the high deductible plan, but remained in the Optional Plan and paid the difference in the premiums.

Each November the Board should establish the amount of the District's contribution to the District Plan participant's HSA for the coming calendar year and make such determination before the beginning of the open enrollment period.

The District's health plan document requires that the District have an open enrollment period at the end of each year. During the open enrollment period, employees can change their health insurance options without the requirement of having a "qualifying event".

I recommend that the Board make a \$500.00 contribution for Calendar Year 2011 to each employee's HSA for those employees enrolled in the District Plan and have qualifying HSA's opened through IECC. Since there are currently 155 employees in this group, the total cost to the District will be \$77,500.00. If all 36 non-participating employees were to enroll in the District Plan, costs would increase by an additional \$18,000.00.

TLB/rs

**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 October 31, 2010**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$3,259,235.52
Operations & Maintenance	\$672,613.76
Operations & Maintenance (Restricted)	\$207,916.63
Bond & Interest	(\$22,521.37)
Auxiliary	\$1,684,549.53
Restricted Purposes	(\$403,934.34)
Working Cash	\$2,177,904.28
Trust & Agency	\$477,441.87
Audit	(\$22,127.14)
Liability, Protection & Settlement	\$471,509.48
<b>TOTAL ALL FUNDS</b>	<b>\$8,502,588.22</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**October 31, 2010**

	<b>ALL FUNDS</b>
	<b>Fiscal Year 2011</b>
<b>ASSETS:</b>	
CASH	8,502,588
IMPREST FUND	22,000
CHECK CLEARING	12,500
INVESTMENTS	11,190,800
RECEIVABLES	4,708,401
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	651,529
OTHER ASSETS	2,275,327
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>27,363,145</b>
<b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	259,694
ACCOUNTS PAYABLE	56,504
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	322,684
<b>TOTAL LIABILITIES:</b>	<b>638,882</b>
<b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	3,030,328
PR YR BDGTED CHANGE TO FUND BALANCE	921,727
<b>FUND BALANCES:</b>	
FUND BALANCE	13,472,050
RESERVE FOR ENCUMBRANCES	9,300,158
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>26,724,263</b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>27,363,145</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF October 31, 2010

ALL FUNDS

FY 2011  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	8,588,911
STATE GOVT SOURCES	532,631
STUDENT TUITION & FEES	7,419,851
SALES & SERVICE FEES	1,369,662
FACILITIES REVENUE	1,595
INVESTMENT REVENUE	48,463
OTHER REVENUES	26,666
TOTAL REVENUES:	17,987,779

EXPENDITURES:

INSTRUCTION	3,503,908
ACADEMIC SUPPORT	142,064
STUDENT SERVICES	415,175
PUBLIC SERV/CONT ED	19,631
OPER & MAINT PLANT	1,002,924
INSTITUTIONAL SUPPORT	3,506,481
SCH/STUDENT GRNT/WAIVERS	2,445,206
AUXILIARY SERVICES	1,749,031
TOTAL EXPENDITURES:	12,784,420

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	5,203,359
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**Illinois Eastern Community Colleges**  
**Operating Fund - Income Statement**  
**CASH BASIS**  
**July 1, 2010 -- October 31, 2010**

	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
<b>REVENUES:</b>			
Local Government Sources	1,869,004	802,310	2,671,314
State Government Sources	-	532,631	532,631
Net Tuition and Fees	3,344,399	-	3,344,399
Sales & Service Fees	1,568	-	1,568
Funding Bond Proceeds	2,125,000	-	2,125,000
Facilities Revenue	-	1,340	1,340
Investment Revenue	22,315	11,997	34,312
Other Revenues	16,879	-	16,879
<b>TOTAL REVENUES:</b>	<u><b>7,379,165</b></u>	<u><b>1,348,278</b></u>	<u><b>8,727,443</b></u>
 <b>EXPENDITURES:</b>			
Salaries	4,308,843	255,490	4,564,333
Employee Benefits	574,671	45,525	620,196
Contractual Services	102,178	64,984	167,162
Materials	403,943	82,047	485,990
Travel & Staff Development	51,529	1,385	52,914
Fixed Charges	135,223	176,636	311,859
Utilities	38,178	336,892	375,070
Capital Outlay	36,888	5,227	42,115
Other	30,562	381	30,943
<b>TOTAL EXPENDITURES:</b>	<u><b>5,682,015</b></u>	<u><b>968,567</b></u>	<u><b>6,650,582</b></u>
 <b>TRANSFERS :</b>			
INTERFUND TRANSFERS	(1,095,182)	-	(1,095,182)
<b>TOTAL TRANSFERS:</b>	<u><b>(1,095,182)</b></u>	<u><b>-</b></u>	<u><b>(1,095,182)</b></u>
 <b>NET INCREASE/DECREASE IN NET ASSETS</b>			
	<u><u><b>601,968</b></u></u>	<u><u><b>379,711</b></u></u>	<u><u><b>981,679</b></u></u>

**OPERATING FUNDS  
COMPARISON REPORT FY09-11**

College	Category	FISCAL YEAR 2009			FISCAL YEAR 2010			FISCAL YEAR 2011			
		Estimated Budget	Spent Thru October	% of Bdgt	Estimated Budget	Spent Thru October	% of Bdgt	Estimated Budget	Spent Thru October	% of Bdgt	% of Year
Frontier	Bills		\$685,390			\$623,082			\$621,560		
	Payroll		\$752,464			684,058			645,649		
	Totals	\$4,345,598	1,437,854	33%	\$4,389,054	1,307,140	30%	\$4,213,492	1,267,209	30%	33%
Lincoln Trail	Bills		\$620,545			564,132			562,300		
	Payroll		\$886,641			806,037			674,718		
	Totals	4,575,110	1,507,186	33%	\$4,620,861	1,370,169	30%	\$4,436,027	1,237,018	28%	33%
Olney Central	Bills		\$879,980			799,982			744,304		
	Payroll		\$1,685,589			1,532,354			1,432,440		
	Totals	7,117,178	2,565,570	36%	\$7,188,350	2,332,336	32%	\$6,900,816	2,176,744	32%	33%
Wabash Valley	Bills		\$1,157,046			1,051,860			850,175		
	Payroll		\$1,105,545			1,005,041			901,418		
	Totals	6,340,835	2,262,591	36%	\$6,404,243	2,056,901	32%	\$5,955,946	1,751,593	29%	33%
Workforce Educ.	Bills		\$1,085,346			725,084			1,055,851		
	Payroll		\$402,896			366,269			428,978		
	Totals	3,887,648	1,488,242	38%	\$4,150,932	1,091,353	26%	\$4,109,423	1,484,829	36%	33%
District Office	Bills		\$89,834			81,667			74,104		
	Payroll		\$321,713			292,466			256,752		
	Totals	1,322,403	411,546	31%	\$1,217,108	374,133	31%	\$1,168,424	330,856	28%	33%
District Wide	Bills		\$640,386			582,169			620,764		
	Payroll		\$303,787			276,170			224,378		
	Totals	4,294,128	944,173	22%	4,477,402	858,339	19%	3,607,771	845,142	23%	33%
<b>GRAND TOTALS</b>		<b>\$31,882,900</b>	<b>\$10,617,162</b>	<b>33%</b>	<b>\$32,447,950</b>	<b>\$9,390,371</b>	<b>29%</b>	<b>\$30,391,898</b>	<b>\$9,093,391</b>	<b>30%</b>	<b>33%</b>

Excludes DOC

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**October 31, 2010**

	<u>FY 2011</u>		<u>FY 2010</u>		<u>Increase (Decrease)</u>
	Amount	% of Total	Amount	% of Total	
Salaries	4,564,333	50.19%	4,962,395	52.85%	(398,062)
Employee Benefits	620,196	6.82%	669,948	7.13%	(49,752)
Contractual Services	167,162	1.84%	197,116	2.10%	(29,954)
Materials	485,990	5.34%	498,123	5.30%	(12,133)
Travel & Staff Development	52,914	0.58%	56,077	0.60%	(3,163)
Fixed Charges	311,859	3.43%	303,364	3.23%	8,495
Utilities	375,070	4.12%	348,476	3.71%	26,594
Capital Outlay	42,114	0.46%	86,275	0.92%	(44,161)
Other	2,473,753	27.20%	2,268,597	24.16%	205,156
	<u>9,093,391</u>	<u>100.00%</u>	<u>9,390,371</u>	<u>100.00%</u>	<u>(296,980)</u>

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive's Session Minutes**

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

**Agenda Item #14**

**Approval of Personnel Report**

## **MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Terry L. Bruce  
**DATE:** November 10, 2010  
**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., 400.4 and 400.5. will be mailed under separate cover.

# INDEX

- 400.1. Employment of Personnel**
- 400.2. Change-in-Status**
- 400.3. Special Assignments**
- 400.4. Resignations**
- 400.5. Termination**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Faculty

1. Andrew King, Physics Instructor, effective January 5, 2011

### B. Professional/Non-Faculty

1. Rob Fournier, Head Men's Baseball Coach, WVC, effective July 1, 2011
2. Carrie Hallam, Information Technology Trainer/Support, DO, effective December 1, 2010

### C. Classified

1. Greta Tracy, Office Assistant, SAN Program, DO/LTC, effective November 17, 2010

## 400.2. Change-in-Status

### A. Classified

1. Kathy Slichenmyer, Office Assistant, Upward Bound Program, DO/OCC, to Administrative Assistant to the President, OCC, effective December 1, 2010

## 400.3. Special Assignments

### A. Extra-Curricular

#### Recommended 2010-11

- |                |                            |       |
|----------------|----------------------------|-------|
| 1. Lisa Maple  | Phi Theta Kappa Co-Advisor | \$200 |
| 2. Kim Stevens | Phi Theta Kappa Co-Advisor | \$200 |

## 400.4. Resignations

### A. Faculty

1. Ryan Perry, Vocal Music Instructor, effective January 1, 2010

### B. Classified

1. Carrie Callahan, Office Assistant, SAN Program, DO/LTC, effective October 24, 2010

## 400.5. Termination

### A. Classified

1. Laura Johnson, Information Systems Technician, LTC, effective November 17, 2010

**Agenda Item #15**

**Collective Bargaining**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Acquisition and Disposition of Property**

**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Adjournment**

**TENTATIVE**  
**Protection, Health, Safety and ADA**  
**Projects Schedule**  
**Phase 9 Carryover 2 Projects**

	Estimated Budget										
District Office Roof Replacement	\$167,100										
District Wide Plumbing & Electrical Upgrades	\$367,300										
<b>GRAND TOTAL</b>	<b>\$534,400</b>		<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Partial Accepted</b>	<b>Fully Accepted</b>

10/31/2010