

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**September 21, 2010**



**Location:**

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**September 21, 2010**

**7:00 p.m.**

**Lincoln Trail College**

1. Call to Order & Roll Call..... Chairman Fischer
2. Disposition of Minutes..... CEO Bruce
3. Budget Hearing ..... Fischer
4. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
5. Public Comment
6. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
    - Coal Mining Technology/Telecom
7. Policy First Reading (and Possible Approval).....Schwartz
  - A. Campus Emergency Plan Policy
8. Policy Second Reading ..... Bruce
  - A. None
9. Staff Recommendations for Approval
  - A. FY2011 Budget..... Bruce
  - B. IECC 2010 Fact Book..... Cantwell
  - C. Certification of Chargeback ..... Browning
  - D. 2010 Estimated Tax Levy Resolution..... Browning
  - E. Resolution Establishing Tax Levy Hearing ..... Browning
  - F. FY2010 Audit ..... Bruce
  - G. Extension of Termination Date – Lawrenceville TIF..... Bruce
  - H. Appointment of Clerk ..... Bruce
  - I. Affiliation Agreement with Sullivan County Comm. Hospital (Medical Office Assistant) ..... Bruce
  - J. Affiliation Agreement with Heritage Woods (Medical Office Assistant) ..... Bruce
  - K. Affiliation Agreement with Adams Family Eye Care (Medical Office Assistant)..... Bruce
  - L. Affiliation Agreement with East Richland Elementary School (Admin Info Technology) ..... Bruce
  - M. Affiliation Agreement with Wabash General Hospital (Basic Nurse Assistant) ..... Bruce
  - N. Affiliation Agreement with Terre Haute Regional Hospital (Associate Degree Nursing) ..... Bruce

10. Bid Committee Report .....	Bruce
<u>Frontier Community College</u>	
1. Used 2009 or Newer Mini-Van	
<u>Lincoln Trail College</u>	
1. Acrylic Distillation Tower for Process Technology	
<u>Wabash Valley College</u>	
1. Automation Training Equipment for Advanced Manufacturing Technology	
2. HVAC Training System for Advanced Manufacturing Technology	
11. District Finance	
A. Financial Report .....	Browning
B. Approval of Financial Obligations .....	Browning
12. Chief Executive Officer's Report .....	Bruce
13. Executive Session .....	Bruce
14. Approval of Executive Session Minutes	
A. Written Executive Session Minutes .....	Bruce
B. Audio Executive Session Minutes .....	Bruce
15. Approval of Personnel Report .....	Bruce
16. Collective Bargaining .....	Bruce
A. Memorandum of Agreement	
17. Litigation .....	Bruce
18. Acquisition and Disposition of Property .....	Bruce
19. Other Items	
20. Adjournment	

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in Foundation Hall, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, August 17, 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, George Andrew Fischer, William C. Hudson “Jr.,” Walter L. Koertge, Marilyn J. Wolfe. Also present was Laurel Pennington, student trustee. Trustees absent: Trustee Brenda K. Culver was absent due to illness. 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.  
Christine Cantwell, Associate Dean of Academic & Student Support Services.  
Alex Cline, Director of Information & Communications Technology.  
Kathleen Pampe, Associate Dean of Career Education & Economic Development.  
Pamela Schwartz, Associate Dean of Institutional Development.  
George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office  
DOC – Department of Corrections  
FCC – Frontier Community College  
HLC – Higher Learning Commission  
ICCB – Illinois Community College Board  
ICCTA – Illinois Community College Trustees Association  
IECC – Illinois Eastern Community Colleges  
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, July 20, 2010 were presented for disposition.

**Board Action to Approve Minutes:** Trustee John Brooks made a motion to approve minutes of the foregoing meeting as prepared. 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 and the motion carried.

**AGENDA #3 – “Recognition of Visitors & Guests”** –

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

**#3-B. IECEA Representative:** Gary Adams, President of the Illinois Eastern Colleges Education Association (IECEA), was recognized.

**AGENDA #4 – “Public Comment”** – None.

**AGENDA #5 – “Reports”** –

**#5-A. Report from Trustees:** Trustee Marilyn Wolfe reported on her attendance at two graduation exercises at Champion Laboratories.

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

**#5-C. Report from Cabinet:** Kathy Pampe and Bo Cook presented information regarding the Technology Grant. The grant makes possible offering of advanced training in the skills required in today’s modern manufacturing environment. In addition to completing a broad associate degree, specific interests may be pursued through certificate offerings. Offerings include certificates in Automation, Design, Reliability Maintenance, Leadership, Advanced CNC, and Advanced Machining. An open house will be held Thursday, August 19, 2010, from 4 to 6 p.m. at the WVC Advanced Technology Center at 214 W. Third Street, Mt. Carmel.

**#5-D. Workforce Education:** John Howard and George Woods commented on the history of the Workforce Education Department and Coal Mining Technology, on the occasion of Mr. Wood’s retirement as Dean of Workforce Education, following 34 years of service to the IECC District.

**AGENDA #6 – “Policy First Readings (and Possible Approval)”** – None.

**AGENDA #7– “Policy Second Readings”** – None.

**AGENDA #8 – “Staff Recommendations for Approval”** – The following staff recommendations were presented for approval.

**#8-A. Tentative Budget:** Pursuant to action of the Board, a tentative budget was made available to the public on August 6 and will remain available for public inspection through the scheduled September 21 Budget Hearing and Board meeting. Notice of the budget’s availability and the public hearing was published in district newspapers. The tentative fiscal year 2011 budget projects operating revenues of \$31,507,080 for the Education Fund and the Operations and Maintenance Fund. The tentative budget document represents the current and best judgment of the district administration relative to anticipated revenues for fiscal year 2011. It was based on information available at the time of publication. The CEO recommended that the Board of Trustees accept the tentative budget as presented.

**Board Action:** Trustee Walter Koertge made a motion to accept the FY2011 tentative budget 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, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. Capital Renewal Grant Funds Resolution:** Mr. Browning presented the following resolution approving a Capital Renewal Project Grant Application and the CEO recommended that it be adopted.

**Resolution for Capital Renewal Grant Funds Application**

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges, District #529, that authorization is hereby given to file with the Illinois Community College Board, this district’s FY2010 Capital Renewal Grant Application and attachments thereto, including justification narration and project scope, with an estimated cost of \$207,300, as follows:

1. The capital renewal allocated amount is \$207,300.
2. The estimated project budget is hereby approved in the following amounts:

FCC: New parking lot: \$160,000.  
Subtotal: 160,000.  
Contingency: 16,000.  
Construction Administration Fee: 4,800.  
A/E Compensation: 26,500.  
Total Estimated Project Cost: \$207,300.

**Board Action:** Trustee William Hudson made a motion to approve the foregoing Capital Renewal Grant Funds Resolution as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Capital Renewal Grant Funds Application:** Mr. Browning reviewed the Illinois Eastern Community Colleges FY2010 Capital Renewal Grant Funds Application with an estimated project cost of \$207,300. Following is the estimated project budget:

FCC: New parking lot: \$160,000.  
Subtotal: 160,000.  
Contingency: 16,000.  
Construction Administration Fee: 4,800.  
A/E Compensation: 26,500.  
Total Estimated Project Cost: \$207,300.

The CEO recommended approval of this FY2010 Capital Renewal Grant Funds Application, including all documents and attachments relative thereto, for submission to the Illinois Community College Board.

**Board Action:** Trustee John Brooks made a motion to approve IECC's FY2010 Capital Renewal Grant Funds Application 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, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Affiliation Agreement with Alka Family Chiropractic – Medical Office Assistant Program:** IECC wishes to enter into an affiliation agreement with the Alka Family Chiropractic Center, located in Mt. Carmel, Illinois. This affiliation agreement is for OCC's Medical Office Assistant Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

**Board Action:** Trustee Walter Koertge made a motion to approve the affiliation agreement for the Medical Office Assistant Program with the Alka Family Chiropractic Center, Mt. Carmel, Illinois, 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, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #9– “Bid Committee Report”** – The CFO presented the following recommendations of the Bid Committee, followed by Board action as recorded.

**Lincoln Trail College**  
Process Technology Equipment.

**Wabash Valley College**  
Energy Technology Equipment.  
Advanced Manufacturing Technology Equipment.

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

### Acrylic Distillation Tower

No bids received. Bid Committee recommends rebidding this item.

### Level & Flow Control Learning System Workstation

Bid Committee recommends acceptance of the low bid received from Design Assistance Corporation for a total bid of \$24,530.00. Vendor is unable to complete delivery within expected time, but specifications allow District to approve a later delivery date.

### Forklift

Bid Committee recommends acceptance of the low bid received from Black Equipment Company for a total bid of \$14,500.00. The bid meets all specifications.

### Grid-Tie System

Bid Committee recommends acceptance of the bid received that meets all specifications from Advanced Energy Solutions for a total bid of \$14,216.29.

### Acrylic Heat Exchanger

Bid Committee recommends acceptance of the low bid received that meets specifications from Aidex (Williams Crow, Inc) for \$16,927.00. Vendor is unable to complete delivery within expected time, but specifications allow District to approve a later delivery date. The lowest bid from Design Assistance Corporation (DAC) was for a static trainer that does not flow any liquid. The equipment specification required “visual observation of flow,” (a dynamic trainer).

### HVAC Training System

Bid Committee recommends acceptance of the only bid received from Aidex (Williams Crow, Inc) for a total bid of \$18,890.00. Vendor is unable to complete delivery within the expected time, but specifications allow District to approve a later delivery date.

### Hydraulic Training System

Bid Committee recommends acceptance of the bid received from Aidex (Williams Crow, Inc) for a total bid of \$41,790.00. Vendor is unable to complete delivery within expected time, but specifications allow District to approve a later delivery date.

### Knee Mill

Bid Committee recommends acceptance of the low bid received that meets specifications from Municipal Tool & Machinery for a total bid of \$9,825.00. Brown Machinery had the lowest bid but did not meet specifications because digital readout, shipping, and set-up were not included in quoted price.

### Lathes 1 or 2

Bid Committee recommends acceptance of the low bid received that meets all specifications from Municipal Tool & Machinery for a total bid of \$9,601.00 for one (1) lathe.

### Surface Grinder

Bid Committee recommends acceptance of the low bid received that meets specifications from Municipal Tool & Machinery for a total bid of \$8,603.00. Brown Machinery had the lowest bid but did not meet specifications because shipping and set-up were not included in quoted price.

Acceptance of all bids is subject to Department of Labor approval.

Source of Funds: Department of Labor Grant

Department:

LTC - Process Technology Equipment

WVC – Energy Technology Equipment

WVC -Advanced Manufacturing Technology Equipment

Total \$158,882.29

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

**Board Action:** Trustee Walter Koertge made a motion to accept the foregoing recommendation of the Bid Committee for purchase of Process, Energy and Advanced Manufacturing Technology equipment 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, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #10 – “District Finance”** – The following district financial matters – were presented:

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$5,912,901.14, as of July 31, 2010.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for August 2010, totaling \$1,130,245.74, 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 August 2010, in the amounts listed, and payments from the revolving fund for July 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, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “Chief Executive Officer's Report”** – CEO Terry Bruce reported on the following informational items.

1. **Graduation Completer 2010 Report:** There were 1,736 total IECC graduates during the past academic year.
2. **WVC Advanced Manufacturing Technology Center Open House:** Open house will be this Thursday, August 19, 2010, from 4 to 6 p.m.
3. **Higher Learning Commission Certification Process:** IECC has been invited by the North Central Association to participate in a test to develop a streamlined process for certification.
4. **ISAC Staff on Site:** Office space is being provided for ISAC staff.

5. Direct Student Loan Training: The IECC District is preparing for the new procedure of making student loans directly to the student.

6. Higher Education Finance Commission: CEO Terry Bruce has been appointed to serve on a committee that will study various ways to fund higher education in Illinois.

7. Final Summer Enrollment Report: District-wide enrollment is up 1% from the summer term one year ago.

**AGENDA #12 – “Executive Session”** – The Board of Trustees did not hold an executive session at this meeting.

**AGENDA #13 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, July 20, 2010.

**AGENDA #14 – “Approval of Personnel Report”** – The CEO presented the following amended Personnel Report and recommended approval.

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

A. Faculty

1. Lisa Maple, English Instructor, effective August 12, 2010.

B. Professional/Non-Faculty

1. Susan (Renee) Smith, Executive Assistant to the CEO, effective September 1, 2010.

C. Classified

1. Juanita (Rae) Medler, Clerk/Receptionist, FCC, effective August 18, 2010, contingent upon continued grant funding.
2. Loren (Dave) Wingert, Information Systems Technician, LWIA, effective August 18, 2010, contingent upon continued grant funding.

#### **400.2. Temporary Employment**

A. Faculty

1. Meenakshi Kohli, Physics/Math Instructor, temporary Contract for the 2010-2011 academic year, effective August 12, 2010.

#### **400.3. Change in Status**

A. Classified

1. Gayle Zaring, Administrative Assistant, LTC, to Career Advisor, LTC, effective August 23, 2010.

#### **400.4. FY10-11 Educational Level Changes**

A. Faculty

1. Brenda Groves, from M to M+12, \$1,000.
2. Lori Phillips, from M+24 to M+36, \$1,000.

#### **400.5. Special Assignment**

##### A. Extra-Curricular

1. Kimberley Stevens, Faculty Coordinator of Student Learning Assessment, DO/LTC, \$2,000 per academic year, effective August 12, 2010.

#### **400.6. Request for Approval of Proposed Non-College Employment**

##### A. Faculty

David Denton, East Richland High School, Olney, IL, approximate time per academic year 192 days/540 hours.

#### **400.7. Retirement**

##### A. Administrative

1. George Woods. Dean of Workforce Education, effective September 1, 2010.

#### **400.8. Resignation**

##### A. Classified

1. Dennis Shular, Information Systems Technician, FCC, effective August 14, 2010.

#### **Personnel Report Addendum**

#### **400.9. Employment of Personnel**

##### A. Professional/Non-Faculty

1. Rena Gower, Director of Learning Skills Center, LTC, effective August 23, 2010.

#### **400.10. Appointment of Interim Dean of Workforce Education**

##### A. Administrative

1. John Howard, Interim Dean of Workforce Education, effective September 1, 2010.

#### **400.11. Special Assignment**

##### A. Extra-Curricular

1. Jason Hortin, Faculty Coordinator of Student Learning Assessment, OCC, \$2,000 per academic year.

**#14-A. Board Action to Amend Personnel Report:** Trustee Walter Koertge made a motion to amend the Personnel Report, to add an addendum containing Sections 400.9, 400.10, and 400.11 as recommended. Trustee Michael Correll seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

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

**AGENDA #15 – “Collective Bargaining”** – None.

**AGENDA #16 – “Litigation”** – None.

**AGENDA #17 – “Acquisition & Disposition of Property”** – None.

**AGENDA #18– “Other Items”** – None.

**AGENDA #19 – “Adjournment”** – Student Trustee Laurel Pennington made a motion to adjourn. Trustee Walter Koertge seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:15 p.m.

Approved: Chairman: \_\_\_\_\_

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

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Budget Hearing**

**Agenda Item #4**

**Recognition of Visitors and Guests**

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

**Agenda Item #5**

**Public Comment**

**Agenda Item #6**

**Reports**

**A. Trustees**

**B. Presidents**

**C. Cabinet**

**Coal Mining Technology/Telecom**

***Agenda Item #7***

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

**Campus Emergency Plan Policy**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 21, 2010  
RE: Campus Emergency Plans (100.24)

The District has emergency plans for each college, which have been approved by the Board. However, the Higher Education Opportunity Act of 2008 requires that the District develop a policy to address the requirements of the Act.

This proposed Campus Emergency Plan Policy will meet the requirements of the Higher Education Act and also addresses the Illinois Security Act of 2008 and the Illinois Administrative Code Part 305.

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

TLB/rs

Attachment

**Campus Emergency Plans (100.24)**

**Date Adopted:**

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of creating and maintaining a Campus Emergency Plan that outlines the District's procedures for managing major emergencies and incidents that may threaten the health, safety, and welfare of the college community or disrupt its programs or activities. The Campus Emergency Plan will include procedures that meet the requirement of the Emergency Response and Evacuation Procedures of the Higher Education Act of 1965, the Illinois Campus Security Act of 2008 and the Illinois Administrative Code Part 305.

Campus Emergency Plans for each college will be available to all students, employees, and the general public at the IECC website [www.iecc.edu](http://www.iecc.edu).

**Agenda Item #8**

**Policy Second Reading**

**None**

**Agenda Item #9**

**Staff Recommendations for Approval**

**Agenda Item #9A**

**FY2011 Budget**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 21, 2010  
RE: FY2011 Budget

The FY2011 Budget for Illinois Eastern Community College District No. 529 was mailed to each Board member. The preliminary budget was provided to the Board of Trustees at its last regular meeting.

There are no significant changes from the tentative budget which was approved by the Board on August 17, 2010.

The District has complied with all the notice and budget hearing requirements.

I ask that the Board approve the FY2011 Budget for Illinois Eastern Community Colleges.

TLB/cr

**Agenda Item #9B**

**IECC 2010 Fact Book**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 21, 2010  
RE: 2010 IECC Fact Book

The IECC Fact Book has been developed to provide an annual compilation of data about Illinois Eastern Community Colleges including information about the students in our District, enrollment history, the degrees and certificates granted, the financial aid received and distributed, and the District's budgets and operations.

The 2010 IECC Fact Book will be used for strategic planning, institutional effectiveness, and policy-making processes. In most cases, the time period of the statistical data covered by the Fact Book is FY10 which is from July 1, 2009 to June 30, 2010. The Fact Book was sent to the Board on September 15<sup>th</sup>.

I ask the Board's approval of the 2010 IECC Fact Book.

TLB/rs

**Agenda Item #9C**

**Certification of Chargeback**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 21, 2010  
RE: Certification of Chargeback

The Illinois Community College Board Certification of Chargeback form for FY2011 is attached. The out-of-district cost per semester hour is \$197.13. The chargeback reimbursement per semester credit hour figure is \$73.70. The cost per semester credit hour for out-of-state and international students is \$268.15.

I ask the Board's approval of the ICCB Certification of Chargeback.

TLB/cr

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529  
 CERTIFICATION OF CHARGEBACK REIMBURSEMENT  
 FOR FISCAL YEAR 2010**

**ALL FISCAL YEAR 2010 NONCAPITAL AUDITED OPERATING  
 EXPENDITURES FROM THE FOLLOWING FUNDS:**

1	Education Fund	\$ 24,445,407	
2	Operations and Maintenance Fund	\$ 2,787,133	
3	Public Building Commission Operation and Maintenance Fund	\$ -	
4	Bond and Interest Fund	\$ 1,595,120	
5	Public Building Commission Rental Fund	\$ -	
6	Restricted Purposes Fund	\$ 12,058,628	
7	Audit Fund	\$ 67,702	
8	Liability, Protection, and Settlement Fund	\$ 524,203	
9	Auxiliary Enterprises Fund (subsidy only)	\$ 1,033,503	
<b>10</b>	<b>TOTAL NONCAPITAL EXPENDITURES (sum of lines 1-9)</b>		<b>\$ 42,511,696</b>
11	Depreciation on capital outlay expenditures (equipment, buildings, and fixed equipment paid) from sources other than state and federal funds	\$ 2,366,632	
<b>12</b>	<b>TOTAL COSTS INCLUDED (line 10 plus line 11)</b>		<b>\$ 44,878,328</b>
13	Total certified semester credit hours for FY 2010	\$ 167,362	
<b>14</b>	<b>PER CAPITA COST (line 12 divided by line 13)</b>		<b>\$ 268.15</b>
15	All FY 2010 state and federal operating grants for noncapital expenditures DO NOT INCLUDE ICCB GRANTS	\$ 11,885,794	
16	FY 2010 state and federal grants per semester credit hour (line 15 divided by line 13)		\$ 71.02
17	District's average ICCB grant rate (excluding equalization grants) for FY 2011		\$ 37.43
18	District's student tuition and fee rate per semester credit hour for FY 2011		\$ 86.00
19	Chargeback reimbursement per semester credit hour (line 14 less lines 16, 17, and 18)		<u>\$ 73.70</u>

Approved: \_\_\_\_\_  
 Chief Fiscal Officer / Date

Approved: \_\_\_\_\_  
 Chief Executive Officer / Date

**Agenda Item #9D**

**2010 Estimated Tax Levy Resolution**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 21, 2010  
SUBJECT: 2010 Estimated Tax Levy Resolution

Each year the Board of Trustees must certify the District's estimated tax levy for the year. The 2010 estimated tax levy resolution for taxes due and collectible in 2011 follows this memo.

The resolution establishes the levy for the education fund and the operations and maintenance fund. In addition, the District's certificate of tax levy will carry a statement that an additional levy must be made by each county clerk for each of the outstanding bond issues, tort liability, workers compensation, audit, and unemployment and other insurance.

I ask the Board's approval of this Estimated Tax Levy Resolution.

TLB/cr

Attachment

**RESOLUTION REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 2010**

WHEREAS, the Truth in Taxation Law 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; and

WHEREAS, if 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 shall be given and a public hearing shall be 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; and

WHEREAS, the aggregate amount of property taxes extended or estimated to be extended for 2009 was:

Education Purposes	\$2,219,956
Operations and Maintenance Purposes	951,410
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	435,387
Audit	62,435
Other	0
 Total	 \$3,669,188

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2010 is as follows:

Education Purposes	\$2,450,000
Operations and Maintenance Purposes	1,050,000
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	475,000
Audit	80,000
Other	0
 Total	 \$4,055,000

WHEREAS, the Truth in Taxation Law, as amended, requires that all taxing districts in the State of Illinois provide a date in the Notice concerning the levies made for debt service made pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the aggregate amount of property taxes extended for the bond and interest purposes for 2009 was \$1,614,590; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2010 is \$1,844,558.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees, Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, as follows:

**Section 1:** The aggregate amount of taxes estimated to be levied for the year 2010 is \$4,055,000.

**Section 2:** The aggregate amount of taxes estimated to be levied for the year 2010 does exceed 105% of the taxes extended by the district in the year 2009.

**Section 3:** The aggregate amount of taxes estimated to be levied for the year 2010 for debt service is a 12% increase over the taxes extended for debt service for 2009.

**Section 4:** Public notice shall be given in the following newspapers of general circulation in said 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

and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with type no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

NOTICE OF PROPOSED TAX INCREASE FOR  
ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529

- I. A public hearing to approve a proposed property tax levy increase for Illinois Eastern Community Colleges District No. 529 for 2010 will be held on October 19, 2010 at 6:00 p.m. at Olney Central College, Olney, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Roger Browning, Chief Finance Officer, 233 East Chestnut Street, Olney, IL 62450; phone: (618-393-2982).

- II. The corporate and special purpose property taxes extended or abated for the year 2009 were \$3,669,188.

The proposed corporate and special purpose property taxes to be levied for 2010 are \$4,055,000. This represents a 10% increase over the previous year extension.

- III. The property taxes extended for debt service for 2009 were \$1,614,590.

The estimated property taxes to be levied for debt service and public building commission leases for 2010 are \$1,844,558. This represents a 12% decrease over the previous year.

- IV. The total property taxes extended or abated for 2009 were \$5,283,778.

The estimated total property taxes to be levied for 2010 are \$5,899,558. This represents an 11% increase over the previous year extension.

**Section 5:** This resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 21st day of September 2010.

BOARD OF TRUSTEES  
ILLINOIS EASTERN COMMUNITY COLLEGES  
COUNTIES OF RICHLAND, CLARK, CLAY,  
CRAWFORD, CUMBERLAND, EDWARDS,  
HAMILTON, JASPER, LAWRENCE, WABASH,  
WAYNE AND WHITE  
STATE OF ILLINOIS

By: \_\_\_\_\_  
Chairman

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

**Agenda Item #9E**

**Resolution Establishing Tax Levy Hearing**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 21, 2010  
SUBJECT: Resolution Establishing Tax Levy Hearing

The Board of Trustees annually adopts a resolution establishing the District's estimated tax levy. If the adoption of that resolution results in a greater than 5% increase in the proposed property tax levy (exclusive of bond and interest costs), a tax levy hearing must be held.

The resolution which follows would:

- 1) Establish a fiscal year of July 1, 2011 – June 30, 2012
- 2) Require the publication of a public notice of a hearing on the tax levy
- 3) Require a hearing on October 19, 2010
- 4) Notify the public that a tax levy would be adopted by the Board on October 19, 2010.

I ask the approval of the Resolution Establishing a Tax Levy Hearing.

TLB/cr

Attachment

RESOLUTION  
ESTIMATED 2010 TAX LEVY  
HEARING

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community College District No. 529 of the State of Illinois, that the following requirements are hereby established relative to the tax levy for said community college district for 2010 for taxes due and collectible in 2011:

1. Date of Fiscal Year: July 1, 2011 - June 30, 2012
2. Publication of Notice of Public Hearing on Tax Levy: After October 5, 2010 and before October 12, 2010.
3. Public Hearing on Tax Levy: October 19, 2010, at the hour of 6:00 p.m. to 6:30 p.m., local time, Olney Central College, 305 North West Street, Olney, Illinois.
4. Adoption of Tax Levy: October 19, 2010, following the Public Hearing.

BY ORDER OF THE BOARD OF TRUSTEES  
ILLINOIS EASTERN COMMUNITY COLLEGE  
DISTRICT NO. 529

---

Chairman, Board of Trustees Date

---

Secretary, Board of Trustees Date

**Agenda Item #9F**

**FY2010 Audit**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 21, 2010  
RE: FY2010 Audit

The Illinois Community College Board (ICCB) requires the Board of Trustees to complete and approve an annual audit and that it be forwarded to the ICCB for filing by October 15th.

The Audit Committee comprised of Trustee Marilyn Wolfe and alternate member Trustee Walter Koertge met with the Chief Executive Officer, the Chief Finance Officer, and the independent auditors on September 13, 2010. The draft audit was reviewed in detail. The audit indicated that there were no adverse findings and that the District complied with generally accepted accounting principles. The Audit Committee will report on its review of the audit and its meeting with the auditors.

I ask that the Board pass a resolution to accept the audit and to authorize that the audit be filed with the Illinois Community College Board.

TLB/cr

Attachment

RESOLUTION OF THE BOARD OF TRUSTEES

ANNUAL AUDIT

WHEREAS, 110 ILCS 805/3-22.1 of the Illinois Public Community College Act requires the conduct of an annual audit for Illinois Eastern Community College District 529,

WHEREAS, it is required that the Board of Trustees review and accept the annual audit.

WHEREAS, it is required that the audit be submitted to the Illinois Community College Board,

THEREFORE, SO BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community College District #529, accepts and approves the annual audit of the district as submitted by Clifton Gunderson LLP.

FURTHER, BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community Colleges District 529 authorizes the Chief Executive Officer to submit the audit to the Illinois Community College Board.

By order of the Board of Trustees.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
DATE

**Agenda Item #9G**

**Extension of Termination Date - Lawrenceville TIF**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 21, 2010  
RE: Extension of Termination Date - Lawrenceville TIF

The existing Tax Increment Financing Redevelopment Plan Area 1 (TIF) is set to expire in 2012. The City of Lawrenceville has asked that the Board of Trustees approve a five year extension on the termination date from 2012 to 2017 giving the TIF District a total life of 28 years.

According to Lawrenceville Mayor Brian Straub all other taxing bodies within the TIF District have approved the extension of the termination date.

I ask the Board's approval of this extension of the TIF District termination date.

TLB/rs

Attachment

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING THE EXTENSION OF THE TERMINATION DATE  
FOR THE CITY OF LAWRENCEVILLE, ILLINOIS TAX INCREMENT FINANCING  
REDEVELOPMENT AREA 1**

WHEREAS, the City of Lawrenceville, Illinois (City) has made it known to the **Illinois Eastern Community College District**, of its intention of seeking an extension of the termination date of its Tax Increment Financing Redevelopment Area 1 by a legislative enactment of the General Assembly of the State of Illinois; and

WHEREAS, this public taxing authority finds that extension of the termination date of the City's Tax Increment Financing Redevelopment Area 1 will serve the economic interest of all local taxing authorities and the entire community by stimulating economic development;

NOW, THEREFORE, BE IT RESOLVED by the Illinois Eastern Community College District as follows:

The Illinois Eastern Community College District hereby approves the extension of the termination date of the Lawrenceville Illinois Tax Increment Financing Redevelopment Area 1 not later than December 31 of the year in which payment to the municipal treasurer as provided in subsection (b) of Section 11-74.4-8 of the Tax Increment Allocation Redevelopment Act is to be made with respect to ad valorem taxes levied on the 28<sup>th</sup> calendar year of the year in which the ordinance approving the redevelopment project area was adopted.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

Illinois Eastern Community College District

By: \_\_\_\_\_  
Board President

Attest:

\_\_\_\_\_  
Board Secretary

**Agenda Item #9H**

**Appointment of Clerk**

MEMORANDUM

TO; Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 21, 2010  
RE: Appointment of Election Clerk and Alternate

To conduct the election for members of the Board of Trustees the Board is required to appoint an election clerk and an alternate. In the past, the Board has appointed the Secretary to the Board, Harry Hillis as Clerk and Renee Smith as the Alternate Clerk.

I ask the Board to appoint Harry Hillis, Clerk and Renee Smith, Alternate Clerk for the purposes of conducting the Board Election and that they serve until such time as their successors are appointed and qualified.

TLB/rs

**Agenda Item #9I**

**Affiliation Agreement with Sullivan County Community Hospital  
(Medical Office Assistant)**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 21, 2010  
RE: Affiliation Agreement with Sullivan County Community  
Hospital (Medical Office Assistant)

IECC wishes to enter into an affiliation agreement with Sullivan County Community Hospital located in Sullivan, Indiana.

This affiliation agreement is for the Medical Office Assistant Program located at Olney Central College.

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

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE  
MEDICAL OFFICE ASSISTANT PROGRAM**

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and SULLIVAN COUNTY COMMUNITY HOSPITAL (hereinafter referred to as AGENCY):

**WITNESSETH THAT:**

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Medical Office Assistant Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience in the field of Office Technologies,

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

1. The AGENCY agrees to make its facilities available for medical office assistant internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.
4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.
5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

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

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE nor AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its

employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may be made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

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

AGENCY

Sullivan County Community Hospital  
Sullivan  
Indiana

OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Chair, IECC Board of Trustees

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

\_\_\_\_\_  
Dean, Olney Central College

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

\_\_\_\_\_  
Internship Program Coordinator

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

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.

**Agenda Item #9J**

**Affiliation Agreement with Heritage Woods (Medical Office Assistant)**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 21, 2010  
RE: Affiliation Agreement with Heritage Woods (Medical Office Assistant)

IECC wishes to enter into an affiliation agreement with Heritage Woods located in Flora, Illinois.

This affiliation agreement is for the Medical Office Assistant Program located at Olney Central College.

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

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE  
MEDICAL OFFICE ASSISTANT PROGRAM**

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and HERITAGE WOODS (hereinafter referred to as AGENCY):

**WITNESSETH THAT:**

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Medical Office Assistant Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience in the field of Office Technologies,

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

1. The AGENCY agrees to make its facilities available for medical office assistant internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.
4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.
5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

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

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE nor AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may be made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL

COLLEGE's Medical Office Assistant Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

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

AGENCY

OLNEY CENTRAL COLLEGE

HERITAGE WOODS

Flora

IL

\_\_\_\_\_  
Chair, IECC Board of Trustees

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

\_\_\_\_\_  
Dean, Olney Central College

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

\_\_\_\_\_  
Internship Program Coordinator

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

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.

**Agenda Item #9K**

**Affiliation Agreement with Adams Family Eye Care (Medical Office Assistant)**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 21, 2010  
RE: Affiliation Agreement with Adams Eye Care (Medical Office Assistant)

IECC wishes to enter into an affiliation agreement with Adams Family Eye Care located in Lawrenceville, Illinois.

This affiliation agreement is for the Medical Office Assistant Program at Olney Central College.

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

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE  
MEDICAL OFFICE ASSISTANT PROGRAM**

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and ADAMS FAMILY EYE CARE, PC (hereinafter referred to as AGENCY):

**WITNESSETH THAT:**

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Medical Office Assistant Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience in the field of Office Technologies,

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

1. The AGENCY agrees to make its facilities available for medical office assistant internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.
4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.
5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

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

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE nor AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may be made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

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

AGENCY

Adams Family Eye Care, PC  
Lawrenceville  
IL

OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Chair, IECC Board of Trustees

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

\_\_\_\_\_  
Dean, Olney Central College

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

\_\_\_\_\_  
Internship Program Coordinator

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

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.

**Agenda Item #9L**

**Affiliation Agreement with East Richland Elementary  
School (Administrative Information Technology)**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 21, 2010  
RE: Affiliation Agreement with East Richland Elementary  
School (Administrative Information Technology)

IECC wishes to enter into an affiliation agreement with East Richland Elementary School located in Olney, Illinois.

This affiliation agreement is for the Administrative Information Technology Program at Olney Central College.

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

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE  
ADMINISTRATIVE INFORMATION TECHNOLOGY PROGRAMS**

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Administrative Information Technology Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE) and EAST RICHLAND ELEMENTARY SCHOOL (hereinafter referred to as AGENCY):

**WITNESSETH THAT:**

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Administrative Information Technology Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience in the field of Office Technologies,

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

1. The AGENCY agrees to make its facilities available for administrative information technology internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.
4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.
5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

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

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE nor AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.
8. An annual review of the agreement may be made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL

COLLEGE's Administrative Information Technology Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

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

AGENCY  
East Richland Elementary School, Olney, IL

OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Chair, IECC Board of Trustees

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

\_\_\_\_\_  
Dean, Olney Central College

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

\_\_\_\_\_  
Internship Program Coordinator

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

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.

September 4, 2008

**Agenda Item #9M**

**Affiliation Agreement with Wabash General Hospital (Basic Nurse Assistant)**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 21, 2010  
RE: Affiliation Agreement with Wabash General Hospital (Basic Nurse Assistant)

IECC wishes to enter into an affiliation agreement with the Wabash General Hospital located in Mt. Carmel, Illinois.

This affiliation agreement is for the Basic Nurse Assistant Program located at Wabash Valley College.

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

TLB/rs

Attachment

## **AFFILIATION AGREEMENT**

Between  
ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529  
WABASH VALLEY COLLEGE  
And  
WABASH GENERAL HOSPITAL  
for  
Basic Nurse Assistant Training Program

THIS AGREEMENT made and entered into this 21<sup>st</sup> day of September, 2010 and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: WABASH VALLEY COLLEGE (hereinafter referred to as DISTRICT), for its BASIC NURSE ASSISTANT TRAINING Programs (hereinafter referred to as PROGRAM) and Wabash General Hospital, Mt. Carmel, Illinois (hereinafter referred to as AGENCY), WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the PROGRAM for observation and participation by the students and faculty of the DISTRICT's PROGRAM, subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Program Director of the Basic Nurse Assistant Training Program on behalf of the DISTRICT and the Administrator on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The use of AGENCY facilities will be consistent with, and in conformity will all applicable rules, regulations, and policies of the AGENCY; and the PROGRAM on behalf of the DISTRICT will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY's Administrator will retain full authority and make final decisions for procedures assigned to PROGRAM students;
4. The care of the patient will at all times remain the full responsibility of the AGENCY;

5. DISTRICT will be responsible for the administration of the program, including admissions, academic guidance, and registration of students; supervision of program students; supervising program faculty; curriculum quality; and ensuring that the program stays in compliance with State and National accrediting agency guidelines;
6. Persons enrolled and provided instruction at AGENCY shall be DISTRICT students and shall be entitled to all benefits and privileges and subject to all obligations contained in DISTRICT catalog, which is included by reference and made a part of this contract;
7. The DISTRICT shall coordinate with the AGENCY to identify the exact numbers of students to be enrolled in the PROGRAM. Admission is subject to all obligations contained in the DISTRICT's and AGENCY's admission policies and procedures, which is included by reference and made a part of this contract;
8. DISTRICT faculty will:
  - a. be responsible for the guiding students and teaching the PROGRAM;
  - b. work with the staff of the AGENCY in coordination of the clinical laboratory objectives to be completed at the AGENCY;
  - c. coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
  - d. review and evaluate, in cooperation with the Agency, the student's progress in the clinical setting;
9. The AGENCY's Administrator will coordinate with the DISTRICT and the AGENCY's preceptor to ensure that specific assignment of learning experiences to specific students is consistent with PROGRAM outcomes/objectives. Assigned experiences will be selected for the educational benefit of the student. The District will provide the AGENCY a written set of clinical outcomes/objectives;
10. Students will not be assigned experiences in a manner that would permit them to replace a regular employee;
11. Supervision of the health of all students making use of any of the AGENCY's facilities, as contemplated herein; will be the responsibility of the DISTRICT, and will comply with the policies of the AGENCY;
12. PROGRAM students and Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY;
13. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees;

14. This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job;
15. Prior to the use of any AGENCY facilities, under the contemplated program, the DISTRICT will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY;
16. The faculty and students of the DISTRICT participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT PROGRAM faculty may be included in demonstrations of new equipment and techniques;
17. The DISTRICT will provide a PROGRAM orientation for the AGENCY staff;
18. PROGRAM students and faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records;
19. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. PROGRAM Faculty and students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY;
20. An annual review may be requested by either party by June 1 of each calendar year. A formal review shall be made every three years. Either party hereto may terminate this agreement provided all currently enrolled students have adequate time to complete PROGRAM requirements. Upon request for termination by either party, no new students shall be assigned to the AGENCY;
21. This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof and constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by duly authorized officials of the DISTRICT and AGENCY this 21<sup>ST</sup> day of September, 2010.

WABASH GENERAL HOSPITAL

ILLINOIS EASTERN  
COMMUNITY COLLEGE  
DISTRICT #529, WABASH  
VALLEYCOLLEGE

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Chairman, IECC Board of Trustees

\_\_\_\_\_  
Agency Representative

\_\_\_\_\_  
CEO, Illinois Eastern Community  
Colleges

\_\_\_\_\_  
President, Wabash Valley College

**Agenda Item #9N**

**Affiliation Agreement with Terre Haute Regional Hospital (Associate Degree in Nursing)**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 21, 2  
RE: Affiliation Agreement with Terre Haute Regional Hospital (Nursing)

IECC wishes to enter into an affiliation agreement with Terre Haute Regional Hospital located in Terre Haute, Indiana.

This affiliation agreement is for the Associate Degree in Nursing Program at Lincoln Trail College.

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

TLB/rs

Attachment

## SCHOOL AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT (the "Agreement") is made as of this 1st day of September, 2010 by and between IECC/OCC Lincoln Trail College, hereinafter referred to as "School" and Terre Haute Regional Hospital, LP, d/b/a Terre Haute Regional Hospital, hereinafter referred to as "Hospital".

### WITNESSETH:

WHEREAS, School offers to enrolled students a degree program in the field of nursing;  
and

WHEREAS, Hospital operates a comprehensive acute-care medical-surgical facility; and

WHEREAS, School desires to provide to its students a clinical learning experience through the application of knowledge and skills in actual patient-centered situations in a health care facility; and

WHEREAS, Hospital has agreed to make its facility available to School for such purposes.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

#### 1. RESPONSIBILITIES OF SCHOOL.

- (a) **Clinical Program**. School shall be responsible for the implementation and operation of the clinical component of its program at Hospital ("Program"), which Program shall be approved in advance by Hospital. Such responsibilities shall include, but not be limited to, the following:
- (i) Orientation of students to the clinical experience at Hospital;
  - (ii) Provision of classroom theory and practical instruction to students prior to their clinical assignments at Hospital;
  - (iii) Preparation of student/patient assignments and rotation plans for each student and coordination of same with Hospital;
  - (iv) Continuing oral and written communication with Hospital regarding student performance and evaluation, absences and assignments of students, and other pertinent information;
  - (v) Supervision of students and their performance at Hospital;
  - (vi) Participation, with the students, in Hospital's Quality Assurance and related programs;

- (vii) Performance of such other duties as may from time to time be agreed to between School and Hospital;
- (viii) Provide adequate documentation attesting to competency of each instructor.

All students, faculty, employees, agents and representatives of School participating in the Program at Hospital (the "Program Participants") shall be accountable to the Hospital's Administrator.

- (b) **Student Statements.** School shall require each Program Participant to sign a Statement of Responsibility, in the form attached hereto as Exhibit A, and a Statement of Confidentiality and Security, in the form attached hereto as Exhibit B.
- (c) **Insurance.** School shall obtain and maintain, or shall require each individual Program Participant to obtain and maintain, occurrence-type general and professional liability insurance coverage in amounts not less than Two Hundred Fifty Thousand Dollars (\$250,000.00) per occurrence and Seven Hundred Fifty Thousand Dollars (\$750,000.00) annual aggregate per Program Participant, with insurance carriers or self insurance programs approved by Hospital and covering the acts and omissions of Program Participants. If such coverage is provided on a claims-made basis, then such insurance shall continue throughout the term of this Agreement and upon the termination of this Agreement, or the expiration or cancellation of the insurance, School shall purchase, or shall require each individual Program Participant to purchase, tail coverage for a period of three years after the termination of this Agreement or the expiration or cancellation of the claim-made coverage (said tail coverage shall be in amounts and type equivalent to the claims-made coverage). School shall further, at its expense, obtain and maintain workers' compensation insurance and unemployment insurance for School employees assigned to Hospital. For all insurance required by this Paragraph 1(c), School shall require the insurance carrier notify Hospital at least thirty (30) days in advance of any cancellation or modification of such insurance policy and shall provide to Hospital, upon request, certificates of insurance evidencing the above coverage and renewals thereof.
- (d) **Health of Program Participants.** All Program Participants shall pass a medical examination acceptable to Hospital prior to their participation in the Program at Hospital at least once a year or as otherwise required by Indiana law. School and/or the Program Participant shall be responsible for arranging for the Program Participant's medical care and/or treatment, if necessary, including transportation in case of illness or injury while participating in the Program at Hospital. In no event shall Hospital be financially or otherwise responsible for said medical care and treatment. Program Participants will present the following health records on the first day of their educational experience at Hospital (Program Participants will not be allowed to commence experiences until all records):

- (i) Tuberculin skin test within the past 12 months or documentation as a previous positive reactor; and
  - (ii) Proof of Rubella and Rubeola immunity by positive antibody titers or 2 doses of MMR; and
  - (iii) Varicella immunity, by positive history of chickenpox or proof of Varicella immunization; and
  - (iv) Proof of Hepatitis B immunization or declination of vaccine, if patient contact is anticipated.
- (e) **Dress Code; Breaks.** School shall require the students to dress in accordance with dress and personal appearance standards approved by School. Such standards shall be in accordance with Hospital's standards regarding same. All Program Participants shall remain on the Hospital premises for breaks, including meals. Program Participants shall pay for their own meals at Hospital.
- (f) **Performance.** All faculty provided by School shall be duly licensed, certified or otherwise qualified to participate in the Program at Hospital. School shall have a specially designated staff for the performance of the services specified herein. School and all Program Participants shall perform its and their duties and services hereunder in accordance with all relevant local, state, and federal laws and shall comply with the standards and guidelines of all applicable accrediting bodies and the bylaws, rules and regulations of Hospital and any rules and regulations of School as may be in effect from time to time. Neither School nor any Program Participant shall interfere with or adversely affect the operation of Hospital or the performance of services therein.
- (g) **Background Checks.** School shall, in a timely manner at either School's expense or the Program Participant's expense, conduct (or have conducted) a background check on each and every student assigned to the Program and every member of the staff/faculty responsible for supervision and/or instruction. If School has students or staff/faculty on-site at Hospital prior to the execution of this Agreement, then School shall immediately conduct a retrospective background check on such persons. The background check shall include, at a minimum, the following:
- (i) Social Security number verification;
  - (ii) 7-year Multi-County Felony and Related Misdemeanor Criminal Record search;
  - (iii) Two standard employment history references (if applicable);
  - (iv) HHS/OIG List of Excluded Individuals/Entities – GSA List of Parties Excluded from Federal Programs;

- (v) Education verification (highest degree received);
- (vi) If applicable, professional licensure verification and professional disciplinary action check;
- (vii) If applicable, certification/designation checks.

Should the background check disclose adverse information as to any student and/or member of the staff/faculty, School shall immediately remove said student and/or member of the staff/faculty from participation in the Program at Hospital.

- (h) **School Status.** School represents and warrants to Hospital that the School and its Program Participants participating hereunder: (i) are not currently excluded, debarred, or otherwise ineligible to participate in the Federal health care programs as defined in 42 U.S.C. Section 1320a-7b(f) (the “Federal health care programs”); (ii) are not convicted of a criminal offense related to the provision of health care items or services but has not yet been excluded, debarred or otherwise declared ineligible to participate in the Federal health care programs, and (iii) are not under investigation or otherwise aware of any circumstances which may result in the School or a Program Participant being excluded from participation in the Federal health care programs. This shall be an ongoing representation and warranty during the term of this Agreement and the School shall immediately notify Hospital of any change in status of the representation and warranty set forth in this section. Any breach of this Paragraph 1(h) shall give Hospital the right to immediately terminate this Agreement for cause.

## 2. **RESPONSIBILITIES OF HOSPITAL.**

- (a) Hospital shall accept the Program Participants assigned to the Program by School and reasonably cooperate in the orientation of all Program Participants to Hospital. Hospital shall provide reasonable opportunities for such Program Participants, who shall be supervised by School and Hospital, to observe and assist in various aspects of patient care to the extent permitted by applicable law and without disruption of patient care or Hospital operations. Hospital shall coordinate School's rotation and assignment schedule with its own schedule and those of other educational institutions. Hospital shall at all times retain ultimate control of the Hospital and responsibility for patient care.
- (b) Upon the request of School, Hospital shall assist School in the evaluation of each Program Participant's performance in the Program. However, School shall at all times remain solely responsible for the evaluation and grading of Program Participants.

## 3. **MUTUAL RESPONSIBILITIES.** The parties shall cooperate to fulfill the following mutual responsibilities:

- (a) Students shall be treated as trainees who have no expectation of receiving compensation or future employment from the Hospital or the School.
- (b) Any courtesy appointments to faculty or staff by either the School or Hospital shall be without entitlement of the individual to compensation or benefits for the appointed party.

**4. WITHDRAWAL OF PROGRAM PARTICIPANTS.**

Hospital may request School to withdraw or dismiss a student or other Program Participant from the Program at Hospital when his or her clinical performance is unsatisfactory to Hospital or his or her behavior, in Hospital's discretion, is disruptive or detrimental to Hospital and/or its patients. In such event, said Program Participant's participation in the Program at Hospital shall immediately cease. It is understood that only School can dismiss the Program Participant from the Program.

**5. INDEPENDENT CONTRACTOR; NO OTHER BENEFICIARIES.**

The parties hereby acknowledge that they are independent contractors, and neither the School nor any of its agents, representatives, Program Participants, or employees shall be considered agents, representatives, or employees of Hospital. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the parties hereto. School shall be liable for its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits. No Program Participant shall look to Hospital for any salaries, insurance or other benefits. No Program Participant or other third person is entitled to, and shall not, receive any rights under this Agreement.

**6. NON-DISCRIMINATION.**

There shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, veteran status, or handicap in either the selection of students for participation in the Program, or as to any aspect of the clinical training; provided, however, that with respect to handicap, the handicap must not be such as would, even with reasonable accommodation, in and of itself preclude the Program Participant's effective participation in the Program.

**7. INDEMNIFICATION.**

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

compromising actions brought against School arising out of or related to the Hospital's performance of duties hereunder.

#### **8. CONFIDENTIALITY.**

School and its agents, Program Participants, faculty, representatives and employees agree to keep strictly confidential and hold in trust all confidential information of Hospital and/or its patients and not disclose or reveal any confidential information to any third party without the express prior written consent of Hospital. School shall not disclose the terms of this Agreement to any person who is not a party to this Agreement, except as required by law or as authorized by Hospital. Unauthorized disclosure of confidential information or of the terms of this Agreement shall be a material breach of this Agreement and shall provide Hospital with the option of pursuing remedies for breach, or, notwithstanding any other provision of this Agreement, immediately terminating this Agreement upon written notice to School.

#### **9. TERM; TERMINATION.**

- (a) The initial term of this Agreement shall be three (3) year(s), commencing on September 1, 2010 and ending on August 31, 2013.
- (b) Except as otherwise provided herein, either party may terminate this Agreement at any time without cause upon at least thirty (30) days prior written notice, provided that all students currently enrolled in the Program at Hospital at the time of notice of termination shall be given the opportunity to complete their clinical Program at Hospital, such completion not to exceed six (6) months.

#### **10. ENTIRE AGREEMENT.**

This Agreement and its accompanying Exhibits set forth the entire Agreement with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement. All continuing covenants, duties and obligations herein shall survive the expiration or earlier termination of this Agreement.

#### **11. SEVERABILITY.**

If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

**12. CAPTIONS.**

The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

**13. NO WAIVER.**

Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any of the provisions contained herein.

**14. GOVERNING LAW.**

This Agreement shall be governed and construed in accordance with the laws of the State of Indiana.

**15. ASSIGNMENT; BINDING EFFECT.**

School may not assign or transfer any of its rights, duties or obligations under this Agreement, in whole or in part, without the prior written consent of Hospital. This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns.

**16. NOTICES.**

All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, addressed as follows:

If to Hospital: Terre Haute Regional Hospital  
3901 South Seventh Street  
Terre Haute, IN 47802  
Attention: Brian Bauer, Chief Executive Officer

Copy to: Legal Department  
P.O. Box 550  
Nashville, TN 37202  
Attention: Operations Counsel

If to School: IECC/OCC Lincoln Trail College  
11220 State Highway 1  
Robinson, IL 62454  
Attention: Angelia Williams, MSN, RN

or to such other persons or places as either party may from time to time designate by written notice to the other.

#### 17. EXECUTION OF AGREEMENT.

This Agreement shall not become effective or in force until all of the below named parties have fully executed this Agreement.

#### 18. HIPAA Requirements.

School acknowledges that Hospital is a **“covered entity”** as that term is defined at 45 C.F.R. §160.103. School agrees to comply with the Health Information Technology for Economic and Clinical Health Act of 2009 (the "HITECH Act"), the Administrative Simplification Provisions of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C.A. §1320d *et seq.* (**“HIPAA”**) and any current and future regulations promulgated under the HITECH Act or HIPAA, including without limitation the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 (the **“Federal Privacy Regulations”**), the federal security standards contained in 45 C.F.R. Parts 160, 162 and 164 (the **“Federal Security Regulations”**), and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162 (the **“Federal Electronic Transaction Regulations”**), all as amended from time to time and collectively referred to herein as the **“HIPAA Requirements”**. School agrees not to use or further disclose any “Protected Health Information,” including “Electronic Protected Health Information,” (as such terms are defined in the HIPAA Requirements) other than as permitted by the HIPAA Requirements and the terms of this Agreement and the Business Associate Agreement attached hereto as Attachment F.

School will make its internal practices, books, and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the HIPAA Requirements.

The School shall direct its Program Participants to comply with the policies and procedures of Hospital, including those governing the use and disclosure of individually identifiable health information under federal law, specifically 45 CFR parts 160, 162 and 164. Solely for the purpose of defining the Program Participants' role in relation to the use and disclosure of Hospital's protected health information, the Program Participants are defined as members of the Hospital's workforce, as that term is defined by 45 CFR 160.103, when engaged in activities pursuant to this Agreement. However, the Program Participants are not and shall not be considered to be employees of Hospital.

#### 19. No Requirement to Refer.

Nothing in this Agreement requires or obligates School to admit or cause the admittance of a patient to Hospital or to use Hospital's services. None of the benefits granted pursuant to this Agreement is conditioned on any requirement or expectation that the parties make referrals to, be in a position to make or influence referrals to, or otherwise generate business for the other party.

Neither party is restricted from referring any services to, or otherwise generating any business for, any other entity of their choosing.

THE PARTIES HERETO have executed this Agreement as of the day and year first above written.

IECC/OCC Lincoln Trail College

By: \_\_\_\_\_

Title: \_\_\_\_\_

Terre Haute Regional Hospital

By: \_\_\_\_\_

Brian Bauer

Title: Chief Executive Officer

**EXHIBIT A**

**STATEMENT OF RESPONSIBILITY**

For and in consideration of the benefit provided the undersigned in the form of experience in a clinical setting at \_\_\_\_\_ ("Hospital"), the undersigned and his/her heirs, successors and/or assigns do hereby covenant and agree to assume all risks and be solely responsible for any injury or loss sustained by the undersigned while participating in the Program operated by \_\_\_\_\_ ("School") at Hospital unless such injury or loss arises solely out of Hospital's gross negligence or willful misconduct.

\_\_\_\_\_  
Signature of Program Participant/Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian if Program Participant is under 18/Print Name

\_\_\_\_\_  
Date

## EXHIBIT B

### PROTECTED HEALTH INFORMATION, CONFIDENTIALITY, AND SECURITY AGREEMENT

- Protected Health Information (PHI) includes patient information based on examination, test results, diagnoses, response to treatment, observation, or conversation with the patient. This information is protected and the patient has a right to the confidentiality of his or her patient care information whether this information is in written, electronic, or verbal format. PHI is individually-identifiable information that includes, but is not limited to, patient's name, account number, birthdate, admission and discharge dates, photographs, and health plan beneficiary number.
- Medical records, case histories, medical reports, images, raw test results, and medical dictations from healthcare facilities are used for student learning activities. Although patient identification is removed, all healthcare information must be protected and treated as confidential.
- Students enrolled in school programs or courses and responsible faculty are given access to patient information. Students are exposed to PHI during their clinical rotations in healthcare facilities.
- Students and responsible faculty may be issued computer identifications (IDs) and passwords to access PHI.

*Initial each to accept the Policy*

Initial	Policy
	1. It is the policy of the school/institution to keep PHI confidential and secure.
	2. Any or all PHI, regardless of medium (paper, verbal, electronic, image or any other), is not to be disclosed or discussed with anyone outside those supervising, sponsoring or directly related to the learning activity.
	3. Whether at the school or at a clinical site, students are not to discuss PHI, in general or in detail, in public areas under any circumstances, including hallways, cafeterias, elevators, or any other area where unauthorized people or those who do not have a need-to-know may overhear.
	4. Unauthorized removal of any part of original medical records is prohibited. Students and faculty may not release or display copies of PHI. Case presentation material will be used in accordance with healthcare facility policies.
	5. Students and faculty shall not access data on patients for whom they have no responsibilities or a "need-to-know" the content of PHI concerning those patients.
	6. A computer ID and password are assigned to individual students and faculty. Students and faculty are responsible and accountable for all work done under the associated access.
	7. Computer IDs or passwords may not be disclosed to anyone. Students and faculty are prohibited from attempting to learn or use another person's computer ID or password.
	8. Students and faculty agree to follow Hospital's privacy policies.
	9. Breach of patient confidentiality by disregarding the policies governing PHI is grounds for dismissal from the Hospital.

- I agree to abide by the above policies and other policies at the clinical site. I further agree to keep PHI confidential.
- I understand that failure to comply with these policies will result in disciplinary actions.
- I understand that Federal and State laws govern the confidentiality and security of PHI and that unauthorized disclosure of PHI is a violation of law and may result in civil and criminal penalties.

\_\_\_\_\_  
Signature of Program Participant/Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian if Program Participant is under 18/Print Name

\_\_\_\_\_  
Date

**Agenda Item #10**

**Bid Committee Report**

## BID COMMITTEE REPORT

September 21, 2010

### Frontier Community College

1. Used 2009 or Newer Mini-Van

### Lincoln Trail College

1. Acrylic Distillation Tower for Process Technology

### Wabash Valley College

1. Automation Training Equipment for Advanced Manufacturing Technology
2. HVAC Training System for Advanced Manufacturing Technology

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Bid Recommendation – Used 2009 or Newer Mini-Van

DATE: September 21, 2010

The Bid Committee recommends acceptance of the low bid received that meets all specifications from Lemond's Chrysler Center located in Fairfield, IL for a 2010 Chrysler Town & Country LX, for a total bid of \$14,330.00.

A Bid Tabulation Sheet is attached.

Respectfully submitted,

Terry Bruce  
Harry Hillis, Jr.  
LaVonna Miller  
Tim Taylor

Source of Funds: Education Fund

Department: Emergency Preparedness

Rationale for Purchase: The mini-van will be used for Emergency Preparedness training equipment deliveries throughout the District.

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

**Frontier Community College**  
**Used 2009 or newer mini-van with trade-in of 2004 Chevrolet Venture with 117,000 miles**

**BID TABULATION**

<b>Company</b>	<b>Year/Make/Model</b>	<b>Mileage</b>	<b>Bid</b>	<b>Less Trade-in</b>	<b>Total Bid</b>
King City Mt. Vernon, IL	2010 Dodge Grand Caravan	10	\$22,155.00	\$2,000.00	\$20,155.00
King City Mt. Vernon, IL	2010 Dodge Grand Caravan	28,377	19,370	2,000.00	17,370.00
Lemond's Chrysler Center, Fairfield, IL	2010 Chrysler Town & Country LX	22,932	19,975.00	5,715.00	14,330.00
Max Dye, Inc. Salem, IL	2010 Chrysler Town & Country	25,453	23,995.00	5,130.00	18,865.00 +\$99 doc fee
Terry Wiseman's Robinson, IL	2009 Dodge Grand Caravan SE	26,771	18,600.00	4,000.00	14,705.00
Vogler Ford Carbondale, IL	2009 Dodge Journey SXT	10,300	18,500.00	2,000.00	16,500.00

**Used 2009 or newer mini-van meeting the following specifications: (In stock)**

Less than 30,000 miles

Remainder of original factory warranty

Center and rear fold-into-floor seats

V-6 engine

Automatic transmission

Power brakes

Power steering

Power locks

Front and rear heat and air conditioning

Cruise control

Tilt steering wheel

AM/FM radio

Floor mats front and rear

Body and interior to be in excellent condition

To include trade-in of 2004 Chevrolet Venture with 117,000 miles

NOTE: Following Board approval, bid will be awarded on September 21<sup>st</sup>, 2010.

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

VAN  
YEAR \_\_\_\_\_ COLOR \_\_\_\_\_ MILEAGE \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ BID \$ \_\_\_\_\_  
\_\_\_\_\_

LESS TRADE-IN \$ \_\_\_\_\_ TOTAL BID  
\$ \_\_\_\_\_

DELIVERY DATE \_\_\_\_\_

SIGNATURE\_\_\_\_\_

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

COMPANY\_\_\_\_\_

ADDRESS\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO \_\_\_\_\_

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

DATE \_\_\_\_\_

*Note: Please submit bid in duplicate*

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Bid Recommendation:  
Acrylic Distillation Tower – LTC Process Tech. Equipment  
Automation Training Equipment- WVC Energy Tech. Equipment  
HVAC Training System- WVC Advanced Manufacturing Tech. Equipment

DATE: September 21, 2010

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

**Acrylic Distillation Tower**

Bid Committee recommends acceptance of the low bid received that meets specifications from **Bayport Training & Technical Center located in LaPorte, Texas** for a total bid of **\$11,875.00**. The lowest bid from Design Assistance Corporation (DAC) was for a static trainer that does not flow any liquid. The equipment specification required “visual observation of flow,” (dynamic).

**Automation Training Equipment**  
**Portable Robotic Arm Laboratory**

Bid Committee recommends acceptance of the low bid received that meets specifications from **Fanuc Robotics America located in Hoffman Estates, Illinois** for a total bid of **\$38,196.00**. Vendor is unable to complete delivery within expected time, but specifications allow District to approve a later delivery date.

**Portable Parallel Linkage Robot Laboratory**

Bid Committee recommends acceptance of the low bid received that meet specifications from **Fanuc Robotics America located in Hoffman Estates, Illinois** for a total bid of **\$35,469.00**. Vendor is unable to complete delivery within expected time, but specifications allow District to approve a later delivery date.

**Portable Computer Integrated Manufacturing (CIM) Cell**

Bid Committee recommends acceptance of the low bid received that meets specifications from **Aidex Education located in Lexington, Ohio** for a total bid of **\$154,655.00**. Vendor is unable to complete delivery within expected time, but specifications allow District to approve a later delivery date.

## HVAC Training System

Bid Committee recommends acceptance of the low bid received that meets specifications from **Aidex Education located in Lexington, Ohio** for a total bid of **\$9,690.00**. Vendor is unable to complete delivery within expected time, but specifications allow District to approve a later delivery date.

A bid tabulation sheet is attached.

Acceptance of all bids is subject to Department of Labor approval.

Respectfully submitted,

Terry Bruce  
Mike Gill  
Harry Hillis, Jr.

Source of Funds: Department of Labor Grant

Department: LTC - Acrylic Distillation Tower  
WVC – Automation Training Equipment  
WVC - HVAC Training System

Rationale for Purchase:

### LTC - Acrylic Distillation Tower

Students will often encounter distillation towers as operators in process technology jobs. This small scale equipment will give them hands-on experience on how distillation towers work.

### WVC – Automation Training Equipment

Portable Robotic Arm Laboratory-

This is a mobile, hands-on training system that will teach students about versatile robots used in industrial applications.

Portable Parallel Linkage Robot Laboratory-

This is a mobile, hands-on training system that will teach students about robots used in high speed picking/packing and assembly operations.

Portable Computer Integrated Manufacturing (CIM) Cell-

This is a mobile, hands-on system that will teach CIM to students. It is a capstone trainer that integrates multiple automation components while utilizing and strengthening previous training on

computer aided design/manufacturing (CAD/CAM) and simulation, programmable logic controllers (PLC's), computer numerically controlled (CNC) machines, Mechatronics, robotics systems, vision systems, and gauging/measurement. It also enhances understanding of factory operations by including work orders, bills of material, routings, barcoding, assembly, inventory/warehouse management, forward/backward scheduling, costing, and data collection. The system also records key performance metrics like cycle time (for bottleneck determination), throughput, downtime statistics, and overall equipment efficiency.

#### WVC - HVAC Training System

Equipment interfaces other HVAC training equipment and will teach students about controls, ductwork, forced air flow, and insulation, and also simulate the effects of interior and exterior heating, light, and air moisture

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

LTC - Acrylic Distillation Tower  
WVC – Automation Training Equipment  
WVC - HVAC Training System

Qty	Equipment	Aidex Education Lexington, OH	Bayport Training La Porte, TX	Depco Pittsburg, KS	Design Assistance Corp. Swedesboro, NJ	FANUC Robotics America Hoffman Estates, IL	JBH Tech. Glenview, IL
1	Acrylic Distillation Tower	\$	\$11,875.00	\$	\$4,541.00	\$	\$
1	<u>Automation Training Equipment</u> Portable Robotic Arm Laboratory			165,150.00		38,196.00	
1	Portable Parallel Linkage Robot Laboratory					35,469.00	

1	Portable Computer Integrated Manufacturing (CIM) Cell	154,655.00					157,739.00 208,878.00
1	HVAC Training System	9,690.00					

Item #1 of 1

**Acrylic Distillation Tower** (Quantity 1)

All equipment will be professional grade and be acceptable to the educational institution. The equipment will be a reputable, nationally recognized brand. All equipment specified will be new equipment. Used equipment is not acceptable. Onsite repair and service is mandatory.

**Equipment delivery is expected within 30 days after selected vendor is notified of award by IECC and approved by USDOL. Any later delivery date must be discussed with and approved by IECC.**

Power Requirements

Any power requirements should be 115 VAC 1-phase.

Specifications

Equipment should represent a working model of a distillation column which utilizes packing, trays, and includes a reboiler style heat exchanger.

The equipment should consist of acrylic or similar transparent substances for visual observation of flows through the column model and include a rotometer to measure flows during working demonstrations.

Equipment should be able to demonstrate a representation of the operations and functions of a distillation column by utilizing water and air traveling through the column model.

Overall height of the working distillation column model should be no less than 84 inches and be intended as a floor model.

Equipment should include any safety components as required to meet code requirements.

### Manuals

If available, equipment should be delivered with two full sets of student learning activities, instructor assessment guides (curriculum, assessments), and operating manuals both on CD and in print.

### Training

Bid should include operator training, if necessary, for two instructors to be held within 1 month after equipment delivery.

### Warranty

Standard parts and labor warranty must be included on all components.

Shipping, Set-up, and on-site Installation to the following address must be included in bid.

Lincoln Trail College  
Williams Hall Building  
11220 State Highway 1  
Robinson, IL 62454

TOTAL BID FOR ITEM #1 \_\_\_\_\_

All freight, shipping, delivery and handling charges are to be included in bid total. The quotation as submitted on this form will remain firm for ten weeks from the date quotation is opened by Illinois Eastern Community Colleges.

SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

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

DATE \_\_\_\_\_

NOTE: PLEASE SUBMIT BID IN DUPLICATE

**Portable Robotic Arm Laboratory** (Quantity 1)

All equipment will be professional grade and be acceptable to the educational institution. The equipment will be a reputable, nationally recognized brand. All equipment specified will be new equipment. Used equipment is not acceptable. Onsite repair and service is mandatory.

**Equipment delivery is expected within 30 days after selected vendor is notified of award by IECC and approved by USDOL. Any later delivery date must be discussed with and approved by IECC.**

Specifications

The Portable Robotic Arm Laboratory shall consist of industrial grade components in a self-contained system that are required to teach robotics to high school and college students, as well as industrial maintenance personnel. It must be a mobile, hands-on, turn-key training system on wheels that can fit through standard doorways and operate using standard 115VAC electrical service.

**Robot Arm**

- 6 Axis
- 700 – 950mm horizontal reach
- Minimum 5kg payload capacity
- Repeatability: +/- 0.04mm
- Floor/ceiling/wall/angle mounting
- 6 on-arm pneumatic I/O ports
- 6 on-arm 24Vdc I/O ports
- Collision avoidance / protection
- End of arm attachments, grippers, peripherals, etc.

**Controller/cabinet**

- Ethernet capable

- 2D vision ready
- USB connectivity
- Lockout for main power (on cabinet or pendant)
- Door interlock
- Keyed selector for limiting max. speed
- Overload protection
- 24Vdc supply/distribution for external I/O
- 115Vac service outlet

### **Vision**

- 2D for robot guidance
- Camera and lens system included for guidance and inspection

### **Software/programming**

- Remote programming pendant
- Windows based programming software (1 seat minimum)
- Simulation software (8 seats minimum), including tool handling
- All required cables to complete a “turn-key” system

### Manuals

Equipment must be delivered with two full sets of reproducible student learning activities, instructor guides, and operating/maintenance manuals both on CD and in print in English.

### Training

Bid must include operator training (including motion and vision systems) for two instructors to be held within 1 month after equipment delivery.

### Warranty

One year parts and labor warranty must be included on all components.

Shipping, Set-up, and on-site Installation to the following address must be included in bid.

Wabash Valley College  
Advanced Technology Center  
214 W. 3<sup>rd</sup> Street  
Mt. Carmel, IL 62863

TOTAL BID FOR ITEM #1 \_\_\_\_\_

All freight, shipping, delivery and handling charges are to be included in bid total. The quotation as submitted on this form will remain firm for ten weeks from the date quotation is opened by Illinois Eastern Community Colleges.

SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

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

DATE \_\_\_\_\_

NOTE: PLEASE SUBMIT BID IN DUPLICATE

**Portable Parallel Linkage Robot Laboratory** (Quantity 1)

All equipment will be professional grade and be acceptable to the educational institution. The equipment will be a reputable, nationally recognized brand. All equipment specified will be new equipment. Used equipment is not acceptable. Onsite repair and service is mandatory.

**Equipment delivery is expected within 30 days after selected vendor is notified of award by IECC and approved by USDOL. Any later delivery date must be discussed with and approved by IECC.**

Specifications

The Portable Parallel Linkage Robot Laboratory shall consist of industrial grade components in a self-contained system that are required to teach robotics to high school and college students, as well as industrial maintenance personnel. The desired type of robot is not the traditional robot arm, but one configured for high speed picking/packing and assembly operations. The laboratory must be a mobile, hands-on, turn-key training system on wheels that can fit through standard doorways and operate using standard 115VAC electrical service.

**Robot**

- 6 Axis (3 Axis Wrist)
- Minimum horizontal diameter reach 280mm
- Minimum vertical reach 100mm
- Minimum 0.5kg payload capacity
- Repeatability: +/- 0.02mm
- Floor/ceiling/angle mounting
- Collision avoidance / protection
- End of arm attachments, grippers, peripherals, etc.

**Controller/cabinet**

- Ethernet capable
- 2D vision ready
- USB connectivity
- Lockout for main power (on cabinet or pendant)

- Door interlock
- Keyed selector for limiting max. speed
- Overload protection
- 24Vdc supply/distribution for external I/O
- 115Vac service outlet

## **Vision**

- 2D for robot guidance
- Camera and lens system included for guidance and inspection

## **Software/programming**

- Remote programming pendant
- Windows based programming software (1 seat minimum)
- Simulation software (8 seats minimum), including tool handling
- All required cables to complete a “turn-key” system

## Manuals

Equipment must be delivered with two full sets of reproducible student learning activities, instructor guides, and operating/maintenance manuals both on CD and in print in English.

## Training

Bid must include operator training (including motion and vision systems) for two instructors to be held within 1 month after equipment delivery.

## Warranty

One year parts and labor warranty must be included on all components.

Shipping, Set-up, and on-site Installation to the following address must be included in bid.

Wabash Valley College  
Advanced Technology Center  
214 W. 3<sup>rd</sup> Street  
Mt. Carmel, IL 62863

TOTAL BID FOR ITEM #2 \_\_\_\_\_

All freight, shipping, delivery and handling charges are to be included in bid total. The quotation as submitted on this form will remain firm for ten weeks from the date quotation is opened by Illinois Eastern Community Colleges.

SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

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

DATE \_\_\_\_\_

NOTE: PLEASE SUBMIT BID IN DUPLICATE

**Portable Computer Integrated Manufacturing (CIM) Cell** (Quantity 1)

All equipment will be professional grade and be acceptable to the educational institution. The equipment will be a reputable, nationally recognized brand. All equipment specified will be new equipment. Used equipment is not acceptable. Onsite repair and service is mandatory.

**Equipment delivery is expected within 30 days after selected vendor is notified of award by IECC and approved by USDOL. Any later delivery date must be discussed with and approved by IECC.**

Specifications

The Portable Computer Integrated Manufacturing (CIM) Cell shall consist of industrial grade components that are required to teach CIM to high school and college students, as well as industrial maintenance personnel. It must be a mobile, hands-on, turn-key training system on wheels that can fit through standard doorways and operate using standard 115VAC electrical service.

The CIM must be a capstone trainer that integrates multiple automation components while utilizing and strengthening previous training on computer aided design/manufacturing (CAD/CAM) and simulation, programmable logic controllers (PLC's), computer numerically controlled (CNC) machines, mechatronics, robotics systems, vision systems, and gauging/measurement.

The CIM also must enhance understanding of factory operations by including work orders, bills of material, routings, barcoding, assembly, inventory/warehouse management, forward/backward scheduling, costing, and data collection.

The CIM must also include performance metrics like cycle time (for bottleneck determination), throughput, downtime statistics, and overall equipment efficiency.

**General**

- Any portion (or cell) must be capable of independent use and easily removed/reinstalled from complete manufacturing system
- A transfer/conveyor system to transfer pallets of parts between cells
- Raw material and finished goods storage
- Capable of making different assemblies
- Capable of using different routings through the system

- All PLCs, fieldbus blocks, etc. must be included
- Each unit should have a lockout or keyed protection
- Ability to generate faults throughout the system

## **Cells**

- At least 2 CNC machining cells
- At least 1 robot cell
- PC controllers for cells
- Ability to incorporate other equipment cells with PC control
- Ability to rearrange cells into different configurations
- Master PC as CIM system controller
- Ability to upload and download designs and data

## **PLC**

- PLC runs the conveyor system
- Allen Bradley SLC 500
- Ethernet ready. CIM may also have additional networks.
- Easily removable for off-site PLC training
- 24Vdc power supplies for each PLC included

## **Tasks (number of actual cells may vary as long as task requirements are met)**

- Distribution of parts/materials
- Testing/gauging of parts
- Transfer/handling
- Indexing and processing operations
- Assembly
- Robotic pick and place and assembly
- Vision Inspection
- Sorting

## **Software/programming**

- All PLC programming software (6 licenses minimum)
- Graphical simulation software included
- All robotic, CNC station, and CIM master PC software included

## **Misc.**

- Factory service/support center within 500 miles of Mt. Carmel, IL

Manuals

Equipment must be delivered with two full sets of reproducible student learning activities, instructor guides, and operating/maintenance manuals both on CD and in print in English.

Training

Bid must include thorough operator training for two instructors to be held within 1 month after equipment delivery.

Warranty

One year parts and labor warranty must be included on all components.

Shipping, Set-up, and on-site Installation to the following address must be included in bid.

Wabash Valley College  
Advanced Technology Center  
214 W. 3<sup>rd</sup> Street  
Mt. Carmel, IL 62863

TOTAL BID FOR ITEM #3 \_\_\_\_\_

All freight, shipping, delivery and handling charges are to be included in bid total. The quotation as submitted on this form will remain firm for ten weeks from the date quotation is opened by Illinois Eastern Community Colleges.

SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

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

DATE \_\_\_\_\_

NOTE: PLEASE SUBMIT BID IN DUPLICATE

Item #1 of 1

**HVAC Controlled Environment Trainer** (Quantity 1)

All equipment will be professional grade and be acceptable to the educational institution. The equipment will be a reputable, nationally recognized brand. All equipment specified will be new equipment. Used equipment is not acceptable. Onsite repair and service is mandatory.

**Equipment delivery is expected within 30 days after selected vendor is notified of award by IECC and approved by USDOL. Any later delivery date must be discussed with and approved by IECC.**

Power Requirements

Any power requirements should be 208 volt 3 phase.

Control voltage should be 115 volt single phase.

Specifications

The HVAC Controlled Environment Trainer shall be mobile, industrial grade components that are required to teach the proper selection and troubleshooting of thermal systems.

The HVAC Controlled Environment Trainer must represent a small-scale residential or commercial structure with controls, ductwork, forced air flow, and insulation, and simulate effects of interior and exterior heating, light, and air moisture. The vendor must state the brand of HVAC training systems that the Controlled Environment Trainer will compatibly interface.

Student learning activities must include, but are not limited to:

Thermal System Performance

Insulation

Psychrometrics

Residential Heating and Cooling

Manuals

Equipment must be delivered with two full sets of student learning activities, instructor guides, and operating manuals both on CD and in print.

Training

Bid must include operator training for two instructors to be held within 1 month after equipment delivery.

Warranty

One year parts and labor warranty must be included on all components.

Shipping, Set-up, and on-site Installation to the following address must be included in bid.

Wabash Valley College  
Advanced Technology Center  
214 W. 3<sup>rd</sup> Street  
Mt. Carmel, IL 62863

TOTAL BID FOR ITEM #1 \_\_\_\_\_

All freight, shipping, delivery and handling charges are to be included in bid total. The quotation as submitted on this form will remain firm for ten weeks from the date quotation is opened by Illinois Eastern Community Colleges.

SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

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

DATE \_\_\_\_\_

NOTE: PLEASE SUBMIT BID IN DUPLICATE

**Agenda Item #11**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT August 31, 2010**

<b>FUND</b>	<b>BALANCE</b>
<b>Educational</b>	<b>\$2,310,980.38</b>
<b>Operations &amp; Maintenance</b>	<b>\$2,328,330.77</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>\$310,191.89</b>
<b>Bond &amp; Interest</b>	<b>\$559,479.33</b>
<b>Auxiliary</b>	<b>\$238,563.36</b>
<b>Restricted Purposes</b>	<b>(\$76,141.19)</b>
<b>Working Cash</b>	<b>\$2,169,797.92</b>
<b>Trust &amp; Agency</b>	<b>\$516,323.98</b>
<b>Audit</b>	<b>(\$11,393.14)</b>
<b>Liability, Protection &amp; Settlement</b>	<b>\$216,728.81</b>
<b>TOTAL ALL FUNDS</b>	<b>\$8,562,862.11</b>

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

	<b>ALL FUNDS</b>
	<b>Fiscal Year 2011</b>
<b>ASSETS:</b>	
CASH	8,562,862
IMPREST FUND	22,000
CHECK CLEARING	12,500
INVESTMENTS	11,190,800
RECEIVABLES	7,339,032
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	651,529
OTHER ASSETS	2,704,646
TOTAL ASSETS AND OTHER DEBITS:	30,483,369
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	178,983
ACCOUNTS PAYABLE	42,691
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	58,731
TOTAL LIABILITIES:	280,405
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	3,030,328
PR YR BDGTED CHANGE TO FUND BALANCE	(331,701)
 <b>FUND BALANCES:</b>	
FUND BALANCE	15,547,176
RESERVE FOR ENCUMBRANCES	11,957,161
TOTAL EQUITY AND OTHER CREDITS	30,202,964
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 30,483,369

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

ALL FUNDS

FY 2011  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	5,226,285
STATE GOVT SOURCES	532,631
STUDENT TUITION & FEES	6,805,171
SALES & SERVICE FEES	765,702
FACILITIES REVENUE	750
INVESTMENT REVENUE	16,958
OTHER REVENUES	<u>2,671</u>
TOTAL REVENUES:	13,350,168

EXPENDITURES:

INSTRUCTION	949,858
ACADEMIC SUPPORT	62,916
STUDENT SERVICES	159,038
PUBLIC SERV/CONT ED	7,594
OPER & MAINT PLANT	496,125
INSTITUTIONAL SUPPORT	888,493
SCH/STUDENT GRNT/WAIVERS	1,422,242
AUXILIARY SERVICES	<u>1,133,406</u>
TOTAL EXPENDITURES:	5,119,672

TRANSFERS AMONG FUNDS:

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

NET INCREASE/DECREASE IN NET ASSETS	<u>8,230,496</u>
-------------------------------------	------------------

**Illinois Eastern Community Colleges**  
**Operating Fund - Income Statement**  
**CASH BASIS**  
**July 1, 2010 -- August 31, 2010**

<b>REVENUES:</b>	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
Local Government Sources	2,536,801	176,644	2,713,445
State Government Sources	-	532,631	532,631
Net Tuition and Fees	1,712,481	-	1,712,481
Sales & Service Fees	1,407	-	1,407
Facilities Revenue	-	690	690
Investment Revenue	9,447	4,569	14,016
Other Revenues	3,824	-	3,824
<b>TOTAL REVENUES:</b>	<u><b>4,263,960</b></u>	<u><b>714,534</b></u>	<u><b>4,978,494</b></u>
<b>EXPENDITURES:</b>			
Salaries	1,243,746	97,260	1,341,006
Employee Benefits	235,135	18,909	254,044
Contractual Services	66,356	25,402	91,758
Materials	154,735	24,232	178,967
Travel & Staff Development	15,228	632	15,860
Fixed Charges	123,156	171,225	294,381
Utilities	18,938	141,447	160,385
Capital Outlay	6,249	-	6,249
Other	6,308	-	6,308
<b>TOTAL EXPENDITURES:</b>	<u><b>1,869,851</b></u>	<u><b>479,107</b></u>	<u><b>2,348,958</b></u>
<b>TRANSFERS :</b>			
INTERFUND TRANSFERS	-	-	-
<b>TOTAL TRANSFERS:</b>	<u><b>-</b></u>	<u><b>-</b></u>	<u><b>-</b></u>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<u><u><b>2,394,109</b></u></u>	<u><u><b>235,427</b></u></u>	<u><u><b>2,629,536</b></u></u>

**OPERATING FUNDS  
COMPARISON REPORT FY09-11**

College	Category	FISCAL YEAR 2009			FISCAL YEAR 2010			FISCAL YEAR 2011			% of Year
		Estimated Budget	Spent Thru August	% of Bdgt	Estimated Budget	Spent Thru August	% of Bdgt	Estimated Budget	Spent Thru August	% of Bdgt	
Frontier	Bills		\$394,034			\$388,971			\$287,670		
	Payroll		210,943			233,403			203,230		
	Totals	\$2,744,282	604,977	22%	\$2,854,541	622,374	22%	\$2,813,134	490,900	17%	17%
Lincoln Trail	Bills		596,874			327,065			330,730		
	Payroll		226,167			238,966			189,435		
	Totals	3,493,469	823,041	24%	\$3,350,423	566,031	17%	\$3,189,786	520,165	16%	17%
Olney Central	Bills		542,850			274,122			333,213		
	Payroll		399,941			426,017			387,217		
	Totals	5,736,493	942,791	16%	\$5,808,059	700,139	12%	\$5,580,453	720,430	13%	17%
Wabash Valley	Bills		647,997			635,302			452,645		
	Payroll		323,106			292,960			239,176		
	Totals	3,977,371	971,103	24%	\$3,968,418	928,262	23%	\$3,728,918	691,821	19%	17%
Workforce Educ.	Bills		316,202			403,192			626,730		
	Payroll		136,542			140,499			139,549		
	Totals	1,886,518	452,744	24%	\$1,784,141	543,691	30%	\$1,548,782	766,279	49%	17%
District Office	Bills		40,008			38,109			29,721		
	Payroll		122,444			123,529			98,086		
	Totals	1,300,256	162,452	12%	\$1,217,108	161,638	13%	\$1,124,518	127,807	11%	17%
District Wide	Bills		391,056			379,149			369,032		
	Payroll		108,445			103,903			84,313		
	Totals	12,744,511	499,501	4%	13,465,260	483,052	4%	12,406,307	453,345	4%	17%
<b>GRAND TOTALS</b>		<b>\$31,882,900</b>	<b>\$4,456,609</b>	<b>14%</b>	<b>\$32,447,950</b>	<b>\$4,005,187</b>	<b>12%</b>	<b>\$30,391,898</b>	<b>\$3,770,747</b>	<b>12%</b>	<b>17%</b>

Excludes DOC

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

	FY 2011		FY 2010		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	1,341,006	35.56%	1,559,277	38.93%	(218,271)
Employee Benefits	254,044	6.74%	288,623	7.21%	(34,579)
Contractual Services	91,757	2.43%	101,694	2.54%	(9,937)
Materials	178,967	4.75%	189,901	4.74%	(10,934)
Travel & Staff Development	15,860	0.42%	13,329	0.33%	2,531
Fixed Charges	294,381	7.81%	279,170	6.97%	15,211
Utilities	160,385	4.25%	137,236	3.43%	23,149
Capital Outlay	6,249	0.17%	67,421	1.68%	(61,172)
Other	1,428,098	37.87%	1,368,536	34.17%	59,562
	3,770,747	100.00%	4,005,187	100.00%	(234,440)

**Agenda Item #12**

**Chief Executive Officer's Report**

**Agenda Item #13**

**Executive Session**

**Agenda Item #14**

**Approval of Executive's Session Minutes**

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

**Agenda Item #15**

**Approval of Personnel Report**

## **MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Terry L. Bruce  
**DATE:** September 16, 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., 400.5 and 400.6. will be mailed under separate cover.

# INDEX

- 400.1. Employment of Personnel**
- 400.2. Change-in-Status**
- 400.3. Special Assignments**
- 400.4. FY10-11 Educational Level Changes**
- 400.5. Approval of Proposed Non-College Employment (External Report)**
- 400.6. Retirement**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Classified

1. Lawrence Ewing, Information Systems Technician, FCC, effective September 22, 2010

## 400.2. Change-in-Status

### A. Administrative

1. Jeff Cutchin, Coordinator of Instructional Services, FCC, to Assistant Dean of Student Services, FCC, effective September 27, 2010

## 400.3. Special Assignments

### A. Academic

#### Recommended 2010-11

- |                       |                                     |              |
|-----------------------|-------------------------------------|--------------|
| 1. Linda Kolb         | Small World                         | \$200/ month |
| 2. Christopher Teague | Lead Instructor, Telecommunications | \$550        |

### B. Extra-Curricular

#### Recommended 2010-11

- |                   |                           |       |
|-------------------|---------------------------|-------|
| 1. Lawrence Ewing | College Bowl Team Advisor | \$400 |
|-------------------|---------------------------|-------|

## 400.4. FY10-11 Educational Level Changes

### A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
1. Amie Mayhall	M+12	M +36	\$2,000

## 400.5. Approval of Proposed Non-College Employment (External Report)

## 400.6. Retirement

### A. Classified

1. Carla Gardner, Administrative Assistant to the President, OCC, effective January 1, 2011

**Agenda Item #16**

**Collective Bargaining**

**Memorandum of Agreement**

**Agenda Item #17**

**Litigation**

**Agenda Item #18**

**Acquisition and Disposition of Property**

**Agenda Item #19**

**Other Items**

**Agenda Item #20**

**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>

8/31/2010