ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

December 8, 2015

Location:

Lincoln Trail College
11220 State Highway 1
Robinson, Illinois 62454

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

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

Illinois Eastern Community Colleges
Board Agenda

December 8, 2015
7:00 p.m.
Lincoln Trail College
Cafeteria

1. Call to Order & Roll Call ..... Chairman Fischer
2. Disposition of Minutes ..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
   A. Visitors and Guests
   B. IECEA Representative

4. Public Comment

5. Reports
   A. Trustees
   B. Presidents
   C. Cabinet

6. Policy First Reading (and Possible Approval) ..... Bruce
   A. HR 400.8 Minimum Faculty Requirements and Qualifications Policy
   B. Student 500.3 Comprehensive Fee Policy
   C. Student 500.21 Student Military Policy

7. Policy Second Reading ..... Bruce
   A. None

8. Staff Recommendations for Approval
   A. Memorandum of Agreement with McKendree University ..... Cantwell
   B. Approval of No Petition Certificate ..... Browning
   C. Certificate of Compliance with the Truth in Taxation Law ..... Browning
   D. Certification of Tax Levy for FY2017 ..... Browning
   E. GASB Designation of Tax Levy Year ..... Browning
   F. IECC/EIU Concurrent Enrollment Agreement for the ADN/BSN Programs ..... Bruce
   G. Board Meeting Dates and Location for 2016 ..... Bruce
   H. Affiliation Agreements
      Certified Medical Assistant – LTC – Premier Healthcare, LLC – Bloomington, Indiana
      Basic Nurse Assistant – LTC – Heritage Health – Robinson, Illinois
      Basic Nurse Assistant – LTC – Crawford Memorial Hospital – Robinson, Illinois

9. Bid Committee Report ..... Bruce
   A. None

10. District Finance
    A. Financial Report .....Browning
    B. Approval of Financial Obligations .....Browning

11. Chief Executive Officer's Report .....Bruce

12. Executive Session .....Bruce

13. Approval of Executive Session Minutes
    A. Written Executive Session Minutes .....Bruce
    B. Audio Executive Session Minutes .....Bruce
    C. Semi-Annual Review of Executive Session Minutes .....Bruce

14. Approval of Personnel Report .....Bruce

15. Collective Bargaining .....Bruce

16. Litigation .....Bruce

17. Other Items

18. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in Bob Boyles Hall, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, in said Community College District at 7:00 o'clock P.M., on Tuesday, November 17, 2015.

AGENDA #1 – "Call to Order & Roll Call" – Without objection, in the absence of G. Andrew Fischer, Gary Garter was appointed to act as Chairman at this meeting.

Chairman Gary Carter called the meeting to order at 7:00 p.m. and directed the Board Secretary, Renee Smith, to call the roll.

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

John D. Brooks, Gary Carter, Michael K. Correll, Brenda K. Culver, Alan Henager, Marilyn J. Wolfe. Also present was Drew Halter, student trustee. Trustees absent: G. Andrew Fischer. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:
Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Jay Edgren, President of Frontier Community College.
Matt Fowler, President of Wabash Valley College.
Kathy Harris, President of Lincoln Trail College.
Rodney Ranes, President of Olney Central College.
Roger Browning, Chief Finance Officer/Treasurer.
Tara Buerster, Director of Human Resources.
Chris Cantwell, Dean, Academic & Student Support Services/Chief Academic Officer.
Alex Cline, Director of Information & Communications Technology.
LeAnn Hartleroad, Associate Dean, Institutional Development.
Renee Smith, Executive Assistant to CEO/Board Secretary.
Michael Thomas, Dean of Workforce Education.

AGENDA #2 – "Disposition of Minutes" – Open meeting minutes of the Regular Meeting, Tuesday, October 20, 2015 were presented for disposition.

Board Action: Trustee John Brooks made a motion to approve minutes of the foregoing meeting as prepared. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The voice vote was taken and the Chair declared the "Ayes" have it and the motion was adopted.

AGENDA #3 – "Public Hearing on 2012 Tax Levy" –

1. Public Hearing: The Chairman announced that the next agenda item for the Board of Trustees is a public hearing to receive comments on the 2015 Tax Levy.

2. Motion to Recess Regular Meeting and Reconvene Following Hearing: The Chairman requested a motion that the Board recess its regular meeting and reconvene immediately following the Tax Levy Hearing.

3. Public Hearing: Trustee Brenda Culver moved that the Board recess its regular meeting and reconvene immediately following the Tax Levy Hearing. Trustee Al Henager seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The voice vote was taken and the Chair declared the "Ayes" have it and the motion carried.

4. Motion to Convene Tax Levy Hearing: Trustee Brenda Culver made the following motion: "I move that Illinois Eastern Community College District 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White now convene a Tax Levy Hearing on this 17th day of November, 2015. The purpose of the Tax Levy Hearing is to receive public comments on the 2015 Tax Levy." Trustee John Brooks seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The by the voice vote was taken and the Chair declared the "Ayes" have it and the motion carried.

5. Public Hearing: The Chairman declared that the Board is now in a hearing on the 2015 Tax Levy. The Secretary was directed to call the roll for attendance. The roll call was taken and the following trustees answered to their names as called: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Al Henager, Marilyn Wolfe, and Drew Halter, student trustee. Trustees Absent: G. Andrew Fischer.

6. Public Hearing: The Chairman declared that a quorum is present and the Tax Levy Hearing is now open.

7. Public Oral Testimony: The Chairman asked if any members of the public wished to provide oral testimony on the 2015 Tax Levy. There were none.

8. Public Written Testimony: The Chairman asked if any members of the public wished to provide written testimony concerning the 2015 Tax Levy. There were none.

9. Public Hearing Adjourned: The Chairman announced that all persons wishing to be heard have been given an opportunity to provide oral or written testimony with respect to the 2015 Tax Levy. Hearing no additional requests, the Chair asked for a motion to conclude and adjourn the hearing. Trustee John Brooks made a motion to conclude and adjourn the hearing. Trustee Al Henager seconded the motion. The Chair directed the Secretary to call the roll. The roll call was taken and the following trustees answered to their names as called: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Al Henager, Marilyn Wolfe, and Drew Halter, student trustee. Trustees Absent: G. Andrew Fischer. The Chair declared the motion carried, and the Tax Levy hearing was adjourned. The Chair stated that the Board of Trustees was now in open, public session for the transaction of business, a quorum being present.

AGENDA #4 – "Recognition of Visitors & Guests" –

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

#4-B. IECEA Representative: None.

AGENDA #5 – "Public Comment" - None.
AGENDA #6 – "Reports" -

#6-A. Report from Trustees: - None.

#6-B. Report from Presidents: Nothing in addition to the electronic reports was presented by the Presidents.

#6-C. Report from Cabinet: - None.

AGENDA #7 – "Policy First Reading (and Possible Approval) –

#7-A. Policy 300.21 Procurement Standards for Federal Grant Awards: The federal government has issued changes to the Code of Federal Regulations (CFR) dealing with non-federal entities that receive Federal awards. To meet these regulations, IECC has developed written standards of conduct when dealing with Federal dollars. This includes maintaining a written conflict of interest standard and standards that deal with procurement, competition, recordkeeping, administration and equipment management.

Recommendation: The CEO recommended that second reading be waived and that the Procurement Standards for Federal Grant Awards Policy be adopted, as published in the Board Agenda mailing for this meeting.

Board Action: Trustee Michael Correll made a motion to waive second reading and adopt Policy 300.21 Procurement Standards for Federal Grant Awards as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Al Henager, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Andrew Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

#9-A. Complaint Process for Out of State Distance Education: Reauthorization of the Higher Education Act includes regulations regarding the delivery of distance education to out-of-state residents. The United States Department of Education (USDOE) requires that institutions comply with any application, state approval, or licensure requirement in each state to which distance education instruction is delivered. Therefore, students have the right to file a complaint against an institution when these requirements are not followed or regarding the loss of tuition and fees as a result of unfair business practices. To comply with this requirement, IECC has developed the attached Complaint Process for Out-of-State Students in Distance Education which provides the process and contact information for filing complaints with our accrediting body, the Higher Learning Commission, and the appropriate state agency, the Illinois Board of Higher Education.

Complaint Process for Out-of-State Students in Distance Education

Reauthorization of the Higher Education Act includes regulations regarding the delivery of distance education to out-of-state residents. The United States Department of Education (USDOE) requires that institutions comply with any application, state approval, or licensure requirement in each state to which distance education instruction is delivered.

Students have the right to file a complaint against an institution when these requirements are not followed or regarding the loss of tuition and fees as a result of unfair business practices. Institutions must provide both current and prospective students with contact information for filing complaints with its accrediting body and the appropriate state agency in handling complaints in a student's residence state.

Illinois Eastern Community Colleges (IECC) is accredited by the Higher Learning Commission (HLC) and complaints regarding accreditation can be made by contacting:

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
800-621-7440/312-263-0456
Fax # 312-263-7462
Email: info@hlcommission.org
https://www.hlcommission.org/

The Illinois Board of Higher Education (IBHE) has the responsibility and authority to resolve complaints against Illinois Eastern Community Colleges. The complaint procedure is accessible on the IBHE website at http://complaints.ibhe.org. IECC is committed to fair treatment of its students in their relationships with fellow students, faculty, staff, and administration. Students are encouraged to seek an informal resolution of the matter directly with the faculty or individual(s) involved when possible. For matters where a resolution is not feasible, all IECC students have access to procedures for resolving complaints as indicated in the Student Complaint Policy (100.16) at http://www.iecc.edu/complaint. In most cases, these complaint procedures require the student to exhaust all complaint avenues internally to the institution before a complaint can be filed at the state or accrediting agency level. IECC students are advised first to attempt to resolve complaints with the college administration.

Recommendation: The CEO recommended approval of the foregoing Complaint Process for Out of State Distance Education to out of state residents.

Board Action: Trustee Brenda Culver made a motion to approve the Complaint Process for Out of State Distance Education to out of state residents as recommended. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Al Henager, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Andrew Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-B. Franklin University Colocation Agreement: Franklin University has proposed an agreement that will deliver a degree completion program coursework face-to-face to students at an IECC college campus. IECC and Franklin University will work cooperatively to provide academic, instructional, and student services to create a seamless transition from IECC to completion of a Franklin University Bachelor's degree. The CEO recommended approval of the following agreement:

THIS AGREEMENT (this "Agreement") is between Illinois Eastern Community Colleges (hereinafter "College"), 233 E. Chestnut Street, Olney, IL 62450 (District Office), and Franklin University (hereinafter "Franklin"), a non-profit institution of higher education, 201 S. Grant Ave., Columbus, Ohio 43215.

WHEREAS, the parties wish to create a seamless transition for College students, College graduates and residents of Richland, Wayne, Crawford, Wabash County and the surrounding area seeking to obtain undergraduate and graduate degrees from Franklin.

THEREFORE, in consideration of these and other mutual promises and covenants and for valuable and sufficient consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree to the following terms and conditions:

A. Mutual Responsibilities

1. This Agreement will cover the program(s) of study and associated Franklin course offerings listed in Appendix A attached hereto and incorporated herein by reference (hereinafter "Program").

Appendix A may, from time to time during the term of this Agreement, be amended with the mutual written consent of the Parties.

2. The College shall not contract with another higher education institution to offer the same or substantially similar program of study as Program. In the event that the College violates this provision, Franklin reserves the right to terminate this Agreement in whole or part or to revise it accordingly in a manner which is mutually agreeable to the parties.
3. Franklin will not contract with another higher education institution in southern Illinois (south of I-74) to offer the same or substantially similar program of study. In the event that the Franklin violates this provision, IECC reserves the right to terminate this Agreement in whole or part to revise it accordingly in a manner which is mutually agreeable to the parties.
4. College students admitted to the Program shall have immediate acceptance to Franklin, and Franklin will guarantee acceptance of all College students as well as College graduates with an Associate Degree ("graduates") with all the rights and privileges afforded to Franklin's students. College students and graduates shall have access to Franklin's facilities including, but not be limited to, its library, computer laboratories, learning resources, and parking.
5. Graduates of the College shall enter Franklin as a continuing student with not less than a junior level standing.
6. The parties will work cooperatively to provide the College's students and graduates access to appropriate federal, state, and institutional financial aid. Among other things, this cooperative process will include annual exchange between the parties of each party's tuition, fees, and academic calendar dates.
7. The parties will utilize O.A.C. Chapter 3333-1, et seq. to calculate headcount enrollment and full-time equivalent enrollment. Consistent with Section I.4. below, this obligation shall survive the expiration or termination of this Agreement for the College's students and graduates as of the date of termination.
8. The College and Franklin warrant that they are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Both institutions will notify the other if such accreditation ceases to exist. In the event that the College or Franklin is in major violation or will lose accreditation, the College or Franklin may terminate this Agreement in whole or part or revise it accordingly in a manner which is mutually agreeable to the parties

9. Both parties will comply with the Family Educational Rights and Privacy Act, the Gramm-Leach-Bliley Act of 1999, and all associated regulations, taking necessary steps to ensure that confidential personal information is not disclosed or distributed, including maintenance of a security plan consistent with industry standards to protect the confidentiality and integrity of personal information, and to protect against unauthorized access to such information. Information will be shared, in compliance with all applicable laws and regulations, as needed to allow the College's Program students and graduates to participate in the Program and to track student interest, persistence and success.
10. Each party will be responsible for its own licenses, permits, employees' wages and salaries, insurance of every type and description, and all business and personal taxes, including income and Social Security taxes and contributions for Workers' Compensation and Unemployment Compensation coverage, if any.

B. College Responsibilities

The College agrees to:

1. Provide Franklin an opportunity to train College staff as necessary to support Franklin's Program offerings to the College's students and graduates.
2. Designate College administrative, academic, student services, and marketing personnel to act as liaisons to designated counterparts at Franklin, and designate a College staff member to serve as coordinator ("Coordinator") along with a designated counterpart at Franklin.
3. Mutually discuss and work with Franklin to allocate, change, or substitute physical space at the College for Franklin to use for Program instructional support and services, Program administrative services, and for Program marketing and promotion purposes ("Assigned Premises"). The Assigned

Premises shall be provided to Franklin in "as is" condition, including fixtures in or about the Assigned Premises and Franklin accepts the Assigned Premises in "as is" condition including fixtures in or about the Assigned Premises.

4. Provide staff support to Franklin's Program faculty when those faculty are utilizing instructional technology equipment to teach Program courses at the Assigned Premises.

C. Franklin Responsibilities

Franklin agrees to:

1. Provide Program courses listed in Appendix A, Program instructional support and services, Program administrative services, and Program marketing and promotion.
2. Assure that College students and graduates continuing their education at Franklin can transfer credit hours and earn their baccalaureate degree from Franklin after completing the required One-hundred and Twenty-four (124) total credit hours for Business Administration. Timeframes and credit hours required for completion of graduate degrees at Franklin shall be determined on a program by program basis. The Program credit hour requirements and timeframes may be changed subject to the mutual written approval of the parties.
3. Design and deliver on-location, on-line, or hybrid Program courses (as defined below). The Program courses shall be subject to equivalent assessment, program review, and other academic oversight afforded by Franklin to its own on-campus programs. Any changes to the method of delivery of Program courses are subject to the mutual written approval of the parties.
4. Provide equivalent learning outcomes to the College's students and graduates enrolled in the Program as those achieved if the students and graduates attended Franklin's main campus working towards a baccalaureate or graduate degree.
5. Provide qualified faculty to teach Program courses to the College's students and graduates enrolled in the Program.
6. When a College student or graduate takes a Program course taught by Franklin faculty, for that respective course, charge the student tuition and fees in accordance with Franklin's then current tuition and fee rates. Franklin will be responsible for collecting tuition and fees from students enrolled in Program courses taught by Franklin faculty.
7. Provide the College with sufficient and timely enrollment data, as defined by the College and otherwise in accordance with Appendix B attached hereto and incorporated herein by reference, and which will allow the College to identify and track the College's students and graduates enrolled in the Program.
8. Grant the College the right of first refusal to provide Franklin with physical space to offer undergraduate, graduate, or continuing education courses within Richland, Wayne, Crawford, Wabash County, Illinois, except for those undergraduate, graduate, or continuing education courses currently offered by Franklin at other locations within Richland, Wayne, Crawford, Wabash County, Illinois.
9. Permit the College and its agents to enter upon and inspect, examine, repair or improve the Assigned Premises at any and all reasonable times.
10. Allow only designated Franklin employees or agents to use the Assigned Premises and only for the purposes described in this Agreement. If the College determines in its sole discretion that any Franklin employees or agents compromise or threaten the health, safety or welfare of the College's property, the College may request, in writing, that Franklin remove such individual(s) from the College's property.
11. Not make any leasehold or building improvements or additions to the Assigned Premises without first obtaining the College's prior written approval for such improvements. All leasehold or building improvements or additions, such as network cabling or fixtures affixed to the premises, attach to the freehold and become and remain the property of the College.
12. Inform College students and graduates enrolled in a Program course that they are subject to the academic and disciplinary rules of both the College's and Franklin's Student Codes of Conduct and must, adhere to all College and Franklin policies and procedures. Any violations are subject to disciplinary proceedings and sanctions at the College's and/or Franklin's discretion.

13. Comply with all applicable federal, state and local laws regarding smoke-free and drug-free work places and shall make a good faith effort to ensure that none of its employees or permitted subcontractors engaged in the services being performed hereunder purchase, transfer, use, or possess illegal drugs or alcohol, or abuse prescription drugs in any way.

D. Other Services

The parties shall provide only those services outlined in this Agreement, however, should the parties wish to provide additional services, they may mutually agree to the type and cost of any additional services in a separate written agreement which may be attached to this Agreement as an addendum.

E. Payment Terms

1. Unless otherwise mutually agreed to in writing by authorized representatives of the College, the College shall not be required to make any monetary payments to Franklin for obligations set forth in this Agreement. Furthermore, Franklin and Franklin Program faculty shall not be reimbursed for travel, lodging or any other expenses incurred in the performance of this Agreement.
2. Except as set forth herein, this Agreement shall not alter the terms and conditions, including tuition and fees, of any program articulation agreements previously entered into between Franklin and the College.
3. Payment to the College shall be calculated by Franklin at the end of each academic term and paid to the College within ninety (90) days after the end of the academic term. The beginning and end of each academic term will be determined by referencing the academic term dates set forth in Appendix C, attached hereto and incorporated by reference herein. The actual monetary amount Franklin will be required to pay to the College for each academic term is set forth in Section E.5. below.
4. No payment by Franklin or receipt thereof by the College, or any endorsement or statement on any check or any letter accompanying any check or payment, shall prejudice the right of either party to audit and recover a balance it deems as unpaid or pursue any other remedy in this Agreement.
5. The actual monetary amount Franklin will be required to pay to the College for use of the College's property, facilities, and services, including marketing services, each academic term shall be as follows, all monetary calculations shall be rounded upward:

    a. **For each College student or graduate enrolled in a Franklin <u>Program course conducted on-location</u> at the Assigned Premises** – Franklin shall pay to the College twenty percent (20%) of Franklin's published undergraduate or graduate tuition and fees for the applicable credit and non-credit hours taught. On-location courses are defined as Program courses taught by Franklin faculty that require a College student or graduate's physical attendance at the Assigned Premises for any reason for fifty percent (50%) or greater of the Program course's class load time;
    b. **For each College student or graduate enrolled in a Franklin <u>Program hybrid course</u>** – Franklin shall pay to the College fifteen percent (15%) of Franklin's published undergraduate or graduate tuition and fees for the applicable credit and non-credit hours taught. Hybrid courses are defined as Program courses taught by Franklin faculty which require a College student or graduate's physical attendance at the Assigned Premises for any reason but physical attendance is required less than fifty percent (50%) of the Program course's class load time;
    c. **For each College student or graduate enrolled in a Franklin <u>Program on-line course</u>** – Franklin shall pay to the College ten percent (10%) of Franklin's published undergraduate or graduate tuition and fees for the applicable credit and non-credit hours taught. On-line courses are defined as Program courses taught by Franklin faculty that do not require a College student or graduate's physical attendance at the Assigned Premises at any time and do not require use of the Assigned Premises for student services noted in Section A above.

F. Non-disruption

1. Franklin shall take no action which would violate any contracts affecting the operations or delivery of instruction on the College's property or which would create or contribute to any work stoppage, strike, picketing, labor disruption or dispute, or which would interfere in any way with the rights and privileges of any invitee, licensee, employee or any other person lawfully in and upon the College's

property, or which could cause any impairment or reduction of the good will and reputation of the College.

2. To the extent permissible under Ohio law, including but not limited to Ohio's public records law, the College and Franklin shall maintain confidentiality with regard to information about each other's programs, methods of delivering instruction or other trade secrets as may be discovered or communicated for the duration of this Agreement and required to execute the terms of this Agreement. This provision shall survive termination or expiration of this Agreement.

G. Damage to the Assigned Premises

1. If the Assigned Premises are damaged (without the fault or neglect of the College, College agents, employees, invitees or guests) such that it is wholly unfit for occupancy or use and the parties are unable to locate an alternative facility or do not enter into a contract to restore the Assigned Premises to substantially its condition immediately prior to said damage within sixty (60) days, Franklin shall surrender possession of the Assigned Premises to the College and this Agreement shall thereupon be null, void and without effect, except for obligations or duties accrued and unpaid, or as otherwise can be mutually agreed upon in writing by authorized representatives of the parties.
2. The parties will work mutually to find another location for the Program if the Assigned Premises are not available for such operation, whether temporarily or otherwise.
3. Notwithstanding any provision of this Agreement, the College shall in no event be obligated to reconstruct or restore the Assigned Premises.

H. Marketing

1. The College and Franklin shall cooperatively market the Program by:

a. Promoting the Program through each party's respective brochures, catalogues, credit course schedules, local community publications, media, website, signage and other applicable forums.

b. Advertising the Program through each party's student and alumni publications, local community publications, media, website, advisement staff, and other forums. As part of that process, and in conformance with the College's solicitation policy, the College shall provide Franklin with reasonable access to the College's graduates and potential graduates to allow Franklin to market and promote the degrees it offers at the College.

2. Each party shall, prior to the issuance of any news or press release marketing the Program, provide notification and a copy of the release to the other party.
3. Franklin must adhere to the College's signage and posting guidelines, which may be provided to Franklin upon request.

I. Term and Termination

1. This Agreement shall become effective on the last date signed below by an authorized representative of the parties and shall continue until terminated by either party as set forth below, or at the latest until December 31, 2017. The College may renew this Agreement on the same terms and conditions by giving written notice to Franklin prior to expiration.
2. Either party may initiate termination of this Agreement for any reason by providing the other party written notice at least one hundred eighty (180) calendar days in advance.
3. In the event that this Agreement is terminated, Franklin and the College shall continue to provide administrative, academic, instructional, and student services to then Program students and graduates until the last Program student or graduate completes his/her degree Program, which should not exceed a period of four (4) years, or as otherwise agreed by the parties. During the teaching out of Program students and graduates following termination, Section E (Payment Terms) shall survive.

J. Liability

1. Each party agrees to be responsible for any personal injury or property damage caused by the negligent acts or omissions by or through itself or its agents, employees and contracted servants and each party further agrees to defend itself and be responsible for those judgments and costs which arise from such negligent acts or omissions, and nothing in this Agreement shall impute or transfer any such responsibility from one to the other.
2. **Franklin's Obligations**. Franklin agrees to, and shall secure from a good and responsible company or companies licensed to do insurance business in the State of Ohio, which is reasonably satisfactory to the College, and maintain during the entire term of this Agreement:

a. Public liability insurance with limits of no less than One Million Dollars ($1,000,000.00) per occurrence and Two Million dollars ($2,000,000.00) in the aggregate;
b. Umbrella coverage over the primary coverage in Section J.2.a above, such umbrella coverage to be no less than One Million Dollars ($1,000,000) per occurrence and no less than Two Million Dollars ($2,000,000) in the aggregate.

Additional Insured. Franklin shall provide College with a certificate evidencing such coverage and naming Illinois Eastern Community Colleges and its Board of Trustees as additional insured and further stating that the insurer agrees to notify College of the same. As well, College shall provide Franklin with a certificate evidencing such coverage and naming Franklin University and its Board of Trustees as additional insured and further stating that the insurer agrees to notify Franklin of the same.

3. **Proof of Coverage**. On securing the foregoing coverages, and prior to the commencement date of this Agreement, Franklin shall give the College written notice thereof, together with a certificate of insurance evidencing the appropriate policies.

K. Miscellaneous

1. **Student Code of Conduct.** It is the intention of the parties that faculty, staff and administrators work in a mutually supportive manner to maintain proper student discipline. Students will be responsible for adhering to the College's and Franklin's Student Codes of Conduct and Student Rights and Responsibility policies.
2. **Assessment**. The parties will conduct a periodic review of the responsibilities set forth in this Agreement. The specifications for such reviews shall be determined by mutual written agreement of the parties.
3. **Severability.** If a court of competent jurisdiction finds that any section or provision of this Agreement is illegal, unenforceable, or in conflict with any law, such section or provision shall be deemed severed from this Agreement without affecting the validity of the remainder of the Agreement.
4. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of Ohio.
5. **Jurisdiction and Venue.** The parties to this Agreement each specifically consent to jurisdiction in Ohio in connection with any dispute between the parties arising out of this Agreement or pertaining to the subject matter hereof. Venue for any dispute between the parties arising out of this Agreement or pertaining to the subject matter hereof will be in the state courts of Ohio sitting in Muskingum County.
6. **Notices.** All notices or other written communications required or permitted under this Agreement will be effective when received in accordance with this sentence and must be given in writing by courier or reputable overnight delivery services, or by certified mail, return receipt requested to either party at its address set forth below (or to such other address as such party may substitute, by providing a written notice in the manner specified in this Section) with, an additional copy addressed to each party's "Legal or General Counsel":

For Franklin University:	For Illinois Eastern Community Colleges:
Dr. David R. Decker, President	Terry Bruce, CEO
201 South Grant Ave.	233 E. Chestnut Street
Columbus, Ohio 43215	Olney, Illinois 62450

7. **Waivers and Amendments.** The waiver by either party of any provision of this Agreement on any occasion and upon any particular circumstance shall not operate as a waiver of such provision of this Agreement on any other occasion or upon any other circumstance. This Agreement may be modified or amended only by a writing signed by authorized representatives of both parties.
8. **Assignment.** Neither party may assign its rights or delegate its duties under this Agreement. Any attempted assignment or delegation in violation of this Section will be null and void.
8. **No Third Party Beneficiaries**. This Agreement is not a third party beneficiary contract and confers no rights on any third party, including but not limited to students and/or employees of either party.

9. **Independent Contractors**. The parties are independent contractors, and no agency, partnership, franchise, joint venture, or employment relationship is intended or created by this Agreement and neither party may make any commitment on behalf of the other or inference that such a relationship exists.
10. **Complete Agreement-Integration.** Unless otherwise specifically set forth in this Agreement, this Agreement contains the complete understanding of the parties with respect to the subject matter hereof and supersedes all other agreements, understandings, communications and promises of any kind, whether oral or written, between the parties with respect to such subject matter.
11. **Compliance with the laws.** In performing their obligations under this Agreement, the parties will comply with all applicable state and federal laws and regulations including but not limited to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Family Educational Rights and Privacy Act, and shall not unlawfully discriminate against any employee or student of Franklin or the College on the basis of race, sex, religion, disability, age, national origin, color or veterans status.
12. **Counterparts: Facsimile Signatures.** This Agreement may be executed in multiple counterparts, all of which shall be originals and which taken together shall constitute a single agreement between the Parties. For the purpose of interpretation, facsimile signatures shall be equivalent to original signatures.

Board Action: Trustee John Brooks made a motion to approve the Franklin University Colocation Agreement as recommended. Student Trustee Drew Halter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Al Henager, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Andrew Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-C. Holiday Calendar Year 2016: The CEO presented the following proposed holiday schedule for administrative, technical, professional/non-faculty, clerical and maintenance staff for calendar year 2016 and recommended approval:

Monday, January 18: Martin Luther King Jr. Day
Monday, February 15: President's Day
Friday, March 25: Spring Break
Monday, May 30: Memorial Day
Monday, July 4 : Independence Day
Monday, September 5: Labor Day
Monday, October 10: Columbus Day
Friday, November 11: Veteran's Day
Thursday-Friday, November 24-24: Thanksgiving
Tuesday-Friday, December 20-23: Winter Break
Monday, December 26 : Christmas Observed
Tuesday-Friday, December 27-30: Winter Break
Monday, January 2, 2017, New Year's Day Observed

Board Action: Trustee Al Henager made a motion to approve the Calendar Year 2016 holiday schedule as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Al Henager, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Andrew Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-D. Dedication in Honor of Gene Duke: Gene Duke was the Olney Central College Basketball Coach from 1964 to 1975. Coach Duke was instrumental in establishing various sports programs at OCC and the first intramural programs for all students. Coach Duke passed away in August 2015 and as requested by the OCC Alumni, the CEO recommended that a plaque be placed in the Gymnasium Foyer in Gene Duke's honor and that Coach Duke's name be added to the floor during the next scheduled refinishing.

Board Action: Trustee Brenda Culver made a motion to approve placement of a plaque in the OCC Gymnasium Foyer in Gene Duke's honor and that Coach Duke's name be added to the gymnasium floor during the next schedule refinishing. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Al Henager, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Andrew Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-E. Olney-Richland County, Newton-Jasper County Enterprise Zone: The City of Olney, Richland County Board, and the City of Newton and Jasper County Board, have requested approval of a new Enterprise Zone application. The CEO recommended approval of the Olney-Richland County, Newton-Jasper County Enterprise Zone as follows:

PUBLIC TAXING AUTHORITY Illinois Eastern Community College District #529
RESOLUTION AUTHORIZING TAX ABATEMENT WITHIN THE ENTERPRISE ZONE

WHEREAS, the Olney/Richland County/Newton/Jasper County Enterprise Zone entities of the City of Olney, City of Newton and Village of Sainte Marie, Illinois, (the "Municipalities") and the County of Richland and the County of Jasper, Illinois, (the Counties" have made known to the Board of Trustees of the Illinois Eastern Community College District #529 their intention to apply for Enterprise Zone designation for a portion of the territory which lies within the Municipalities and Counties; and

WHEREAS, both the designation of an enterprise zone to be known as the Olney/Richland County/Newton/Jasper County Enterprise Zone pursuant to the Illinois Enterprise Zone Act, 20 ILCS 655/1 et seq., and the eventual success of an enterprise zone depend upon community support and the nature of incentives to be offered; and

WHEREAS, the public taxing authority finds that the enterprise zone designation will serve the interest of all local taxing authorities and the entire community by stimulating economic revitalization,

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Trustees of the Illinois Eastern Community College District #529:

The Board of Trustees of the Eastern Community College District #529 hereby authorizes and directs the County Clerk to abate that portion of its taxes on real property located within the designated Olney/Richland County/Newton/Jasper County Enterprise Zone resulting from an increase in assessed valuation which is attributable to the construction of improvements and subject to the following limitations:

(a) The tax abatement shall apply only to the taxes corresponding to an increase in assessed valuation after improvements (either new construction, renovation or rehabilitation) have been duly assessed and said abatement shall not exceed the amount attributable to the construction of the improvements and the renovation or rehabilitation of existing improvements.

(b) The tax abatement shall pertain only to that parcel within the Enterprise Zone which has been improved after the designation of the Enterprise Zone provided, however, no such abatement shall be applicable to any such improvement project located within the boundaries of a Tax Increment Financing District.

(c) The tax abatement shall be at the rate of 100% of the taxes corresponding to the increase in assessed valuation attributable to the improvements on the property for a period of five (5) years beginning with the calendar year in which the improvements are fully assessed.

(d) The tax abatement shall apply only to improvements for which a building permit is issued.
(e) A project shall not be eligible for tax abatement benefits unless the total cost of the proposed project exceeds $10,000.00.
(f) The tax abatement shall apply only to improvements to industrial and commercial property. Residential property of any kind is not eligible for tax abatement benefits.
(g) While the abatement is in effect, this public taxing authority will continue to receive all taxes corresponding to the equalized assessed valuation for the tax year immediately preceding commencement of the project.
(h) If the term of any abatement of real estate taxes which began under the original Olney/Richland County/Newton/Jasper County Enterprise Zone has not been completed as of the expiration of the original Olney/Richland County/Newton/Jasper County Enterprise Zone, such abatement shall not terminate, but shall continue in full force during the term of the new Enterprise Zone until the natural termination of the tax abatement.

Board Action: Trustee Michael Correll made a motion to approve the Olney-Richland County, Newton-Jasper County Enterprise Zone as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Michael Correll, Brenda Culver, Al Henager, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees abstaining: John Brooks. Trustees absent: Andrew Fischer. The motion having received 5 yea votes, 1 abstention, and 0 nay votes, the Chair declared the motion carried.

#9-F. Special Warranty Deed for Property Transfer to FCC Foundation: A Special warranty deed was approved for 1.16 acres of District property the Board sold to the FCC Foundation following approval at the September 15, 2015 regular Board of Trustees meeting. To comply with title insurance company requirements, the Board approved a special warranty deed for the actual deed of conveyance. The CEO recommended approval of the Special Warranty Deed for Property Transfer to the FCC Foundation.

SPECIAL

WARRANTY

DEED

THE GRANTOR, ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529 of the County of Richland, State of Illinois; for and in consideration of the sum of TEN DOLLARS ($10.00) AND OTHER GOOD AND VALUABLE CONSIDERATION, in hand paid, CONVEYS, TRANSFERS, ASSIGNS and SETS OVER unto the GRANTEE, FRONTIER COMMUNITY COLLEGE

FOUNDATION, an Illinois Not for Profit Corporation, with principal office located in the County of Wayne and State of Illinois, the following described real estate, situated in the County of Wayne, State of Illinois, hereby releasing and waiving all rights under and by virtue of the Homestead Exemption laws of this State:

> A Tract described as being 30 feet of even width off of the West side of Lot Number 22 and all of Lot Number 23 except 260 feet of even width off of the West side of said Lot Number 23, all in Fairfield Industrial Park, as per plat filed of record in Plat Book Record "B", at page 112, in the office of the Recorder of Wayne County, Illinois; together with an easement for vehicle parking and travel over and across the East 100 feet of the West 130 feet of even width off the West side of said Lot 22 in said Fairfield Industrial Park, which easement shall be a covenant running with the land for the benefit of said Tract, for the use by and benefit of the Buyer, its representatives, employees, agents, tenants, and assigns, which easement shall include the use of an existing parking lot, as the same shall be extended by Grantee at its sole cost to dimensions of not less than 289 feet in length running North and South and not less than 98 feet in width running East and West, and a two lane driveway providing ingress and egress from said existing parking lot to Industrial Drive; with the Grantee or assigns, as owners of said Tract, to have and assume all costs for and the responsibility of: (1) extending the existing parking lot to the North line of said Lot 22 with at least the overall dimension above state; (2) stabilizing the soil under the surface of said existing parking lot, parking lot extension, and driveway as may be require from time to time to maintain an all weather traffic surface thereon; and (3) spreading and thereafter maintaining a minimum of 6 inches of CA6 aggregate base on said existing parking lot, parking lot extension, and driveway; and with the Grantor to have and assume all other costs for and the responsibility of maintaining said parking lot, parking lot extension, and driveway, including but not limited to snow removal, and paying all real estate taxes and assessments against the real estate covered by said easement, if any.

The covenants of warranty of this deed are made subject to taxes and assessments, and any liens, therefore, all easements, rights-of-way, mineral conveyances, mineral reservations, oil and gas leases and restrictive covenants appearing of record.

Together with all appurtenances thereto and the improvements thereon in their now existing condition, but subject to: (a) all public and private roads and easements; (b) covenants, conditions and restrictions of record; (c) oil, gas, coal and other mineral reservations, conveyances and rights severed by leases of record; (d) taxes and assessments, and any liens therefore; € matters which would be disclosed by a survey; and (f) zoning laws, regulations and ordinances affecting said property.

This deed is exempt under provisions of Paragraph b, Section 31-45, of the Real Estate Transfer Law.

Board Action: Trustee Brenda Culver made a motion to approve the foregoing Special Warranty Deed for Property Transfer to the Frontier Community College Foundation. Trustee Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: : John Brooks, Gary Carter, Michael Correll, Brenda Culver, Al Henager, Marilyn Wolfe. Student advisory

vote: Yea. Trustees voting nay: None. Trustees absent: Andrew Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-G. Affiliation Agreements: The CEO recommended approval of affiliation agreements with the following medical institutions for Frontier Community College and Olney Central College:

Phlebotomy
OCC Good Samaritan Hospital – Vincennes, Indiana
OCC Gibson General Hospital – Princeton, Indiana
FCC Fairfield Memorial Hospital, Fairfield
FCC Horizon Health Care, Fairfield
Health Informatics
FCC EDLUCY Incorporated – Fairfield

Board Action: Trustee John Brooks made a motion to approve affiliation agreements for Olney Central College and Frontier Community College as listed and as presented in full in the Board agenda, as recommended. Student Trustee Drew Halter seconded the motion and on a recorded roll call vote the following trustees voted yea: : John Brooks, Gary Carter, Michael Correll, Brenda Culver, Al Henager, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Andrew Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #10 – "Bid Committee Report" – None.

AGENDA #11 – "District Finance" – The following District financial matters were presented.

#11-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of October 31, 2015.

#11-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for November 2015 totaling $3,034,399.06 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 November, 2015, in the amounts listed. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Al Henager, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Andrew Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #12 – "Chief Executive Officer's Report" – The following informational items were presented by the CEO:

1. Cohort Default 3 Year Rate 2009-2012
2. FOIA Issue of Emails on Private Devices Back in Court
3. Enrollment

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

AGENDA #14 – "Approval of Executive Session Minutes" – The Board of Trustees did not hold an executive session at the regular meeting, October 20, 2015.

AGENDA #15 – "Approval of Personnel Report" – Tara Buerster presented the following personnel Report and the CEO recommended approval.

400.1. Employment of Personnel

A. Faculty

1. Aaron Lineberry, Chemistry Instructor, OCC, effective December 18, 2015
2. Wesley Taylor, Instructor, Workforce Education, effective January 1, 2016

B. Professional Non-Faculty

1. Andy Hill, Bookstore Manager, FCC, effective November 19, 2015

C. Classified

1. Kyrah Buchanan, Program Advisor, Allied Health, OCC/LTC, effective November 30, 2015

400.2. Change in Status

A. Administrative

1. Tiffany Cowger, Director of TRIO Upward Bound East/West, DO, to Assistant Dean of Student Services, WVC, effective November 30, 2015

400.3. Special Assignment

A. Administrative

1. Linda Shidler, Interim Director of LRC, OCC, $2,200/month, effective November 18, 2015

400.4. Reductions in Force and Adoption of Resolutions

A. District Office

1. Barney Brumfiel, Program Director (GR), SBDC, DO
2. Karen Souder, Administrative Assistant (GR), SBDC, DO
3. Michael Sullivan, Manufacturing Project Coordinator of INAM (GR), DO

B. Frontier Community College

1. Linda Sargent, Coordinator of Literacy Development (GR), FCC

400.5. Termination of Employment

A. Classified

1. Heather Kaide, Custodian, WVC, effective November 23, 2015

400.6. Retirement Ratification

A. Administrative

1. Kathryn Harris, President, LTC, effective June 1, 2016

Board Action to Approve Personnel Report: Trustee Brenda Culver made a motion to approve the Personnel Report as recommended. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Al Henager, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Andrew Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #16 "Collective Bargaining" – None.

AGENDA #17 "Litigation" – None.

AGENDA #18 "Other Items" – None.

AGENDA #19 "Adjournment" – Trustee Al Henager made a motion to adjourn. Student Trustee Drew Halter seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The voice vote was taken. The Chair declared the "Ayes" have it, and the motion is adopted, and the meeting was adjourned at 8:40 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

Agenda Item #4

Public Comment

Agenda Item #5

Reports

A. Trustees

B. Presidents

C. Cabinet

Agenda Item #6

Policy First Reading (and Possible Approval)

Agenda Item #6A

HR 400.8 Minimum Faculty Requirements and Qualifications Policy

Agenda Item #6A

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: December 8, 2015

RE: Minimum Faculty Requirements and Qualifications

The Higher Learning Commission (HLC) has released additional revisions to their Assumed Practices on Qualified and Competent Faculty. The HLC now requires additional educational requirements for community college instructors.

To be in compliance with the HLC's recent changes the District is recommending that additional language be added to the Faculty Qualifications Policy. The new policy defines tested experience for transfer level faculty and adds degree information for career and technical faculty. The HLC also requires a statement regarding education plans for those faculty who may need to take additional hours to meet requirements.

The Deans, Director of Human Resources, Chief Academic Officer and Cabinet have reviewed the recommended policy revision and have approved it at the Cabinet level.

I recommend the Board's approval of the revised Minimum Faculty Requirements and Qualifications (HR 400.8) Policy.

TLB/rs

Attachment

HUMAN RESOURCES - 400

Minimum Faculty Requirements/Qualifications (400.8)

Date Adopted: December 19, 1989
Date Revised: November 15, 2011
Date Revised: June 16, 2015
Date Revised: December 8, 2015 (pending Board approval)

Administration will determine the need for faculty personnel to fill vacancies or to meet changing enrollment or changing demands within each area of instruction and will follow the minimum qualification requirements as listed below:

Transfer Programs: Preparation shall include a master's degree in the field of specialization for which courses are taught, except in such areas in which work experience and related training in the course area is acceptable.

Basic Skills Courses: Preparation shall include a Bachelor's degree with course work in the academic area to be taught.

Career and Technical Education Programs: One year (2,000 hours) employment experience in the specific occupational area to be taught, and compliance with legal, governmental, and professional requirements, if applicable. For those occupations which employment or preparation is regulated by law or licensure, such laws and licensing requirements shall take precedence.

Acceptable Coursework

A. All undergraduate credit must be earned from regionally accredited institutions in courses associated with the discipline in which the instructor shall teach.

B. All graduate credit hours must be earned at regionally accredited institutions in courses at the graduate level with the major emphasis in either professional educational studies or the discipline in which the individual shall teach.

C. Credit for graduate work done at foreign universities may be given at the discretion of the Board.

January 1, 2016 the following Minimum Faculty Requirements/Qualifications will be effective.

Transfer Programs: Preparation shall include a master's degree with 18 graduate hours in the academic field, ~~or~~ discipline, or subfield. The primary method of determination shall be by credentials, however other secondary methods may be considered when determining qualified faculty, such as tested ~~work~~ experience, related training, and academic experience in the course and/or discipline area. Tested experience includes, but is not limited to, a breadth and depth of experience outside of the classroom in real-world situations relevant to the specific field, discipline or subfield to be taught; certifications or licensure in the field, discipline or subfield; and compliance with legal, governmental, and professional requirements, if applicable.

Basic Skills Courses: Preparation shall include a Bachelor's degree with course work in the academic area to be taught.

Career and Technical Education Programs: Preparation shall include a bachelor's degree in the field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, o~~O~~ne year (2,000 hours) employment experience in the specific occupational area to be taught; certifications or licensure in the field, discipline, or subfield; and compliance with legal, governmental, and professional requirements, if applicable. For those occupations which employment or preparation is regulated by law or licensure, such laws and licensing requirements shall take precedence.

Acceptable Coursework

A. All undergraduate credit must be earned from regionally accredited institutions in courses associated with the discipline in which the instructor shall teach.

B. All graduate credit hours must be earned at regionally accredited institutions in courses at the graduate level with the major emphasis in either professional educational studies or the discipline in which the individual shall teach.

C. Credit for graduate work done at foreign universities may be given at the discretion of the Board.

The District shall work with current and new faculty, who are otherwise performing well, to ensure that they meet the above requirements/qualifications. In some instances, a written education plan may be established for a faculty member.

Agenda Item #6B

Student 500.8 Comprehensive Fee Policy

Agenda Item #6B

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: December 8, 2015

RE: Revisions to Comprehensive Fee Board Policy 500.3

As suggested by the HLC Peer Review Team, the administration has begun a formal review of the Policy manual. For the Board's review and approval are revisions to the following policy:

500.3 Comprehensive Fee Policy

I recommend the Board approve the revisions to the Comprehensive Fee policy.

TLB/rs

Attachment

Comprehensive Fee Policy (500.3)

Date Adopted: December 19, 1989
Revised: April 29, 1999
Revised: December 8, 2015 (pending Board approval)

A. Tuition: ~~In-District tuition~~ Tuition shall be established by the Board of Trustees.

B. Miscellaneous Fees: Miscellaneous fees are those fees that are charged for various student support services in the Financial Information section of the IECC catalog. These fees are reviewed annually and recommended changes to these fees are submitted to the Board of Trustees for approval.

~~Incidental Fees: Incidental fees are those fees charged to provide for special student services initiated by student request. The rates for each of the incidental fees shall be determined on an annual basis. The recommended rates will be submitted to the Board for its approval at its regular meeting in June. Incidental fees are charged for the following:~~

~~Incidental Fees~~

~~1. Admission Fee (one time non-refundable).~~

~~2. Graduation Fee (includes cap and gown rental, diplomas, and is payable at the time of submitting graduation application).~~

~~3. Second Diploma Charge.~~

~~4. Transcript Fee (first transcript issued at no charge).~~

~~5. Change of Program Fee (drop/add fee per class).~~

~~6. Late Registration Fee.~~

~~7. Proficiency Examination Fee (per exam).~~

~~8. Music (Applied) Course Fee.~~

~~9. Physical Education Courses Requiring the Rental of Non-College Facilities (a fee is charged on a cost-recovery basis).~~

~~10. Deposit for College Owned Musical Instruments (a semester hour deposit is required, based on instrument value; if the instrument is returned in good condition, the deposit is refunded).~~

~~11. Nursing Course Fee.~~

~~12. Truck Driving Course Fee.~~

~~13. Microwave Cooking Course Fee.~~

~~14. Mini-Computer Programming Course Fee.~~

~~15. Natural Foods Course Fee.~~

~~16. Welding Course Fee.~~

~~17. Nursing Assistant Malpractice Insurance.~~

~~18. Television Course Fee.~~

~~19. Mailing List Fee.~~

These fees may be added to or altered only by action of the Board of Trustees. The Board reserves the right to change the rate at any time without prior notice.

~~Program Costs~~

~~1. Nursing Program (includes purchase of personal liability insurance, nursing uniforms and caps, A.D.N. school pin and P.N. school pin).~~

~~2. Auto Mechanics (deposit on tool box; refundable depending on the condition when returned).~~

~~3. Welding & Metallurgy (includes purchase of gloves, helmet, vest, goggles and striker).~~

~~4. Cosmetology (includes a one time purchase of equipment).~~

~~5. Diesel Equipment Technology (includes purchase of tools).~~

~~6. Telecommunications (includes purchase of tools).~~

~~7. Drafting Technology (includes purchase of drafting instruments)~~

~~8. Air Conditioning and Refrigeration (includes purchase of a tool chest and tools).~~

~~9. Tool & Die (includes purchase of tools).~~

~~10. Radiology Program (insurance).~~

Agenda Item #6C

Student 500.21 Student Military Policy

Agenda Item #6C

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: December 8, 2015

RE: Revisions to Student Military Policy 500.12

Pursuant to the Federal Veterans Access, Choice, and Accountability Act, all eligible veterans and their eligible dependents are to be offered in-state tuition at public colleges and universities. The District currently offers in-state tuition to veterans. The revised policy on Student Military Policy for Board's review and approval conforms to current District practice.

I recommend the Board approve the revisions to Policy 500.12.

TLB/rs

Attachment

Student Military Policy (500.21)
Date Adopted: October 16, 2001
Date Revised: October 18, 2005
Date Revised: December 8, 2015

Any IECC student in the military service, or a student who enlists in the military service (Army of the United States, United States Navy, the Marine Corps, the Air Force, the Coast Guard, and members of the State Militia), or a student who is a member of the National Guard or Reserves and has been ordered to active duty, and is unable to attend class for 7 or more days, shall receive a full refund of required tuition, fees, and other institutional charges. Withdrawal from courses shall not impact final grade point average or re-enrollment options. Students unable to process their enrollment for the upcoming term due to military service will have all late penalties or fees set aside. Any IECC student that is called to active military service shall be allowed to complete any unfinished courses at a later date at no additional charge, unless course credit has already been given or the student received a full refund upon withdrawing (in which case the student's record shall reflect that the withdrawal is due to active military service). The student must be given priority over other students in reenrolling in the course or courses. To the extent that other policies conflict with section, this section shall supersede and be controlling of dealing with student enrollment in courses or programs.

Any IECC student who is Title IV eligible and withdraws because of being called to active duty, or has been otherwise impacted by the military mobilization, will not be required to repay an overpayment of grant funds based on the Return of Title IV Funds calculation. IECC must perform the Return of Title IV Funds calculations that are required by the statute and regulations and will return funds to one or more of the Title IV programs as calculated by the Return of Title IV Funds calculation.

As pursuant to the Federal Veterans Access, Choice and Accountability Act, all eligible veterans and their eligible dependents will be offered in-state tuition at public colleges and universities. Therefore, IECC will offer any veteran using federal veterans benefits in-district or out-of-district tuition rates.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Memorandum of Agreement with McKendree University

Agenda Item #8A

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: December 8, 2015

RE: Memorandum of Agreement between McKendree University and IECC

The following Memorandum of Agreement between McKendree University and Illinois Eastern Community Colleges will assist the professional development and educational opportunities of eligible and qualified IECC employees.

Through the agreement, McKendree University agrees to provide a Bachelor of Business Administration (BBA) online program, a Master of Business Administration (MBA) online program, and a Master of Arts in Education – Higher Education Administrative Services (MAED) online program to IECC employees at a discounted 10% tuition rate from the standard tuition per credit hour rates published by McKendree University.

This agreement may be terminated by either party, no later than one academic term before the desired date of termination. In the event of termination, the University and IECC will insure that an appropriate degree completion option be made available for any enrolled students.

I recommend the Board's approval of this agreement.

TLB/rs

Attachment

MEMORANDUM OF AGREEMENT
Between
McKendree University
And
Illinois Eastern Community College

Purpose: To assist the professional development and educational opportunities of eligible and qualified Illinois Eastern Community College employees, McKendree University agrees to provide a Bachelor of Business Administration (BBA) online program, a Master of Business Administration (MBA) online program, and a Master of Arts in Education – Higher Education Administrative Services (MAED) online program.

A. The University agrees:

1.) To assume full responsibility for the planning and delivery of mutually approved academic programs and courses, including: Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Arts in Education – Higher Education Administrative Services (MAED) [see Attachment A for curricula].

2.) To provide academically and professionally qualified instructors for all McKendree University courses offered to Illinois Eastern Community College employees, and to provide for periodic University evaluation of all such instructors and courses.

3.) To provide ancillary services such as academic advising, student registration, and textbook facilitation.

4.) To enroll qualified Illinois Eastern Community College employees as degree-seeking students or as professional development students at McKendree University. All coursework successfully completed at the University will carry the appropriate academic credit designated for the course and may be applied toward completion of the BBA, MBA, or MAED degree at McKendree University, used for professional development reasons, or used as potential transfer credit to another institution (dependent on that institution's policies).

5.) To review the previous academic histories of all degree-seeking applicants and evaluate any coursework completed at accredited colleges/universities for possible acceptance, when relevant, as transfer credit to McKendree University's BBA, MBA, or MAED degree programs. This evaluation will also determine any prerequisite courses necessary for applicants to the BBA, MBA, and MAED degree programs.

6.) The standard instructional format is an online course format.

7.) To allow enrolled students full access to the Holman Library at McKendree University including circulation privileges and computerized bibliographic

searches for research materials. Additional consortium arrangements and Inter-library loan privileges also supplement the University's library collection and services.

8.) To designate a representative of McKendree University as the coordinator of all University activities at Illinois Eastern Community College, and as a liaison between this cooperative program and other University offices. This coordination will insure efficient delivery of services and programs, and compatibility of offerings, and will enhance collaboration between Illinois Eastern Community College and McKendree University.

9.) To provide, on proper application and with student permission, an official transcript documenting an individual student's academic coursework and/or degree completion at McKendree University.

B. Illinois Eastern Community College agrees:

1.) To provide appropriate access to Illinois Eastern Community College newsletters or announcements for dissemination of information on the University's programs for Illinois Eastern Community College employees.

2.) To collaborate with and to assist the University in the efficient operation of these educational programs.

3.) To designate a representative(s) to serve as liaison with the University in matters pertaining to this agreement.

C. Both parties agree:

1.) To collaborate fully in the planning and execution of these academic programs, including the specific course selections and scheduling patterns needed to support the needs of Illinois Eastern Community College and the students.

2.) To collaborate fully in the monitoring of enrollments and in the appropriate promotion of these academic programs. Both parties reserve the right to review all information distributed to employees concerning the University's programs.

3.) That all academic policies and degree requirements will be consistent with the terms published by McKendree University.

4.) That tuition rates for each program (BBA, MBA, and MAED) will be discounted 10% from the standard tuition per credit hour rates published by McKendree University. A review of tuition charges will be conducted annually in spring, and if the rates are increased, the 10% discount will be based on the new tuition rates. Tuition may be changed or extended by the parties upon execution of a signed memorandum codifying its extension or amendment.

5.) That this agreement may be terminated by either party, no later than one academic term before the desired date of termination. In the event of termination, the University and Illinois Eastern Community College will insure that an appropriate degree completion option be made available for any enrolled students.

6.) That McKendree University, an accredited institution of higher education, will abide by all regulations, guidelines and best practices required by its own institutional polices, as well as by its state and federal regulators, and by its regional accreditor (i.e., The Higher Learning Commission).

D. APPROVAL

Upon the execution of this MOA, it is desired that this educational partnership to benefit Illinois Eastern Community College employees will begin with the 2016 Spring I term (January 2016).

Accepted by McKendree University	Accepted by Illinois Eastern Community College
_____ Dr. James Dennis President	_____ Mr. Terry L. Bruce Chief Executive Officer
_____ Dr. Christine Bahr Provost	_____ Mrs. Chris Cantwell Chief Academic Officer
_____ Dr. Joseph Cipfl Executive Director of Online and External Programs	_____ Date
_____ Dr. John Waters Business Division Chair	_____ Date

Agenda Item #8B

Approval of No Petition Certificate

Agenda Item #8B

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: December 8, 2015

RE: Approval of No Petition Certificate

The Board, at the regular board meeting on October 20, 2015, adopted a "Resolution of Intent to Levy an Additional Tax". Following that resolution, a "Notice of Intent to Levy an Additional Tax" was published, which began a petition period of 30 days following the publication of the notice. The Board also had published a "Notice of Proposed Tax Increase".

At the regular board meeting on November 17, 2015, the Board conducted a public hearing on the proposed tax increase.

The petition period for a request for a referendum on the District's intent to levy an additional tax expired, and Board Secretary Renee Smith now files with the Board a **No Petition Certificate** stating that no petition was filed requesting that the proposition be submitted to voters of this District.

I ask the Board to approval the attached No Petition Resolution.

TLB/akb

Attachment

STATE OF ILLINOIS)
) SS
COUNTY OF RICHLAND)

NO PETITION CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees (the *"Board"*) of Illinois Eastern Community College District No. 529, counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the *"District"*), and as such official I do further certify that pursuant to a resolution entitled:

> RESOLUTION declaring the intention of Illinois Eastern Community College District No. 529 to avail of the provisions of Article 3 of the Public Community College Act of the State of Illinois, as amended, and to levy an additional tax for the purpose of increasing the total taxing authority of the district to the most recently reported statewide average actual levy rate for educational and operations and maintenance purposes, and directing that notice of such intention be published as provided by law.

(the *"Resolution"*) duly adopted by the Board on the 20th day of October, 2015, notice of intention of the District to Levy an Additional Tax (the *"Notice"*) was published on the 22nd day of October, 2015, in the *Olney Daily Mail*, the same being a newspaper of general circulation in the District, and was not posted electronically on the District's World Wide Web pages.

I do further certify that no petition has ever been filed in my office as Secretary of the Board, or has ever been presented to me as such official, requesting that the proposition to levy said additional tax be submitted to the voters of the District, but that I provided a petition form regarding the same to every individual requesting one.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 8th day of December, 2015.

_____
Secretary, Board of Trustees

Agenda Item #8C

Certificate of Compliance with the Truth in Taxation Law

Agenda Item #8C

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: December 8, 2015

RE: Certificate of Compliance with the Truth in Taxation Law

At the October 20th Board meeting, the Board approved the District's estimated aggregate tax levy and required that notice of the District's levy be placed in District newspapers and that a hearing be conducted on the levy pursuant to the Truth in Taxation Law which requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the District.

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

The Board estimated the aggregate amount of taxes to be levied for the year 2015 is $4,884,655 and that the aggregate amount of taxes estimated to be levied for the year 2015 did exceed 105% of the taxes actually extended by the district in the year 2014. Public notice was placed in the following newspapers of general circulation in District,

Marshall Advocate, Clark County
Clay County Advocate-Press, Clay County
Robinson Daily News, Crawford County
Prairie Post, Edwards County
Newton Press-Mentor, Jasper County
Lawrenceville Daily Record, Lawrence County
Olney Daily Mail, Richland County
Daily Republican Register, Wabash County
Wayne County Press, Wayne County
Carmi Times, White County

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

I ask the Board's approval of the attached Truth in Taxation Certificate of Compliance.

TLB/akb

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of Illinois Eastern Community College District No. 529 and as such presiding officer, I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions Sections 18-60 through 18-85 of the "Truth in Taxation" Law.

CHECK ONE OF THE CHOICES BELOW:

[X] The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law, and a copy of the ad is attached.

[ ] The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, notice and a hearing were not necessary.

[ ] The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.

[ ] The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

This certificate applies to the 2015 levy.

Date:_____

Presiding Officer:_____
(Signature)

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 2015 will be held on November 17, 2015 at 7:00 p.m. at Frontier Community College, Fairfield, 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 2014 were $4,111,911.

The proposed corporate and special purpose property taxes to be levied for 2015 are $4,884,655. This represents an 18% increase over the previous year extension.

III. The property taxes extended for debt service for 2014 were $2,126,537.

The estimated property taxes to be levied for debt service and public building commission leases for 2015 are $2,096,350. This represents a 1% decrease over the previous year.

IV. The total property taxes extended or abated for 2014 were $6,238,427.

The estimated total property taxes to be levied for 2015 are $7,011,192. This represents a 12% increase over the previous year extension.

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

ADOPTED this 20th day of October 2015.

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: G. Andrew Fischer
Chairman

ATTEST:
Renee Smith
Secretary

Agenda Item #8D

Certification of Tax Levy for FY2017

Agenda Item #8D

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: December 8, 2015

RE: Certification of Tax Levy for FY2017

The Board must certify IECC's tax levies for FY2017, beginning July 1, 2016 and ending June 30, 2017. The Certificate of Tax Levy is attached for your review. Prior years' information is also presented for comparison purposes.

In addition to the education and building fund, this certificate of tax levy will carry the statement that an additional levy must be made by each County Clerk for the outstanding bond issue and tort liability, workmen's compensation, audit, unemployment, Medicare and other insurance.

The tax rate for FY2017 is estimated at 49.37 cents per $100 in equalized assessed valuation.

I recommend that the Certificate of Tax Levy for FY2017 be approved as presented.

TLB/akb

Attachment

CERTIFICATE OF TAX LEVY

Community College District No. 529 County(ies) Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wayne, Wabash & White
Community College District Name Illinois Eastern Community Colleges District #529 and State of Illinois

We hereby certify that we require:

the sum of $ 2,467,500 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of $ 1,057,500 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of $ 609,655 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of $ 200,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and

the sum of $ 220,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of $ 80,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of $ 0 to be levied as a special tax for protection, health and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of $ 250,000 to be levied as a special tax for (specify) worker's compensation & unemployment purposes, on the taxable property of our community college district for the year 2014.

Signed this 8th day of December, 2015.

_____
Chairman of the Board of Said Community College District

_____
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full _____1_____.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(Detach and return to Community College District)

This is to certify that the Certificate of Tax Levy for Community College District No._____ County(ies) of _____ _____ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20_____ was filed in the office of the County Clerk of this county on _____, 20_____

In addition to an extension of taxes authorized by levies made by the board of said community college district and additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20_____ is $_____.

_____ _____
Date County Clerk and County

Illinois Eastern Community Colleges
Tax Levy History

It is necessary to certify our tax levies for FY 2017, beginning July 1, 2016 and ending June 30, 2017. This information and that of prior years is presented below to assist in evaluating next year's levy.

FISCAL YEAR	ACTUAL EAV	EDUCATIONAL LEVY	BUILDING LEVY	OPERATING LEVY	OPERATING TAX EXTENSION	TOTAL TAX LEVY RATE	ACTUAL EXTENSION TAX RATE	
1997	840,096,133	1,555,000	667,000	2,222,000	2,100,240	42.66	40.32	
1998	904,660,676	1,610,000	690,000	2,300,000	2,261,652	46.24	45.47	
1999	945,037,299	1,800,000	765,000	2,565,000	2,362,593	48.07	44.28	
2000	983,802,073	1,820,000	780,000	2,600,000	2,459,505	46.27	43.77	
2001	980,620,689	1,837,500	787,500	2,625,000	2,451,552	44.71	41.76	
2002	1,010,227,912	1,837,500	787,500	2,625,000	2,525,570	46.91	45.13	
2003	1,019,727,226	1,925,000	825,000	2,750,000	2,549,318	47.91	44.41	
2004	1,034,733,922	1,925,000	825,000	2,750,000	2,586,835	47.24	44.44	
2005	1,023,487,154	1,925,000	825,000	2,750,000	2,558,718	46.99	43.72	
2006	1,077,939,382	1,925,000	825,000	2,750,000	2,694,848	45.91	44.99	
2007	1,101,476,437	2,100,000	900,000	3,000,000	2,753,691	46.36	42.55	
2008	1,109,341,717	2,135,000	915,000	3,050,000	2,773,354	46.97	42.71	
2009	1,373,502,477	2,135,000	915,000	3,050,000	3,019,810	45.78	39.36	
2010	1,203,320,686	2,450,000	1,050,000	3,500,000	3,008,302	48.99	42.11	
2011	1,268,645,929	2,450,000	1,050,000	3,500,000	3,171,615	45.94	41.63	
2012	1,266,328,720	2,450,000	1,050,000	3,500,000	3,165,822	48.47	43.84	
2013	1,289,013,277	2,450,000	1,050,000	3,500,000	3,202,552	48.59	44.46	
2014	1,313,132,171	2,353,750	1,008,750	3,362,500	3,263,408	45.81	44.46	
2015	1,316,174,679	2,450,000	1,050,000	3,500,000	3,287,696	46.45	45.87	
2016	1,355,971,691	2,450,000	1,050,000	3,500,000	3,389,930	46.01	44.61	
						46.61	43.49	Average
Estimated:								
2017	1,420,000,000	3,077,155	1,057,000	4,134,155	??	49.37	??	

In addition to the Educational and Building Fund, our certificate of tax levy will carry the statement that an additional levy must be made by each county clerk for each of the outstanding bond issues, for insurance purposes: (tort liability, Medicare, worker's compensation and unemployment), and for financial audit purposes.

Agenda Item #8E

GASB Designation of Tax Levy Year

Agenda Item #8E

MEMORANDUM

TO: Board of Trustees

FROM: Roger Browning

DATE: December 8, 2015

RE: GASB Designation of Tax Levy Year

Under guidelines established by the Governmental Accounting Standards Board (GASB), IECC may designate the fiscal year that the District's tax levy is to be recognized as income. Currently, the District levies and extends taxes based upon a calendar year. The calendar year overlaps the District's school year and the District's fiscal year.

The following resolution clarifies that under GASB guidelines, taxes levied by the District for calendar year 2015 will be collected late in calendar year 2016 and that income from the collection of such funds will be allocated 100% to Fiscal Year 2017 (July 1, 2016 – June 30, 2017).

I ask the Board's adoption of this resolution.

RB/akb

Attachment

RESOLUTION SETTING FORTH TAX LEVIES FOR 2015

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

That the Board hereby incorporates, by reference, all prior resolutions adopted in calendar year 2015 concerning tax levies and extensions

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

That the sum of Two Million Four Hundred Sixty Seven Thousand Five Hundred Dollars ($2,467,500) be levied as a tax for Educational purposes; and the sum of One Million Fifty Seven Thousand Five Hundred Dollars ($1,057,500) be levied as a tax for Operations and Maintenance purposes; and the sum of Six Hundred Nine Thousand Six Hundred Fifty Five Dollars ($609,655) be levied as an additional tax for Educational and Operating and Maintenance purposes; and the sum of Two Hundred Twenty Thousand Dollars ($220,000) be levied as a special tax for Social Security and Medicare purposes; and the sum of Eighty Thousand Dollars ($80,000) be levied as a special tax for Financial Audit purposes; and the sum of Two Hundred Thousand Dollars ($200,000) be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunities Act; and the sum of Two Hundred Fifty Thousand Dollars ($250,000) be levied as a special tax for Worker's Compensation and Unemployment purposes on the equalized assessed value of the taxable property of Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, State of Illinois, for the year 2015 to be collected in the year 2016; and that the income from the levy for the year 2016 be allocated 100% for Fiscal Year 2017.

Adopted this 8th day of December, A.D. 2015

AYES: _____

_____

_____

NAYS: _____

_____

_____

ABSENT: _____

_____

_____

Chairman, Board of Trustees Date
Illinois Eastern Community College District #529

ATTEST:

_____

Secretary, Board of Trustees Date
Illinois Eastern Community College District #529

Agenda Item #8F

IECC and EIU Concurrent Enrollment Agreement for the ADN and BSN Programs

Agenda Item #8F

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: December 8, 2015

RE: IECC and EIU Concurrent Enrollment Agreement for the ADN and BSN Programs

In the Fall of 2015, IECC was approached by representatives from Eastern Illinois University (EIU) to discuss and develop a concurrent enrollment agreement for the Associate Degree in Nursing (ADN) program at IECC with the EIU Bachelors of Science in Nursing (BSN) Degree. The Interim Associate Dean of Allied Health Anne Hustad, President Rodney Ranes, and Chief Academic Officer Chris Cantwell met with the College of Sciences Dean and the BSN Program Coordinator for EIU.

The draft course outline was reviewed and modified based on those discussions. The enrollment agreement will allow an IECC Nursing student to be concurrently admitted to the EIU BSN program. This concurrent enrollment will assist in the student's transition to a Bachelor's Degree in Nursing.

I ask the Board's acceptance of the IECC and EIU concurrent enrollment agreement for the ADN/BSN programs.

TLB/rs

Attachment

RN to BS In Nursing Program Dual Track Agreement
Between
Eastern Illinois University
And
Illinois Eastern Community College

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

The two institutions agree to the following: Any student who is enrolled in a transferable associate in arts, associate in science or associate in science and arts degree at Illinois Eastern Community College consistent with the Illinois Articulation Initiative (with the required 2.00 GPA) and submits required application and supporting documentation will automatically be admitted to EIU.

1. Acceptance into a specific EIU program is based on the individual student meeting the conditions and considerations listed for that program. Specifically, students enrolled in the **Nursing AAS (ADN)** program at Illinois Eastern Community College will be conditionally admitted to the baccalaureate **Nursing BS** program at EIU, upon meeting program admission requirements. Full unconditional admission will be granted upon meeting that criteria for the RN to BS in Nursing Program.
2. The courses listed in the attached prescribed Illinois Eastern Community College Nursing AAS transfer guide have been reviewed and accepted for transfer to EIU.
3. Relationships between Illinois Eastern Community College and EIU faculty and administration are in the spirit of cooperation and provide the basis for this agreement.
4. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement.
5. This agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate in which case appropriate prior notice will be given to the operative academic personnel at the cooperating institution.
6. Appropriate publications and promotional materials regarding this agreement will be made available to all Illinois Eastern Community College students.
7. Either EIU or Illinois Eastern Community College may dissolve this agreement by giving one year's advance notice to the cooperating institution's president or academic vice president.
8. This agreement is effective with the 2015-2016 academic year and is subject to renewal every five years.

EASTERN ILLINOIS UNIVERSITY

_____ _____
President Date

_____ _____
Provost Date

ILLINOIS EASTERN COMMUNITY COLLEGE

_____ _____
Chairman, IECC Board Date

_____ _____
Chief Executive Officer Date

Agenda Item #8G

Board Meeting Dates and Location for 2016

Agenda Item #8G

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: December 8, 2015

RE: Board Meeting Dates and locations for 2016

The Illinois Community College Act requires that the Board annually set meeting dates, times and locations of Board meetings for the upcoming calendar year. The attached resolution sets forth the Trustees will meet on the third Tuesday of every month except December shall be the second Tuesday of the month. The following are the meeting dates and locations for the IECC Board of Trustees for 2016.

I recommend approval of this resolution.

TLB/rs

Attachment

RESOLUTION

Resolved, that the Illinois Eastern Community College District #529 Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2016:

Tuesday, January 19, 2016, 7 p.m., Wabash Valley College

Tuesday, February 16, 2016, 7 p.m., Frontier Community College

Tuesday, March 15, 2016, 7 p.m., Lincoln Trail College

Tuesday, April 19, 2016, 7 p.m., Olney Central College

Tuesday, May 17, 2016, 7 p.m., Wabash Valley College

Tuesday, June 21, 2016, 7 p.m., Frontier Community College

Tuesday, July 19, 2016, 7 p.m., Lincoln Trail College

Tuesday, August 16, 2016, 7 p.m., Olney Central College

Tuesday, September 20, 2016, 7 p.m., Wabash Valley College

Tuesday, October 18, 2016, 7 p.m., Frontier Community College

Tuesday, November 15, 2016, 7 p.m., Lincoln Trail College

Tuesday, December 13, 2016, 7 p.m., Olney Central College

12/2015

Agenda Item #8H

Affiliation Agreements

Certified Medical Assistant – LTC – Premier Healthcare, LLC – Bloomington, Indiana
Basic Nurse Assistant – LTC – Heritage Health – Robinson, Illinois
Basic Nurse Assistant – LTC – Crawford Memorial Hospital – Robinson, Illinois

Agenda Item #8H

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: December 8, 2015

RE: Affiliation Agreements

An affiliation agreement is a formal contract between the educational institution and the facility or business where the student(s) will have the experience. It identifies the responsibilities and liabilities of the various parties covered by the contract. Students engaged in these placements are not paid and the experience is required for completion of the program.

IECC wishes to enter into affiliation agreements for the following programs and locations:

Certified Medical Assistant
Premier Healthcare, LLC – Bloomington, Indiana – LTC

Basic Nurse Assistant
Heritage Health – Robinson, Illinois – LTC
Crawford Memorial Hospital – Robinson, Illinois – LTC

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

TLB/rs

Attachments

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

THIS AGREEMENT made and entered into this 18th day of November. 2015, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Premier Healthcare, LLC (hereinafter referred to as AGENCY).

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of patient care that are appropriate educational experiences for observation and participation by the students of LTC'S CMA Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the Administrative Supervisor on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical medical assistant laboratory practice, and will be available to the medical assistant students.

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Administrative Supervisor on behalf of the AGENCY will be responsible for maintaining proper standards of medical assistant care and safeguard of patients assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to CMA students.

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

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

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

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

The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.

LTC will provide orientation of the educational program for the AGENCY staff.

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ___ day of _____2015.

PREMIER HEALTHCARE, LLC

_____
Medical Services Director

_____
Agency Administrator

LINCOLN TRAIL COLLEGE

_____
Certified Medical Assistant
Faculty Member

_____
College Dean

_____
College President

_____
Chairman, Board of Trustees
Illinois Eastern Community Colleges

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
LINCOLN TRAIL COLLEGE
BASIC NURSE ASSISTANT PROGRAM #NA-5

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2016, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Basic Nurse Assistant Program #NA-5 (hereinafter referred to as LTC) and __Heritage Health__ Robinson, _____IL___ (hereinafter referred to as AGENCY). *Agency* *City* *State*

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of LTC'S Basic Nurse Assistant Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of Instruction on behalf of Lincoln Trail College and the Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. LTC will be responsible for the teaching and guidance of the students in the clinical nursing assistant laboratory practice, and will be available to the nursing assistant students.

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Nursing Assistant Faculty on behalf of LTC will be responsible for maintaining proper standards of nursing assistant care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing assistant students.

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

   Nursing assistant students and Nursing Assistant 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.

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

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

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. LTC Nursing Assistant Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Assistant Faculty member of LTC participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Assistant Faculty member to any clinical area.

7. LTC will provide orientation for the educational program for the AGENCY staff.

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

9. 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. Nursing Assistant Faculty and nursing assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

10. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.

11. A review of the agreement will be made annually. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the _____ day of _____, 2016.

AGENCY	LINCOLN TRAIL COLLEGE
_____	_____
Director of Nursing Services	Nursing Assistant Faculty Member
_____	_____
Administrator, Hospital or Agency	Dean of Instruction
	_____
	College President
	_____
	Chairman, Board of Trustees Illinois Eastern Community Colleges

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
LINCOLN TRAIL COLLEGE
BASIC NURSE ASSISTANT PROGRAM #NA-5

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 23rd day of November, 2015, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Basic Nurse Assistant Program #NA-5 (hereinafter referred to as LTC) and Crawford Memorial Hospital Robinson, IL (hereinafter referred to as AGENCY). *Agency* *City* *State*

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of LTC'S Basic Nurse Assistant Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of Instruction on behalf of Lincoln Trail College and the Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. LTC will be responsible for the teaching and guidance of the students in the clinical nursing assistant laboratory practice, and will be available to the nursing assistant students.

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Nursing Assistant Faculty on behalf of LTC will be responsible for maintaining proper standards of nursing assistant care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing assistant students.

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

   Nursing assistant students and Nursing Assistant 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.

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

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

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. LTC Nursing Assistant Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Assistant Faculty member of LTC participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Assistant Faculty member to any clinical area.

7. LTC will provide orientation for the educational program for the AGENCY staff.

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

9. 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. Nursing Assistant Faculty and nursing assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

10. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.

11. A review of the agreement will be made annually. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 23rd day of November, 2015.

AGENCY	LINCOLN TRAIL COLLEGE
_____	_____
Director of Nursing Services	Nursing Assistant Faculty Member
_____	_____
Administrator, Hospital or Agency	Dean of Instruction
	_____
	College President
	_____
	Chairman, Board of Trustees Illinois Eastern Community Colleges

Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

A. Financial Report
B. Approval of Financial Obligations

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529

TREASURER'S REPORT
November 30, 2015

FUND	BALANCE
Educational	$3,206,780.61
Operations & Maintenance	$1,300,830.00
Operations & Maintenance (Restricted)	$327,883.71
Bond & Interest	$376,094.04
Auxiliary	$971,311.81
Restricted Purposes	($157,612.95)
Working Cash	$194,466.49
Trust & Agency	$548,222.47
Audit	($17,884.75)
Liability, Protection & Settlement	$730,358.83
TOTAL ALL FUNDS	$7,480,450.26

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
November 30, 2015

	ALL FUNDS
	Fiscal Year 2016
ASSETS:	
CASH	7,480,450
IMPREST FUND	21,400
CHECK CLEARING	12,500
INVESTMENTS	22,590,000
RECEIVABLES	2,409,492
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	605,104
OTHER ASSETS	607,971
TOTAL ASSETS AND OTHER DEBITS:	33,726,917
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	234,188
ACCOUNTS PAYABLE	288,893
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	-
TOTAL LIABILITIES:	523,081
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	2,700,929
PR YR BDGTED CHANGE TO FUND BALANCE	1,013,819
FUND BALANCES:	
FUND BALANCE	20,305,960
RESERVE FOR ENCUMBRANCES	9,183,128
TOTAL EQUITY AND OTHER CREDITS	33,203,836
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	33,726,917

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Statement of Revenues, Expenses,
and Changes in Net Assets
AS OF November 30, 2015

ALL FUNDS

	FY 2016 YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	5,942,722
STATE GOVT SOURCES	0
STUDENT TUITION & FEES	9,402,160
SALES & SERVICE FEES	1,708,189
FACILITIES REVENUE	3,065
INVESTMENT REVENUE	63,694
OTHER REVENUES	58,903
TOTAL REVENUES:	17,178,733
EXPENDITURES:	
INSTRUCTION	4,134,993
ACADEMIC SUPPORT	190,797
STUDENT SERVICES	672,835
PUBLIC SERV/CONT ED	32,692
OPER & MAINT PLANT	1,143,097
INSTITUTIONAL SUPPORT	7,460,972
SCH/STUDENT GRNT/WAIVERS	4,000,261
AUXILIARY SERVICES	2,320,205
TOTAL EXPENDITURES:	19,955,852
TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0
NET INCREASE/DECREASE IN NET ASSETS	-2,777,119

Illinois Eastern Community Colleges
Operating Fund Analysis
CASH BASIS
July 1, 2015 -- November 30, 2015

REVENUES:	Education Fund	O & M Fund	Total Operating Funds
Local Government Sources	2,159,400	924,903	3,084,303
State Government Sources - Current Year	-	-	-
State Government Sources - Prior Year	2,165,592	-	2,165,592
Net Tuition and Fees	2,934,170	-	2,934,170
Sales & Service Fees	42,538	-	42,538
Facilities Revenue	-	2,495	2,495
Investment Revenue	30,246	9,880	40,126
Other Revenues	-	-	-
TOTAL REVENUES:	**7,331,946**	**937,278**	**8,269,224**
EXPENDITURES:			
Salaries	5,387,583	334,772	5,722,355
Employee Benefits	817,645	68,703	886,348
Contractual Services	187,377	127,400	314,777
Materials	508,862	79,606	588,468
Travel & Staff Development	82,023	1,707	83,730
Fixed Charges	111,484	13,113	124,597
Utilities	28,626	393,346	421,972
Capital Outlay	22,469	43,817	66,286
Other	32,963	307	33,270
TOTAL EXPENDITURES:	**7,179,032**	**1,062,771**	**8,241,803**
TRANSFERS :			
Interfund Transfers	(1,439,897)		(1,439,897)
TOTAL TRANSFERS:	**(1,439,897)**	**-**	**(1,439,897)**
NET INCREASE / (DECREASE)	**(1,286,983)**	**(125,493)**	**(1,412,476)**

OPERATING FUNDS
COMPARISON REPORT FY14-16

		FISCAL YEAR 2014			FISCAL YEAR 2015			FISCAL YEAR 2016			
College	Category	Anticipated Budget	Spent Thru November	% of Bdgt	Anticipated Budget	Spent Thru November	% of Bdgt	Anticipated Budget	Spent Thru November	% of Bdgt	% of Year
Frontier	Bills		$ 541,948			$ 765,822			$ 758,343		
	Payroll		745,099			813,582			851,886		
	Totals	$ 3,458,802	1,287,047	37%	$ 4,283,530	1,579,404	37%	$ 4,265,407	1,610,229	38%	42%
Lincoln Trail	Bills		724,250			947,082			805,274		
	Payroll		957,536			847,222			836,435		
	Totals	$ 4,494,153	1,681,786	37%	$ 4,540,934	1,794,304	40%	$ 4,505,520	1,641,709	36%	42%
Olney Central	Bills		1,254,901			1,283,978			1,169,033		
	Payroll		2,059,500			1,711,239			1,628,435		
	Totals	$ 7,839,976	3,314,401	42%	$ 7,866,901	2,995,217	38%	$ 7,801,886	2,797,468	36%	42%
Wabash Valley	Bills		1,328,314			1,422,346			1,404,732		
	Payroll		1,214,767			1,116,538			1,142,774		
	Totals	$ 6,078,045	2,543,081	42%	$ 6,111,313	2,538,884	42%	$ 6,006,922	2,547,506	42%	42%
Workforce Educ.	Bills		1,787,800			1,411,780			1,542,554		
	Payroll		610,131			519,580			490,713		
	Totals	$ 6,193,255	2,397,931	39%	$ 5,577,344	1,931,360	35%	$ 5,537,706	2,033,267	37%	42%
District Office	Bills		130,823			137,350			124,231		
	Payroll		381,098			391,249			398,370		
	Totals	$ 1,289,241	511,921	40%	$ 1,298,178	528,599	41%	$ 1,286,624	522,601	41%	42%
District Wide	Bills		740,195			700,520			715,541		
	Payroll		294,693			322,839			373,742		
	Totals	$ 2,762,845	1,034,888	37%	$ 2,811,650	1,023,359	36%	$ 2,796,549	1,089,283	39%	42%
GRAND TOTALS		$32,116,317	$ 12,771,055	40%	$32,489,850	$ 12,391,127	38%	$32,200,613	$12,242,063	38%	42%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
November 30, 2015

	FY 2016		FY 2015		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	5,722,355	46.74%	5,722,249	46.18%	106
Employee Benefits	886,348	7.24%	937,752	7.57%	(51,404)
Contractual Services	314,777	2.57%	285,325	2.30%	29,452
Materials	588,468	4.81%	750,449	6.06%	(161,981)
Travel & Staff Development	83,730	0.68%	123,044	0.99%	(39,314)
Fixed Charges	124,597	1.02%	114,462	0.92%	10,135
Utilities	421,971	3.45%	395,132	3.19%	26,839
Capital Outlay	66,286	0.54%	119,771	0.97%	(53,485)
Other	4,033,531	32.95%	3,942,943	31.82%	90,588
	12,242,063	100.00%	12,391,127	100.00%	(149,064)

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

A. Written Executive Session Minutes
B. Audio Executive Session Minutes
C. Semi-Annual Review of Executive Session Minutes

Agenda Item #14

Approval of Personnel Report

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Other Items

Agenda Item #18

Adjournment

Locally Funded, CDB, & PHS Projects
Projects Schedule

	Funding Source	Estimated Budget								
General PHS Work - FLOW	PHS	$728,541								
Fire & Electrical PHS Work - FLOW	PHS	$556,772								
HVAC Replacements	Funding Bonds	$3,174,919								
Student Center - WVC	CDB	$4,029,400								
Temp Building Replacement - LTC	CDB	$1,495,500								
Center for Technology - LTC	CDB	$7,569,800								
GRAND TOTAL		$17,554,932	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

11/30/2015