

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**May 15, 2018**



**Location:**

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

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**May 15, 2018  
7:00 p.m.  
Lincoln Trail College**

1. Call to Order & Roll Call ..... Chairman Fischer
2. Disposition of Minutes ..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
6. Policy First Reading (and Possible Approval) ..... Bruce
  - A. 500.27 Substance Abuse Testing of Athletes
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Distance Delivery Education Plan 2018 ..... Cutchin
  - B. Student Satisfaction Survey Results 2018 ..... Cutchin
  - C. Resolution of Support for Crawford County Recreation Center ..... Bruce
  - D. CFO and Treasurer Positions Conflicts ..... Bruce
  - E. Affiliation Agreements ..... Bruce
    - Electronic Medical Records & Certified Medical Assistant - Good Samaritan Hospital - LTC
    - Certified Medical Assistant - Hoagland Chiropractic - LTC
    - Certified Medical Assistant - Wabash General Hospital - LTC
    - Pharmacy Technician - Martinsville Pharmacy - LTC
    - Pharmacy Technician - Crawford Memorial Hospital - LTC
    - Emergency Response - White County Ambulance Service - FCC
9. Bid Committee Report ..... Bruce
  - A. None
10. District Finance
  - A. Financial Report ..... Bruce
  - B. Approval of Financial Obligations ..... Bruce

- 11. Chief Executive Officer's Report ..... Bruce
- 12. Executive Session ..... Bruce
- 13. Approval of Executive Session Minutes
  - A. Written Executive Session Minutes ..... Bruce
  - B. Audio Executive Session Minutes ..... Bruce
- 14. Approval of Personnel Report ..... Bruce
- 15. Collective Bargaining ..... Bruce
- 16. Litigation ..... Bruce
- 17. Other Items
- 18. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in Bob Boyles Foundation Hall, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, April 17, 2018.

**AGENDA #1 – “Call to Order & Roll Call”** – Chairman G. Andrew Fischer called the meeting to order at 7:00 p.m. and directed the Board Secretary, 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, G. Andrew Fischer, Alan Henager, Jan Ridgely. (The student trustee had not been seated at roll call.) Trustees absent: Brenda K. Culver, James Lane, each were absent because of health issues with family members. 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.  
Ryan Gower, President of Lincoln Trail College.  
Rodney Ranes, President of Olney Central College.  
Roger Browning, Chief Finance Officer/Treasurer.  
Tara Buerster, Director of Human Resources.  
Jeff Cutchin, Chief Academic Officer.  
Renee Smith, Executive Assistant to CEO/Board Secretary.  
Michael Thomas, Dean of Workforce Education.

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held March 20, 2018 were presented for disposition.

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

**AGENDA #3 – “Seating of Student Board Member”** – The following oath of office was administered to Haylee Neuman, a student at Frontier Community College by Board Secretary Renee Smith, and she was seated as student member of the Board of Trustees for the coming year, April 2018 – March 2019, succeeding Madison Ferreira:

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

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

**#4-A. Visitors & Guests:** Visitors and guests present were recognized, including several 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:** Electronic reports were presented from each of the colleges.

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

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

**#7-A. Student 500.4 Course Repeat:** The Course Repeat Policy 500.4 has been revised to clarify the wording of the policy. The CEO recommended approval of the following policy and that second reading be waived:

STUDENT - 500

**Course Repeat Policy (500.4)**

Date Adopted: August 16, 1994

Revised: April 17, 2018, pending Board approval

A. A student may repeat a course without formal written permission of the college when one of the following three conditions is met:

1. If, during the student's first enrollment is in the course, the student completed the course and earned less than a grade of C or withdrew after midterm, the student may enroll in the course one additional time;
2. If a course has been approved by the ICCB to be repeated, the student may repeat the course as many times as approved by ICCB; or,
3. If the last time the student completed the course was at least four years previously, and the student repeated the course to upgrade his/her skills in that area.

The Board of Trustees established tuition rate shall apply.

B. A student may repeat a course with formal written permission of the college when the following condition is met: If a the student completed the course previously and was claimed for credit hour grant funding, the student may be claimed for retaking the course if the student uses his/her option to retake the course tuition

free under the college's educational guarantee program. Provisions set forth in the Educational Guarantee Policies shall apply.

~~When the student repeats a course under conditions one, two, or three, the Board of Trustees established tuition rate shall apply.~~

~~When a student repeats a course under condition four, the provisions of the educational guarantees shall apply.~~

- C. When a student repeats a course that is not eligible for credit hour grant funding, all students, except international students, will pay the out-of-state tuition rate. For international students, the Board of Trustees established tuition rate shall apply.
- D. When a course is repeated, all grades are recorded on the student's transcript. The higher of the grades and its credit will be used in computing the cumulative grade point average. The other course grade(s) will be suffixed with an "R" to indicate the course was repeated and will not be used in computing grade point average, unless the course is being repeated under conditions A.3. or B three and four above.

**Board Action:** Trustee Gary Carter made a motion that second reading be waived and that the revised Course Repeat Policy 500.4 be revised 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, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, James Lane. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#7-B. Student 500.11 Family Educational Rights and Privacy Act (FERPA):** Revisions to the policy have been made to provide greater clarity in the wording of the policy and alignment with the federal FERPA regulations. The CEO recommended that the Family Educational Rights and Privacy Act Policy 500.11 be approved as revised and that second reading be waived.

STUDENT - 500

### **Family Educational Rights and Privacy Act (FERPA) (500.11)**

Date Adopted: December 13, 1994

Revised: May 6, 2003

Revised: June 20, 2017

Revised: April 17, 2018 (Pending Board Approval)

#### **A. Purpose**

Illinois Eastern Community Colleges (IECC) respects the rights of students and their educational records regarding privacy, confidentiality, inspection and review, amendment, and disclosure. The intent of this policy is to be in accordance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, Act, 34 C.F.R. Part 99 (collectively, "FERPA"), and other existing requirements, and to ensure that every endeavor is made to keep the student's records confidential and out of the hands of those who would use them for other than legitimate purposes.

#### **B. Definitions**

1. ~~Act means the Family Educational Rights and Privacy Act of 1974, as amended, enacted as~~

~~section 438 of the General Education Provisions Act.~~

- ~~2.1. *Eligible student:* means a A student who has reached 18 years of age or is attending an post-secondary institution. When a student becomes an eligible student, the rights accorded to, and consent required of, parents under 34 CFR Part 99 transfer from the parents to the student.~~
- ~~3. *Eligible parent* means either parent of a student less than 18 years of age who is attending IECC for purposes other than obtaining post-secondary education, unless the institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.~~
- ~~4. *Educational record:* means a Any record directly related to a student and maintained by the colleges IECC or by a party acting for the colleges IECC. The following documents are not considered educational records:~~
- ~~(i) a) Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker; (ii) records of any law enforcement unit of the colleges;~~
- ~~(iii) b) eEmployment records of individuals employed by the colleges other than as student employees;~~
- ~~(iv) records on a student who is 18 years of age or older made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity and made, maintained, or used only in connection with treatment of the student, and disclosed only to individuals providing the treatment; and~~
- ~~(v) c) Records created or received by IECC after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student. that only contain information about an individual after he or she is no longer a student at that agency or institution.~~
3. Record: Information recorded in any medium, including, but not limited to, handwritten, printed, computer media, video or audio tape, film, microfilm, and microfiche.
- ~~5. 4. *Directory information:* means iInformation contained in an education record of a student which would not generally be considered harmful or an invasion of privacy; if disclosed. It includes, but is not limited to, the student's IECC has designated the following as directory information:~~
- a) Student Name
  - b) Student local/home Current/permanent address and
  - c) Telephone number
  - d) Electronic Email address
  - e) Date of birth
  - f) Current term hours carried
  - g) Major field of study
  - h) Classification (freshman, sophomore, continuing)
  - i) Academic unit
  - j) Dates of attendance/anticipated graduation date
  - k) Degrees and honors earned and dates (including commencement)
  - l) Most recent previous educational agency or institution attended prior to IECC
  - m) Participation in officially recognized activity or sport ~~and weight, height and pictures of members of athletic teams.~~(including weight/height for athletes)
  - n) Picture

5. Personally identifiable information: Information contained in an education record of a student which can be used to distinguish or trace an individual's identity. The following are considered personally identifiable, confidential, and **are NOT** directory information. (This is representative in nature and not all-inclusive):

- a) Social security
- b) Student ID number
- c) Race, ethnicity, nationality
- d) Gender
- e) GPA
- f) Parent information

- 6. School officials: Includes faculty, staff, and administrative personnel employed by IECC. A school official can also be an individual employed by an educational agency that is performing institutional services or functions on behalf of IECC.
- 7. Legitimate educational interest: Generally, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Legitimate educational interest will be reviewed by appropriate Student Services staff on a case-by-case basis.

C. Rights of Students and Eligible Parents

- 4. Annual Notification: Each college shall give students or eligible parents annual notification by such means as are reasonably likely to inform them of their rights under this policy and of the right to file complaints with the US Department of Education.  
2.1. Inspection and Review of Education Records: An eligible parent or student may inspect and review his/her education record by completing an Education Record Request Form available from Student Services at the college of attendance, making written request to the college's Records Office, where a form for providing this information is available from the college's Records Office. The request must be received in writing and include, at a minimum, the:
  - a) name, address, social security number, and telephone number of person submitting the request for information;
  - b) description of the information requested;
  - c) an indication of whether the records are to be inspected at the college or mailed to the requestor and, if sent, whether or not copies are to be certified; and
  - d) date of the request and when a response is required.

The college president or his/her designee appropriate Student Services personnel will comply with this request within a reasonable period of time 45 days, but generally will not exceed seven working days, after the request has been made. Records requested and approved for release may be inspected at the college during normal office hours, Monday through Friday, except on designated holidays or otherwise posted at the college.

Except as limited under 34 CFR Part 99.12, the college IECC may not deny access to education records without providing a description of the circumstances in which the college feels it has a legitimate cause to do so. deny request for a copy of such records. Circumstances under which the college feels it has a A legitimate cause to deny requests for a copy of such records includes, but is not limited to, students owing fees or having other indebtedness to the college.

- ~~3. Cost of Copies of Records:~~ The student has the right to a response from the college as well as the right to obtain copies of these records, except transcripts, at a cost of 25 cents per page plus postage. The cost per transcript is specified in the college catalog. Copies of education records can be obtained at a cost of 25 cents per page plus postage, if applicable. To obtain a copy of an IECC transcript, a student must follow the appropriate procedure and pay the transcript fee as outlined in the IECC catalog.

~~4. Types and Location of Records:~~

<del>TYPES OF RECORDS</del>	<del>LOCATION OF RECORDS</del>
Transcripts	Student Services
Matriculation	Student Services
Occupational Credentials	Student Services
Financial Aid	Student Services
Directory Information	Student Services
Student Conduct	Student Services

~~5. Officials Responsible for Records~~

~~Frontier Community College~~  
~~Coord. Registration & Records~~  
~~2 Frontier Drive~~  
~~Fairfield, IL 62837~~  
~~Telephone (618) 842 3711~~

~~Lincoln Trail College~~  
~~Asst. Dean for Student Services~~  
~~11220 State Highway 1~~  
~~Robinson, IL 62454~~  
~~Telephone (618) 544 8657~~

~~Olney Central College~~  
~~Asst. Dean for Student Services~~  
~~West Street~~  
~~Olney, IL 62450~~  
~~Telephone (618) 395 7777~~

~~Wabash Valley College~~  
~~Asst. Dean for Student Services~~  
~~305 North~~  
~~2200 College Drive~~  
~~Mt. Carmel, IL 62863~~  
~~Telephone (618) 262 8641~~

~~Wabash Valley College Workforce~~  
~~Education~~  
~~Director of Business & Finance c/o John A.~~  
~~Logan College~~  
~~700 Logan College Road Carterville, IL~~  
~~62918~~  
~~Telephone (618) 985 2828, ext. 8319~~

~~2. Request amendment of education records:~~ The ~~A~~ student or eligible parent, who believes that information contained in the student's his/her education record is inaccurate, misleading, or violates the his/her privacy or other rights of the student, may request amendment of the student's education records under 34 CFR Part 99.20, by applying in writing to the college's Records Office.

~~The student must clearly identify the specific part of the record to be amended and explain why the record should be amended.~~ The college shall decide whether to amend the records of the student, in accordance with the request, within ten working days from the receipt of the request. If the college decides to refuse to amend the education record of the student, in accordance with the request, it shall inform the student or eligible parent of the refusal and advise the student or eligible parent of the right to a hearing under 34 CFR Part 99.21. ~~In the event the college determines insufficient cause to warrant an amendment to the record, T~~he student or eligible parent has the right to add a statement to the student's record commenting on the contested information or stating why he/she disagrees with the decision. Future disclosures that would include this education record must include the student's statement.

3. Request the release of information: As a general principle, personally identifiable information will not be released to anyone. However, a student has a right to request and consent to the release of his/her information to others. A power of attorney will be treated in the same manner as would the student. A copy of the Release of Information form can be obtained and completed at the college of attendance in the Student Services Office.

NOTE: Under 34 CFR Part 99.31, authorization is given for the release of personally identifiable information contained in education records, without the student's consent, in the following instances:

D. Release of Information

4. IECC will not disclose personally identifiable information from the education records of a student without prior written consent of the student except:
  - a) to other To IECC school officials, including teachers and administrative personnel within IECC, or to other educational agencies who can be determined by IECC to have a legitimate educational interests in such records NOTE: Once records have been disclosed to school officials, as defined by Board Policy, disclosure of that information to another entity or individual is prohibited;
    - b) to officials of another school or school system in which the student seeks or intends to enroll
  - c) in connection with financial aid for which a student has applied or which a student has received, provided, that personally identifiable information from the education records of the student may be disclosed for such purposes as to:
    - 1) to determine the eligibility of the student for financial aid; ;
    - 2) to determine the amount of financial aid; ;
    - 3) to determine the conditions which will be imposed regarding the financial aid; ; or
    - 4) to enforce the terms or and conditions of the financial aid; ;
  - d) to eligible parents of a student, as defined in 34 CFR Part 99;
  - e) b) To appropriate parties in health or safety emergencies when knowledge of the information is necessary to protect the health or safety of the student or other individuals within the campus community;
  - f) c) To other parties, agencies, and persons as designated by Certain federal, state, and local educational authorities for audit or evaluation purposes, outlined in 34 CFR Part 99.35; and
    - d) To accrediting organizations to carry out their accrediting functions;
    - e) To state and local authorities, within a juvenile justice system, pursuant to specific state law; organizations conducting studies for, or on behalf of IECC, to: develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
    - f) In compliance with a judicial order or lawfully issued subpoena;
    - g) IECC officials may disclose the final results of a Title IX disciplinary proceeding as set forth by Board Policy 100.31;
    - h) To parents of students under 21 years of age regarding the student's violation of any Federal, State, or local law, or of any rule or policy of IECC, governing the use or possession of alcohol or a controlled substance;
    - i) Information concerning registered sex offenders may be released in a manner consistent with federal and state regulations.
  2. The college will not release any student information to anyone other than the student or eligible parent without the prior signed and dated written consent of the student or eligible parent, as specified in 34 CFR Part 99.30(2), except under one or more of the conditions as described in 34 CFR Part 99.31. The college IECC will maintain a record of each request for access to any of these disclosures as required by 34 CFR Part 99.32 and a student or eligible parent may inspect and review that record.

§4. Restrict Directory information: Directory Information may be released from a student's education record upon the request of an outside party, without prior written consent of the student or eligible parent under one or more of the conditions described in 34 CFR Part 99.31(a)(1), the college may release directory information to appropriate IECC employees and to other educational agencies which can be determined by IECC to have a legitimate educational interest in such records. IECC takes its responsibility to safeguard the privacy of all students very seriously; therefore, all requests by outside parties for student directory information will be considered on an individual basis. As a condition for releasing directory information without permission, public notice is given annually to all students.

Students wishing to restrict release of Directory Information must file the Directory Information Restriction Notification form with Student Records annually.

5. File a complaint: If a student believes his/her rights have been violated, he/she may file a complaint with the college president or his/her designee. A student may also file a written complaint with the Family Policy Compliance Office at the address listed below:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW.  
Washington, DC 20202-5920

#### E. Correction of Records

The student or eligible parent, who believes that information contained in the student's education record is inaccurate, misleading, or violates the privacy or other rights of the student, may request amendment of the student's education records under 34 CFR Part 99.20, by applying in writing to the college's Records Office. The college shall decide whether to amend the records of the student in accordance with the request within ten working days from the receipt of the request. If the college decides to refuse to amend the education record of the student in accordance with the request, it shall inform the student or eligible parent of the refusal and advise the student or eligible parent of the right to a hearing. The student or eligible parent has the right to add a statement to the student's record.

#### F.D. Dissemination

All employees will be are given provided a copy of this policy. Faculty and applicable staff are trained on FERPA. Students and eligible parents will be are made aware of and educated on this policy through freshman orientation, the college catalogs, bulletin boards, the iecc.edu IECC's website, and in "handouts" distributed by the college's Records Office. Annually, notification of students' rights under FERPA is provided to current students and employees via their IECC email addresses. A copy of this policy will be made available on request to any student or eligible parent.

**Board Action:** Trustee Gary Carter made a motion that second reading be waived and that the Federal Educational Rights and Privacy Act (FERPA) Policy 500.11 be revised as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, James Lane. The motion having received 5 yea votes and 0 nay vote, the Chair declared the motion carried.

**#7-C. Policy 500.30 Withdrawal:** The Withdrawal Policy 500.30 has been revised to clarify the wording of the policy. The CEO recommended approval of the following policy and that second reading be waived:

## STUDENT – 500

### **Withdrawal Policy (Policy 500.30)**

Date Adopted: January 19, 2016

Revised: June 20, 2017

Revised: April 17, 2018

~~This policy became effective the Fall 2016 semester.~~

Students may add, drop, or withdraw from courses during specifically set forth days as established by Illinois Eastern Community Colleges (IECC) ~~and published in the official academic calendar, the college catalog, and in the procedures manual.~~

#### **Refund Period**

A refund of 100 percent of the tuition and fees will be made to a student who withdraws during the first 10 business days of a sixteen-week course period and the first 5 business days of an eight-week course period or the proportionate time of any other course not conforming to a sixteen-week or eight-week schedule.

#### **Academic Record**

Courses dropped before the start of a semester do not become part of a student's academic record. If a student attends and withdraws either during or after a refund period, a W (withdraw) becomes part of the student's academic record. Failure to follow the official withdrawal policy will result in a grade of F.

#### **Student Initiated Drop or Withdrawal**

~~Each A~~ student is responsible for initiating a drop or withdrawal request by contacting Student Services ~~at each college~~ and completing a Course Change Form (withdrawal form). The student is encouraged to meet with the instructor, his or her Academic Advisor or Retention Coordinator, and the Financial Aid Office before withdrawing from any course.

Withdrawal requests must be received in Student Services no later than two weeks prior to the last day of classes of any regular length semester. Students are advised to contact Student Services for withdrawal deadlines for courses not conforming to a sixteen-week schedule.

#### **Administrative Withdrawal**

Prior to an administrative withdrawal, the instructor should submit a Progress Report to allow the Retention Coordinator or Academic Advisor to contact the student. If there is no resolution, i.e. a student-initiated withdrawal, an instructor may recommend an administrative withdrawal after mid-term for a student, if such withdrawal is deemed to be in the best academic interest of the student. The administrative withdrawal must be approved by the Dean of Instruction. The Student Services/Student Records Office will notify the student and Coordinator of Financial Aid of the student's administrative withdrawal.

Upon review and approval by the Dean of Instruction, faculty may request to withdraw a student from their course with a failing grade due to plagiarism, cheating, non-attendance, or other gross infractions as outlined in the Academic Integrity Policy (500.25) and/or described in the course syllabi.

IECC also has the authority to administratively withdraw a student from classes for the following reasons:

- Registration in violation of college regulations and requirements (academic ineligibility to register);
- Failure to pay tuition and fees by established due date;
- Disciplinary suspension or dismissal for the remainder of an academic semester or longer;
- Severe psychological or health problems such that a student cannot be permitted to continue in attendance; and
- Other reasons deemed appropriate by the proper administrative staff such as the President or Dean of Instruction.

Policy to Protect Academic Standing of Dual Credit Students (Policy 500.29) specifically applies to students who are not successful in dual credit courses that follow the high school calendar and may withdraw from the college course after the college drop date to protect their academic standing.

**Board Action:** Student Trustee Haylee Neuman made a motion that second reading be waived and that the foregoing Withdrawal policy revisions be approved as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: none. Trustees absent: Brenda Culver, James Lane. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

**#9-A. Identity Theft Prevention Program and Status Report for 2017:** Illinois Eastern Community Colleges participates in the Federal Direct Student Loan Program, offers institutional loans to students, and administers a tuition payment plan that allows qualified students to pay their tuition and fees throughout the semester. Therefore, IECC is a “creditor” and student accounts are “covered accounts” subject to the Red Flags Rule which required IECC to develop and implement an identity theft prevention program. IECC’s Identity Theft Prevention Program and Identity Theft Prevention Policy 100.23 were developed and approved by the Board on March 17, 2009. The prevention program was reviewed and updated in March 2018 and that updated program and 2017 status report were presented. The CEO recommended approval of the Identity Theft Prevention Program and Status Report for 2017.

**Board Action:** Trustee Jan Ridgely made a motion that second reading be waived and that the Identity Theft Prevention Program and 2017 Status Report be approved as recommended. Student Trustee Haylee Neuman seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: none. Trustees absent: Brenda Culver, James Lane. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-B. Program Articulation Agreement with SIU-Carbondale - Advanced Manufacturing:** The CEO recommended approval of the following Program Articulation Agreement between IECC and Southern Illinois University-Carbondale. This agreement will allow IECC Associate in Applied Science graduates in the Advanced Manufacturing degree at Wabash Valley College who meet SIUC entrance requirements to be considered, based upon the Department’s enrollment criteria and space availability, for admission into SIUC’s Bachelor of Science degree in Industrial Management and Applied Engineering in the College of Engineering.

In an effort to provide a continued, articulated higher education baccalaureate degree program that will build on community college and university learning experiences, and also eliminate duplication of instruction, this

agreement is entered into this 15<sup>th</sup> day of January, 2018 (Effective Date) by and between Illinois Eastern Community Colleges and the Board of Trustees of Southern Illinois University on behalf of Southern Illinois University Carbondale.

## I. TERM AND TERMINATION

- A. Term. This Agreement shall commence as of the Effective Date (or if no Effective Date is indicated upon the date the Agreement is fully executed by the Parties) and shall remain in effect for a period of five (5) years thereafter. The Parties may renew or extend this Agreement only by written instrument signed by the authorized representatives of each Party.
- B. Termination. This Agreement may be terminated by either Party, with or without cause, upon 60 days advance written notice. The Parties agree that no additional students shall be accepted into the program after a Party's receipt of any written notice of termination. No qualified student then-enrolled in the program shall be deprived the opportunity to complete the program requirements solely due to termination.

## II. TRANSFER REQUIREMENTS

- A. All graduates of Wabash Valley College with an Associate in Applied Science (A.A.S.) degree in Advanced Manufacturing and meeting SIU Carbondale admission requirements will be considered for admission into SIU Carbondale's Bachelor of Science (B.S.) degree in Industrial Management and Applied Engineering (IMAE) in the College of Engineering based upon the Department's enrollment criteria and space availability.
- B. An Wabash Valley College graduate receiving an A.A.S. degree in Advanced Manufacturing will be considered for admission to SIU Carbondale's Industrial Management and Applied Engineering (IMAE) program if the following are met:
  1. The student has earned a minimum of 64 semester hours transferable to SIU Carbondale
  2. The student has earned an overall grade point average (GPA) of 2.0 or above (4.0 scale) for his or her collegiate work as calculated by SIU Carbondale's grading regulations
  3. Confirmation by the SIU Carbondale College of Engineering that the student has satisfactorily completed the following courses as part of the A.A.S. degree in Advanced Manufacturing at Wabash Valley College:
    - CAD 1210-3, *Computer Aided Drafting I*
    - DAP 1201-3, *Business Computer Systems*
    - EDR 1202-4, *Mechanical Blueprint Reading*
    - ENG 1101-3, *Composition I*
    - GEN 2297-2, *Employment Skills*
    - MAC 1203-3, *Precision Measurement*
    - MAC 2231-3, *Introduction to CNC*
    - MAN 1201-5, *Introduction to Machining*
    - MAN 1202-2, *Industrial Safety*
    - MAN 1204-4, *Manufacturing Materials & Processes*
    - MAN 1211-4, *Industrial Electricity*
    - MAN 1215-3, *Mechanical Drives*
    - MAN 2201-2, *Quality Concepts and Techniques*

- MAN 2202-3, *Leadership*
  - MAN 2211-4, *Programmable Logic Controllers*
  - MATH 1102-4, *College Algebra*
  - PHY 1120-5, *Physics I*
  - PSY 1101-3, *General Psychology I*
  - WEL 1203-4, *Practical Welding*
- C. Acceptance into the Capstone Option reduces the University Core Curriculum for the A.A.S. degree recipient in Advanced Manufacturing at Wabash Valley College pursuing the B.S. in Industrial Management and Applied Engineering (IMAE) at SIU Carbondale to 30 semester hours. This, along with taking the courses listed above as part of the A.A.S. degree makes it possible for the student to complete the B.S. in Industrial Management and Applied Engineering (IMAE) at SIU Carbondale in approximately 67 additional semester hours beyond the A.A.S. degree.
- D. Wabash Valley College students transferring to the Industrial Management and Applied Engineering (IMAE) baccalaureate degree program at SIU Carbondale who have not completed all of his or her Associate in Applied Science degree requirements at Wabash Valley College will have their related coursework evaluated on a course-by-course basis by the appropriate SIU Carbondale department. These students will also not be eligible to receive the Capstone Option benefits and will be considered based upon the Department's enrollment criteria and space availability.
- E. Students will be required to complete a minimum of 42 senior institution hours at the 300-400 course level, with the last 30 such senior institution hours being at SIU Carbondale for residency purposes. Those students enrolled in an approved program delivered by SIU Carbondale Extended Campus will have completed the residency requirement for the University upon completion of all courses required by the program. All students will be required to complete at least 120 hours with an overall GPA of 2.0 on a 4.0 scale to receive a Bachelor of Science degree in Industrial Management and Applied Engineering (IMAE). Coursework may include University Core Curriculum as well as Industrial Management and Applied Engineering major courses.

### III. COURSE DELIVERY

- A. Delivery of courses and programs will be based on mutual agreement between the parties (as specified in the SIU Carbondale program) provided there is a minimum class enrollment in each course adequate to meet expenses. Courses with inadequate enrollment may be subject to cancellation. SIU Carbondale shall notify Wabash Valley College of any cancellation due to inadequate enrollment.
- B. SIU Carbondale will perform registration and advisement counseling as needed to support the courses offered. SIU Carbondale will designate an individual(s) as a concurrent enrollment liaison to work in conjunction with Wabash Valley College and students as needed. Advisement about program requirements will be provided by the academic college offering the courses/programs.
- C. SIU Carbondale will obtain all permission and approvals necessary to teach these courses in the State of Illinois.

- D. SIU Carbondale reserves the right to approve and edit all news releases, advertising and other public announcements and information pieces relating to the performance of this Agreement.
- E. This agreement permits students to enroll concurrently at SIU Carbondale and Wabash Valley College to complete the degree.

IV. ILLINOIS EASTERN COMMUNITY COLLEGES DUTIES: ILLINOIS EASTERN COMMUNITY COLLEGES SHALL BE RESPONSIBLE FOR THE FOLLOWING OBLIGATIONS AND CONDITIONS:

- A. Subject to federal and state guidelines, Wabash Valley College will be considered the home institution for the purpose of processing Financial Aid until such time that the student either graduates or severs ties with Illinois Eastern Community Colleges.
- B. Designate in writing a person or persons as point of contact between Wabash Valley College and SIU Carbondale on all matters relating to the courses delivered.
- C. Reserve the right to approve and edit all news releases, advertising and other public announcements and information pieces relating to the performance of this Agreement.
- D. Permit students to enroll concurrently at SIU Carbondale and Wabash Valley College to complete a degree.

V. PROGRAM ARTICULATION COMMUNICATION

- A. An SIU Carbondale College of Engineering, Industrial Management and Applied Engineering representative will communicate periodically with Wabash Valley College personnel in Advanced Manufacturing for general advisement and degree planning purposes.
- B. Upon successful completion of all degree requirements, and following all policies and regulations stated in the program and SIU Carbondale guidelines, Wabash Valley College students will be eligible to receive the Bachelor of Science degree in Industrial Management and Applied Engineering (IMAE), College of Engineering, Southern Illinois University Carbondale.
- C. Should changes occur in course or program content, the institution making the change agrees to notify the other institution in writing so that this agreement can be re-evaluated. Notice of changes shall be given at least 45 days prior to the beginning of the semester when the change is implemented.
- D. The parties acknowledge that many student educational records are protected by the Family Education Rights and Privacy Act (FERPA) and that the written authorization of student(s) must be obtained before student data can be released to anyone. The parties agree that access to and release of student records shall be in accordance with FERPA.
- E. Indemnification:
  1. To the extent permitted by law and not inconsistent with the doctrine of sovereign immunity, SIU Carbondale shall indemnify and hold harmless Illinois Eastern Community Colleges, its agents and employees, from any claims, demands, or causes of action arising out of the negligent acts or omissions of SIU Carbondale, its agents or employees, in the performance of SIU Carbondale's obligations under this Agreement.
  2. To the extent permitted by law, Illinois Eastern Community Colleges shall indemnify and hold harmless SIU Carbondale, its agents and employees, from any claims, demands, or

causes of action arising out of negligent acts or omissions of the College, its agents or employees, in the performance of the College's obligations under this Agreement.

- F. Reasonable efforts will be made to resolve problems with student(s) through discussions with the student's program instructor, supervisor, and SIU Carbondale's faculty members; however SIU Carbondale reserves the right to remove any student from enrollment at SIU Carbondale upon the determination that the student is unable or unwilling to fulfill the requirements of SIU Carbondale's educational program and mission, including but not limited to the rules and regulations of Southern Illinois University Carbondale, the policies of the Board of Trustees of SIU Carbondale, and the SIU Carbondale Student Conduct Code. SIU Carbondale shall also have the right to withdraw any student from its education degree program in accordance with its academic requirements, including but not limited to unsatisfactory academic performance and/or social misconduct.
- G. Neither party will discriminate against any applicant or student in the nomination, selection, or training because of religion, race, sex, sexual orientation, creed, handicap, national origin, or age.
- H. Notices should be mailed to the following addresses by first class mail in order to fulfill any notice or revision of requirements under this Agreement:

**Board Action:** Trustee John Brooks made a motion to approve the Articulation Agreement with SIU-Carbondale 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, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, James Lane. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-C. Activity Fee Allocations:** Annually, the Board adopts the allocation of student activity fees at three of the colleges. The CEO recommended the following allocations for FY2019. There are minimal changes from last year's allocations. The table indicates the allocation percent of student fees collected to each account in the auxiliary fund.

ACTIVITY FEE ALLOCATIONS												
	FCC			LTC			OCC			WVC		
	16-17	17-18	18-19	16-17	17-18	18-19	16-17	17-18	18-19	16-17	17-18	18-19
Alumni Association	-	-	-	-	-	-	-	-	-	-	-	-
Athletics	-	25%	25%	30%	38%	38%	30%	30%	30%	30%	30%	30%
Cheerleaders	-	-	-	5%	5%	5%	-	-	-	5%	5%	5%
College Union	-	25%	50%	-	-	-	-	-	-	20%	20%	20%
Student Testing	-	-	-	-	-	-	3%	3%	3%	-	-	-
Intramurals	-	-	-	3%	-	-	-	-	-	-	-	-
Parking Maintenance	-	-	-	4%	2%	2%	9%	9%	9%	-	-	-
Publications	-	-	-	8%	5%	0%	-	-	-	-	-	-
Soc Cul Act Team	-	-	-	-	-	-	3%	3%	3%	-	-	-
Special Events	-	-	-	4%	3%	3%	-	-	-	3%	3%	3%
Student Senate	-	-	-	12%	10%	10%	10%	10%	10%	12%	12%	12%
Special Projects	-	50%	25%	7%	10%	15%	4%	4%	6%	16%	16%	16%
Natatorium	-	-	-	-	-	-	-	-	-	-	-	-
Student Handbook	-	-	-	-	-	-	2%	2%	-	-	-	-
Model United Nation	-	-	-	-	-	-	-	-	-	-	-	-
Child Care	-	-	-	-	-	-	20%	20%	20%	-	-	-
Food Services	-	-	-	12%	12%	12%	19%	19%	19%	14%	14%	14%
Sports Facility	-	-	-	15%	15%	15%	-	-	-	-	-	-
	0%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

**Board Action:** Trustee Al Henager made a motion to approve the FY2019 Activity Fee Allocations as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yeas: John Brooks, Gary Carter, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, James Lane. The motion having received 5 yeas and 0 nays, the Chair declared the motion carried.

**#9-D. Appointment of Interim Treasurer and Interim Chief Finance Officer:** With the upcoming retirement of Roger Browning, Chief Finance Officer and District Treasurer, it is recommended that the Board appoint Terry Bruce, Chief Executive Officer as Interim District Treasurer, effective May 1, 2018, and serve until such time as a permanent Treasurer is appointed by the Board. The following resolution was presented for Board approval.

#### **RESOLUTION APPOINTING INTERIM TREASURER AND GRANTING AUTHORIZATION FOR FINANCIAL TRANSACTIONS**

**WHEREAS**, Illinois Eastern Community College District #529, as a public institution, has a responsibility to manage its cash and other financial assets, as well as bond and other financial obligations to ensure appropriate and timely collection as well as expenditures; and

**WHEREAS**, In order to place accountable control on the establishment, maintenance, and transfer of funds in the name of Illinois Eastern Community College District #529, it is necessary for the Board of Trustees to designate the positions and individuals who shall have responsibility and authority to administer treasury and banking functions; and

**WHEREAS**, Pursuant to the Illinois Public Community College Act, the Board of Trustees is required to appoint a Treasurer who is not a member of the Board of Trustees and who will become bonded according to the

statutory requirements. The duties of the Treasurer are to perform all financial duties of the District, perform all applicable statutory duties, and sign checks as required; and

**WHEREAS**, the current Treasurer, Roger Browning, is retiring from Illinois Eastern Community College District #529, effective May 1, 2018, and it is necessary to appoint another individual to the Treasurer position; and

**WHEREAS**, arrangements for addressing the position of Treasurer are currently pending and in order to ensure continuity of the District's financial functions and responsibility, it is recommended that the current Chief Executive Officer, Terry L. Bruce, be appointed, effective May 1, 2018, as the Interim District Treasurer until such time as a permanent Treasurer is determined. No additional compensation will be provided for such appointment.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529:**

1. That the District Chief Executive Officer, Terry L. Bruce is appointed as Interim District Treasurer, effective May 1, 2018 and until such time as a permanent Treasurer is appointed by the Board. Such appointment authorizes the District CEO to perform all financial duties of the District, perform all applicable statutory duties, including, but not limited to, sign checks, open deposit accounts, endorse checks or otherwise withdraw or transfer funds, complete paperwork necessary for the District to borrow money, pledge assets, enter into Safe Deposit Box agreements, and obtain account information.
2. That the District Chief Executive Officer, Terry L. Bruce, is authorized to take all necessary actions to assume the role of Interim Treasurer, including obtaining a surety bond, as required by the Illinois Public Community College Act and notifying the applicable banks and other financial institutions of the Interim Treasurer Appointment.
3. That any past resolution policy, authority, or any action of the Board inconsistent with the Resolution, is hereby amended so as to conform with this resolution.
4. That this resolution is in full force and effect from and after its adoption.

**Board Action:** Trustee Gary Carter made a motion to approve the foregoing resolution and for appointment of Terry Bruce as Interim Chief Finance and Interim Treasurer. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, James Lane. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-E. Affiliation Agreements:** The CEO recommended approval of the District's standard affiliation agreement with the following medical facilities as listed in full in the agenda:

Genoa Pharmacy - LTC Pharmacy Technician  
Sav-Mor Pharmacy - LTC Pharmacy Technician  
Walgreens-Mattoon - LTC Pharmacy Technician  
Family Practice Associates - LTC Certified Medical Assistant  
Union Hospital - LTC Medical Assistant  
Union Hospital - OCC Associate Degree Nursing

Union Hospital - OCC Radiography  
Union Hospital - OCC Medical Office Assistant  
Union Hospital - OCC Medical Coding  
Union Hospital - OCC Medical Transcription

**Board Action:** Trustee Al Henager made a motion to approve the ten affiliation agreements as presented and recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, James Lane. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#### AGENDA #10 – “Bid Committee Report” –

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

This project is being completed almost exclusively with excess Protection, Health and Safety proceeds from previous bond issues. The bridge has deteriorated enough that it is in dire need of these repairs to improve safety and extend the life of the structure.

The Bid Committee recommends acceptance of the low base bid received that meets all specifications from Kieffer Brothers Construction for a total of \$188,800. The District has retained Kieffer Brothers in the past for several projects and they have always performed at the highest level.

Pedestrian Bridge Repairs	
Company	Total Bid
Kieffer Brothers Construction Mt. Carmel, IL	\$188,800

Respectfully submitted,

Roger Browning  
Terry L. Bruce  
Renee Smith

Department: Operations & Maintenance.

Source of Funds: Operations & Maintenance – Restricted PHS Carryover Funds.

Rationale for Purchase: Pedestrian Bridge at OCC is in disrepair and is potentially unsafe. Repairs need to be made based on the structural engineer report.

The "Advertisement for Bids" was placed in the Robinson Daily News for one (1) day. In addition, individual invitations to bid were sent directly to potential vendors.

**Board Action:** Trustee Jan Ridgely made a motion to approve the recommendation of the bid committee to accept the bid of Kieffer Brothers Construction, Mt. Carmel, Illinois. Student Trustee Haylee Neuman seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting

nay: None. Trustees absent: Brenda Culver, James Lane. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**#11-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of March 31, 2018.

**#11-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for April 2018, totaling \$751,955.99, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Trustee Jan Ridgely made a motion to approve payment of district financial obligations for April 2018, in the amounts listed. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, James Lane. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #12 – “Chief Executive Officer’s Report”** – CEO Terry Bruce provided a report on district wide 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, March 20, 2018.

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

**400.1. Employment of Personnel**

**A. Faculty**

1. Joseph Lampley, Instructor, Workforce Education, effective April 19, 2018.
2. Jessica McDonald, Speech & Communications Instructor, OCC, effective August 9, 2018.
3. Heather Sandy, Art Instructor, OCC, effective August 9, 2018.

**B. Classified**

1. Sharis Wilson, Office Assistant, FCC, effective April 18, 2018, contingent upon continued grant funding.

**400.2. Approval of Contracts for CEO, Presidents, and Dean of Workforce Education**

**400.3. Resignation Ratification**

**A. Professional/Non-Faculty Non-Exempt**

1. Peter Wood, Manager of Food Services, WVC, effective April 28, 2018.

**#15-A. Board Action to Amend Personnel Report:** Trustee John Brooks made a motion to amend the Personnel Report, to add an addendum as presented. 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 that the “Ayes” have it and the motion carried.

#### **400.4. Resignation Ratification**

##### **A. Faculty**

1. Megan Winter, Nursing Instructor, OCC (WVC), effective May 12, 2018.

**#15-B. Board Action to Approve Amended Personnel Report:** Student Trustee Haylee Neuman made a motion to approve the amended 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, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, James Lane. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #16 – “Collective Bargaining”** – None.

**AGENDA #17 – “Litigation”** – None.

**AGENDA #18 – “Other Items”** – None.

**AGENDA #19 – “Adjournment”** – Trustee Gary Carter made a motion to adjourn. Student Trustee Haylee Neuman 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, the motion is adopted, and the meeting was adjourned at 7:55 p.m.

**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**

**500.27 Substance Abuse Testing of Athletes**

**Agenda Item #6A**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2018  
RE: Policy 500.27 Policy on Substance Abuse Testing of Athletes

IECC's Director of Athletic Compliance and College Athletic Directors have met regularly to discuss the Board's policy on substance abuse of athletes.

They have recommended the removal of unnecessary language regarding referral of athletes to the District's TABIT team. They added language on reasonable suspicion testing to clarify the duties of the coaches relating to drug testing.

These changes will align District policy with other area community colleges.

I recommend the Board waive the second reading and approve the revised policy.

TLB/rs

Attachment

### **Policy for Substance Abuse Testing for Athletes (500.27)**

Date Adopted: July 16, 2014

Revised: March 21, 2017

Revised: June 20, 2017

Revised: May 15, 2018 (pending Board approval)

#### **Purpose**

Illinois Eastern Community College is concerned with the health, safety and welfare of student-athletes who participate in its athletic programs and represent the institutions in athletics. The district believes that drug screening is appropriate and necessary to insure the health and safety of our student-athletes. Further, the athletics department recognizes its responsibility to provide educational programming which educates student-athletes on the physiological, physical, and psychological dangers inherent in the misuse of drugs and alcohol; informs student-athletes of local, state, and federal laws concerning the use and possession of alcohol and drugs. This comprehensive program which includes educational, screening, and rehabilitative components will facilitate informed, intelligent decision-making among student athletes.

#### **Goals**

1. Educate individuals on the dangers of substance abuse and use.
2. Deterrence of substance abuse and use.
3. Develop consistent sanctions should a student-athlete test positive.
4. Promote the positive role student-athletes have in our communities.
5. Encourage student-athletes to make informed, intelligent decisions on the use of substances.

#### **Types of Testing**

1. Random – minimum of 20% of each athletic team will be subjected to random drug testing at some point during the calendar athletic year. No less than 2 and no more than 7 student-athletes from any team will be subject to testing, as it is understood that each team possesses a different number of student-athletes.
  - Each Athletic Director will submit a roster for each sport on their respective campus to the Compliance Coordinator at the conclusion of the 10-day enrollment period of every fall semester. The Compliance Coordinator will then determine how many student-athletes will be tested from each sport on each campus.
  - Any roster changes throughout the year shall be reported to the Compliance Coordinator.
  - There will be several random test dates throughout the calendar athletic year, spread between the beginning of September and the end of April. The dates will be determined by the Compliance Coordinator. The Athletic Directors will be notified approximately 2-3 days in advance on the testing date, number of student-athletes to be tested, and from which sports the names should be pulled from. Athletic Directors will be in charge of coordinating the name drawing and test administration by an approved testing site.
  - Names of the student-athletes and test results shall be submitted to the Compliance Coordinator upon test completion.
  - Each name on the roster must be a part of the random drawing every time there is a drawing. Conceivably, the same name could be picked from an athletic team on every testing date.
  - Testing will be done at Wabash General Hospital (WGH), Wabash Valley Occupational Health and Acute Care – Robinson, IL, Carle Richland Memorial Hospital, and Fairfield Memorial Hospital (FMH). A Coach or Athletic Director will accompany the student athletes to the appropriate testing facility. Each facility will follow its established testing protocol for sample retrieval and maintain chain of custody according to its policy and procedures.
2. Reasonable Suspicion Testing – Reasonable suspicion testing is to protect the health of the student-athlete, the health of others, and/or to protect the integrity of the sport and Illinois Eastern Community Colleges.

"Reasonable suspicion" is defined as behavior, conduct, or performance by the student-athlete that leads a coach or athletic department staff member to believe that the student-athlete has been using a banned substance. Indicators which may be used to determine if reasonable suspicion exists include, but are not limited to, the following:

- Observed possession, recognizable odor, or reported use of a banned substance.
  - Changes in student-athlete behavior, conduct, performance, class attendance, GPA, athletic practice attendance, injury rate or illness, physical appearance, academic or athletic motivation level, emotional condition, mood, and legal involvement.
3. Reasonable Cause - Student-athlete that has tested positive in a previous test; Student-athlete will incur the cost of the test.
  4. Failure to appear – results in a positive test.
  5. Re-entry testing – student-athlete will need to provide a negative sample to be released from administrative sanctions. This will be a random sample that will be provided upon request.

## **Positive Test Results**

### **First Positive Test**

1. Student-athlete will meet with Athletic Director, Coach, President of College (or designee). The student-athlete may request to have a person of their choosing present at the meeting.
2. The student-athlete will be required to inform his/her parents of his positive test in the presence of the Athletic Director & Coach.
3. The student-athlete will be referred to the campus Threat Assessment and Behavior Intervention Team (TABIT).
  - a. The student-athlete will be required to sign a release of information so the athletic department can monitor their progress with the members of TABIT.
  - b. The TABIT will determine the number of sessions the student-athlete needs to attend.
4. Complete 20 hours of community service. The community service must be completed before any reinstatement to the team is complete. The hours should be documented by the Athletic Director and the Coach.
5. The student-athlete will be subject to unlimited follow-up testing. This testing will be done at the student-athlete's expense. Failure to submit to the follow-up test will result in an indefinite suspension from the team and forfeiture of the athletic scholarship. The student may continue their educational pursuit at the institution but at **their own expense**.

### **Second Positive Test**

1. Student-athlete will meet with Athletic Director, Coach, President of College (or designee). The student-athlete may request to have a person of their choosing present at the meeting.
2. The student-athlete will be required to inform his/her parents of his positive test in the presence of the Athletic Director & Coach.
3. Upon a second positive test the student-athlete will be suspended from the team for 25% of the remaining scheduled games (minimum of 3 games, golf will be minimum of 2 matches), which can carry into including post-season play. These games will be served consecutively and will be the games immediately following notification of a positive test. If there are not enough games the suspension will carry over to the next season for returning athletes.
4. If the suspension happens during the season, the suspension will be noted to those who ask as a "violation of team rules".
5. The student-athlete will be referred to TABIT for evaluation. This evaluation will be at the student-athlete's expense.
  - a. The student-athlete will be required to sign a release of information so the athletic department can monitor their progress in counseling.

- b. The TABIT will determine the number of sessions the student-athlete needs to attend. If the TABIT determines counseling is needed, the counseling will be ~~at the expense of the student-athlete~~.
6. ~~Return to the team will be when TABIT/counseling center determines student-athlete is fit to return & a negative sample is submitted by the student-athlete.~~
7. Complete 40 hours of community service. The community service must be completed before any reinstatement to the team is complete. The hours should be documented by the Athletic Director and the Coach.
8. The student-athlete will be subject to unlimited follow-up testing. This testing will be done at the student-athlete's expense. Failure to submit to the follow-up test will result in an indefinite suspension from the team and forfeiture of the athletic scholarship. The student may continue their educational pursuit at the institution but at **their own expense**.

#### Third Positive Test

1. A third positive test the student-athlete will be suspended from the team indefinitely.
2. The student-athlete will surrender their athletic aid.
3. The student-athlete will be able to complete their education, but at **THEIR OWN EXPENSE**.

#### Self-Referral Program

1. A student-athlete may refer himself/herself for evaluation or counseling by contacting their Head Coach, an athletic training staff member, or the Athletic Director.
  - a. A student-athlete may not initiate self-referral after he/she has been informed of their participation in an impending test.
  - b. Student-athlete cannot enter the self-referral program at any time after a positive test. This includes the entire time of athletic eligibility at an IECC institution.
  - c. A treatment plan will be determined and put in place for the student-athlete upon self-referral by the TABIT. The student-athlete will be tested randomly while in the self-referral program. The subsequent random tests will be the sole responsibility of the student-athlete.
  - d. A student-athlete testing positive on the initial test after entering this program will not be subject to applicable sanctions. However, a positive test in subsequent tests or failure to adhere to the treatment program will result in sanctions applicable for a 2<sup>nd</sup> positive test.

#### Appeal Process

A student-athlete who tests positive for a banned substance may, within 72 hours of being notified of the positive laboratory finding, contest the finding of the positive results. Any student-athlete requesting an appeal of the positive results is entitled to a hearing by the appeals committee. The request for appeal must be received in writing by the Athletic Director within 48 hours of notification of a positive test finding. The appeals committee will consist of the following:

- Athletic Director
- Assistant Dean of Student Services
- Faculty member
- President or designee
- Head Coach

The student-athlete may have a representative of his/her choosing present at the appeals hearing. However, the student-athlete must present his/her own case. The meeting should take place within 72 hours after the written request is received. Sanctions resulting from the positive test will not apply until the appeals process is finalized. The decision is final based on a majority vote of the above mentioned members of the committee. The sanctions for a positive test will be completed and the results of the decision are not subject to further appeal.

#### Medical Exception

IECC recognizes that some substances are used for legitimate medical purposes. IECC will allow for exemptions for those student-athletes with a documented medical history demonstrating a need for regular use of a substance. The student-athlete is required to inform the Athletic Director and trainer of **all medications** he/she is taking prior to being tested. Additionally, a **note from the student-athlete's prescribing physician** will be kept in the student-athletes file. In the event a student-athlete tests positive, the Athletic Director and trainer in consultation with the testing center will review that student-athlete's medical record to determine if a medical exception should be granted.

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Distance Delivery Education Plan 2018**

**Agenda Item #8A**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2018  
RE: Distance Delivery Education Plan 2018

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

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

IECC needs to continue to provide flexible, accessible, and quality programs and courses to students who desire an alternative delivery method for learning as well as fostering effective and reliable student and faculty support services for distance delivery education. The 2018 Distance Delivery Education Plan has been updated and revised to continue to effectively respond to the needs of the students and communities we serve.

I ask the Board's approval of the 2018 Distance Delivery Education Plan.

TLB/rs

Attachment

# **Illinois Eastern Community Colleges**



## **Distance Delivery Education Plan 2018**

**Approved by the Distance Delivery Education Committee: April 26, 2018**

**Approved by the Cabinet: May 2, 2018**

**Approved by Board of Trustees: May 15, 2018 (pending)**

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# ILLINOIS EASTERN COMMUNITY COLLEGES DISTANCE DELIVERY EDUCATION PLAN

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## TABLE OF CONTENTS

<b>I. OVERVIEW .....</b>	<b>3-7</b>
A. Introduction.....	3
B. Vision.....	3
C. Mission Statement.....	3
D. Definitions.....	3-4
E. Higher Learning Commission Approvals and Definitions .....	4-5
F. Strategies and Goals.....	5
G. Target Population & State Authorization Status .....	5-6
H. Funding.....	6
I. Distance Delivery Education Committee and Members.....	7
<b>II. SUPPORT SERVICES.....</b>	<b>8-10</b>
A. Faculty Support .....	8
B. Student Support .....	8-9
C. Learning Resources and Student Services .....	9-10
<b>III. COMPLIANCE AND POLICIES .....</b>	<b>10</b>
A. Secure Login and Pass Code .....	10
B. Section 508 of the Federal Rehabilitation Act (ADA) .....	10
C. IECC Appropriate Use of IT Resources Policy .....	10
<b>IV. PROCEDURES .....</b>	<b>11-15</b>
A. Online Course Development Process .....	11
B. Online Course Development Compensation .....	11
C. Criteria for Online Courses .....	12
D. Quality of Online Instruction .....	12
E. Quality Matters Rubric Program .....	13
F. Review and Course Approval .....	13
G. Online Course Ownership.....	13
H. Class Size and Loads .....	14
I. Required Logins and Response Time .....	14
J. Student Complaint Policy .....	14
K. Student Step-by-Step Process .....	14-15
L. Learning Management System (LMS).....	15
<b>V. ASSESSMENT AND EVALUATION.....</b>	<b>16</b>
A. Assessment of Student Learning .....	16
B. End of Course Survey .....	16

C. Evaluation of Online Faculty .....	16
D. Evaluation of the Distance Delivery Education Plan.....	16

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## I. OVERVIEW

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### A. Introduction

Illinois Eastern Community Colleges have been offering online courses since 2001. Currently, IECC offers approximately 200 online courses taught by 75 full-time and part-time faculty with over 395 online courses submitted for approval and development. There were 467 sections of online classes taught in Fiscal Year 2018.

**Online Course Enrollment  
IECC Fact Book 2018**

Illinois Eastern Community Colleges Online Course Enrollment					
Term	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Sections of Online Classes	347	389	413	423	467
Unduplicated Headcount	2,313	2,480	2,667	2,358	2,549

Source: Citrix: Online Schedule Report and IECC Fact Book Online Macro

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

### B. Vision

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

### C. Mission Statement

The mission of IECC's Distance Delivery Education Program is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

### D. Definitions

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

courses.

## **Online Courses**

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

## **Hybrid Courses**

A hybrid course combines online and traditional face-to-face classroom instruction to promote student learning. A designated percentage of the course is delivered face-to-face and the remaining percentage is delivered in the online environment. The online based portion of the course reduces the number of face-to-face contact hours. These face-to-face hours are instead replaced by online activities, assignments, and exams. The distribution of face-to-face and online requirements will vary based on the demands of a given curriculum. All hybrid courses will be required to be at least 26% traditional face-to-face with no more than 74% online.

## **E. Higher Learning Commission Approvals and Definitions**

In December 2012, IECC received approval from HLC to offer up to 100% of total degree programs. The Higher Learning Commission (HLC) uses the following definitions for the purpose of applying its policy on distance delivery to its accredited and candidate institutions:

- Distance-delivered **courses** are those in which all or the vast majority, typically 75% or more of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other.
- Distance-delivered **programs** are those certificate or degree programs in which 50% or more of the required courses may be taken as distance-delivered **courses**.

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

### **Distance Education**

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

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

### **Correspondence education**

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

### **F. Strategies and Goals**

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

- Maintain a fully functional website with clear and easy access to all institutional courses, programs, and support services with technology that is universally accessible to all persons to ensure compliance with the Americans with Disabilities Act.
- Provide training and technical support for students, faculty and staff.
- Provide adjunct faculty training and incentives to improve faculty involvement, expertise and quality.
- Provide training and support initiatives for new faculty.
- Maintain access to comprehensive online student support services including college orientation, admissions and registration, financial aid, bookstore services, LMS, grades and other online support services.
- Maintain established standards and criteria for distance-delivered courses to ensure quality and consistency.
- Maintain analysis of the Help Desk services and availability to meet student and faculty needs for distance delivery.
- Maintain, evaluate, and improve online tutorial services as determined by Help Desk feedback, student surveys, and faculty input.
- Apply and maintain assessment of student learning between the face-to-face and distance delivery environment.
- Implement and maintain the Quality Matters Rubric in online and hybrid courses.
- Monitor and adjust online course tuition and fees as necessary.
- Establish and build partnerships between IECC and high schools, colleges, businesses, and governmental agencies to share information and to support distance- delivered education and career development.
- Expand distance-delivered courses and programs by determining the demand for these courses from the student, employer, community, and market perspectives.

### **G. Target Population**

Currently, the majority of online students are from within the regional area. IECC continues to develop and provide additional distance delivery courses to accommodate scheduling and transportation needs of

students within the IECC service area. However, declining local populations, social and economic changes, and student demand for online and hybrid courses are requiring IECC to re-shape the delivery of education in ways that reflect the needs of the community and the broader education marketplace and working environment.

### **State Authorization; SARA and NC-SARA**

All U.S. States require post-secondary educational institutions to be legally authorized to provide post-secondary educational instruction in their states. Many of these state laws and regulations also apply to distance-delivered courses. As such, Illinois Eastern Community Colleges (IECC) division of online/distance education programs must be authorized in certain states prior to offering fully online courses and programs to students in those states. The purpose of this approval process is to comply with any state authorization requirement applicable to IECC online/distance educational programs.

The MHEC State Authorization Reciprocity Agreement is an interstate compact that addresses institutional need for state authorization between member states. On a national level, SARA oversight occurs through the National Council for State Authorization Reciprocity Agreements ([NC-SARA](#)). The national council works with the regional compacts ([MHEC](#), [NEBHE](#), [SREB](#), & [WICHE](#)) to administer SARA agreements for their member states.

Illinois passed the Illinois Distance Learning Act, [Public Act 098-0792](#), in 2014, paving the way for Illinois' participation in SARA. Illinois became a SARA state in July, 2015, through the Midwest Higher Education Compact ([MHEC](#)). The Illinois Board of Higher Education ([IBHE](#)) is the authorizing agency for higher education in Illinois and is the lead/portal agency for Illinois participation in SARA. At this time 47 states are SARA approved. [Map of NC-SARA approved states](#).

IECC became an institutional participant in the SARA initiative December 21, 2015. We are listed on NC-SARA's website [NC-SARA](#). If/when a student enrolls from a non-participating SARA state the Director of Online Learning contacts the state representative for Distance Delivery of said state to seek approval for that student.

### **H. Funding**

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

## **I. Distance Delivery Education Committee (DDEC)**

The DDEC was established in 2003 and includes district-wide faculty, staff, and administration. The purpose of the committee is to assist, monitor, and evaluate the District's distance delivery program. Commencing April 2012, term limits for faculty members serving on the committee were set to a three-year term limit. The DDEC will select new faculty member(s) to the committee with the approval of campus Deans of Instruction.

### **Distance Delivery Education Committee Members May 2018**

#### **District**

Jeff Cutchin – Chief Academic Officer  
Alex Cline – Director, Information and Communications Technology  
Jeff Gumbel – Coordinator, Web and Online Learning Services  
Jane Frazier – Faculty (2013)  
Carrie Hallam – IT Trainer  
Tara Buerster – Director of Human Resources  
Brandon Weger – Program Director of Student Learning Assessment

#### **Frontier Community College**

Paul Bruinsma – Dean of Instruction

#### **Lincoln Trail College**

Brent Todd – Dean of Instruction  
Cyndi Boyce – Faculty (2018)  
Travis Matthews – Faculty (2018)  
Vicky Bonelli – Director, Learning Resource Center

#### **Olney Central College**

Michael Conn – Dean of Instruction  
Kristi Urfer – Faculty / Director of Online Learning  
Logan Marshall – Faculty (2018)  
John Kendall – Faculty (2018)  
Jason Hortin – Faculty (2016)

#### **Wabash Valley College**

Robert Conn – Dean of Instruction  
Laura Bruck – Faculty (2018)  
Steve Patberg – Assistant Dean, Student Services  
Kyle Peach – Faculty (2018)

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## **II. SUPPORT SERVICES**

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### **A. Faculty Support**

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

- LMS instruction and workshops
- Director of Online Learning
- Coordinator, Web and Online Learning Services
- Information Technology Trainer/Support
- Faculty and Staff Resource Technology Centers in libraries
- IECC Help Desk
- D2L/Brightspace online tutorials and iPad apps
- Email updates and suggestions with how-to instructions
- Online Course Development Starter Packet
- Quality Matters (QM) course template located in D2L/Brightspace
- **Adobe Connect** for Web Meetings, Webinars and eLearning

### **B. Student Support**

Once enrolled in an online and/or hybrid course, students have access to a wide range of support services including IECC's portal system Entrata. These services provide links to class listings, Help Desk, email, registration, transcripts, LMS, grades, online documentation, and other online student support services. Information and a portal for online students is included on the [IECC homepage](#).

#### CIS 1104 Intro Learning Services Online

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

The course is free and offered at a variety of times for the student's convenience. Students are awarded 0.5 credit hours upon successful completion of the course. Students who have completed online courses at other institutions may receive a waiver from the CIS 1104 requirement, based on student records verification. The College Dean of Instruction may waive the CIS 1104 requirement based upon faculty recommendation.

#### IECC Help Desk

Students, faculty and staff are provided a wide range of technical support options, first is the IECC Help Desk. To provide easy access to our students and faculty a link is available on every IECC website page, portal system, and next to every online course. The Help Desk is accessible via phone, email, and online request form and is operated by the District IT Department. Normal hours of support are 8:00 a.m. to 4:30 p.m. Monday-Friday. Use of the online Help Desk Request form is recommended outside of those hours for evening and weekend support. Printed materials provided to students also contain a link to the Help Desk.

A Help Desk follow-up survey was established to gauge satisfaction rates and assessment of service and is one of our main objectives for Information Technology's Student First Initiative. This survey is

tallied annually in an effort to monitor, adjust, review, and improve Help Desk performance. The FY16 Student Satisfaction Survey indicated that 98% of the 528 responding students were either satisfied or very satisfied with the Help Desk Services.

## **C. Learning Resources and Services**

### Library Services

Online library services include a wide variety of resources online that are available virtually anywhere to students, faculty, and staff. The four IECC libraries maintain websites and provide access to online electronic resources including e-books, articles, journals, magazines, and images via an authentication system. Some available research tools include CQ Researcher, Facts.com, EbscoHost Electronic Journals Service, AccessScience and American History Online.

Items may be requested online by using a current, valid/active library card and must be picked up at the library. A link to request a library card is available inside the Entrata portal. Library cards are mailed to online students. The IECC libraries are members of the Consortium of Academic and Research Libraries in Illinois (CARLI) which offers IECC students, faculty, and staff resource sharing of over 36 million items from 85 Illinois academic libraries. Library staff may be contacted via email for assistance.

### Copyright Compliance

All Learning Resource Centers at IECC have a policy manual that contains current copyright policies. Additionally, IECC has created a website with links to multiple aspects of U.S. Copyright Law. Included is a Fair Use Checklist for faculty including a scenario and solution section of typical academic concerns and infractions showing what to do instead of violating copyright. Presentations covering copyright issues and Fair Use doctrine have been offered for faculty and staff at various workshops through IECC.

### Bookstores

Each IECC bookstore has an online textbook ordering system to provide convenient access to textbooks and other materials.

All IECC bookstores are in compliance with the HEOA of 2008 Section 112, on Textbook Information and Cost Containment. Textbook information (ISBN, course materials, and cost information) is available to students when class schedules are released and prior to registration.

### Student Services

Information regarding all courses is accessible via the IECC website and Entrata portal. Student Services contact information is readily available from all IECC webpages. Support is offered by means of face-to-face, phone, online request form, and email.

### Financial Aid

Financial Aid information regarding all courses is accessible through the IECC website and Entrata portal.

### Advisement

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

various mediums, which is consistent with our traditional courses. Advising, testing, transfer options, and information regarding all courses is accessible via the IECC website and Entrata portal.

### Tutoring

Tutoring services and contact information are listed on the main IECC website and in the Entrata portal system. Students can access tutoring via phone, online and face-to-face. Links to external tutoring resources are also provided.

### **Writing Labs**

Distance learners needing assistance with the editing and revision of academic essays have access to O.W.L., the online writing lab available through D2L/Brightspace. O.W.L. has a discussion forum to ask a tutor questions, a drop box for submitting academic essays for review, and many other helpful tools to assist each student. Students can enroll by contacting the Learning Skills Center at their campus or their instructor.

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## **III. COMPLIANCE AND POLICIES**

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### **A. Secure Login and Pass Code**

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

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

IECC complies with Section 508 of the Federal Rehabilitation Act, the most prominent and accepted set of guidelines for accessibility. [Section 508](#)

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

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

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## **IV. PROCEDURES**

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### **A. Online Course Development Process**

IECC's Online Course Development Checklist provides a framework for planning, developing, adapting courses, instruction, and programs based on student learning needs and requirements. All approved courses, certificates and Associate Degree programs must flow through an approval process.

- Complete Online Course Approval Form
- Create Syllabi using Master Course Syllabus as a Guide
- Order Textbook and Materials

- Build course in D2L/Brightspace using the Quality Matters Standards Rubric
- Instructor will be added to the Quality Matters course in D2L/Brightspace
- Review the Starter Packet for Developing an Online Course
- Contact IT Trainer/Support for Building a Course
- Contact the Director of Online Learning to schedule an initial course review
- It is highly suggested taking CIS 1104 if this is your first time teaching an online course
- Course will be reviewed 4 weeks before but no later than first offering by the Director of Online Learning and IT Trainer/Support
- Course will have follow-up Peer-to-Peer reviews

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

### **Online Course Inactivity**

Developed Online Courses will be considered “inactive” if that course has not been offered for four consecutive semesters, including summer. A list of inactive courses is provided to the Dean of Instruction annually for review to see if another campus or instructor would like to offer the course. An inactive course may be redeveloped by another faculty member by submitting an Online Course Approval Form. The standard approval process will then be followed. The Online Course Compensation agreement listed above will apply to the approved faculty for redevelopment, if that faculty member has not received stipend compensation in the past for that specific course development.

### **B. Online Course Development Compensation**

Advanced approval by the CEO is required to receive compensation for developing and teaching an online course. As indicated by the current MOA between the Board of Trustees of Illinois Eastern Community Colleges, District 529 (“Board”) and the Illinois Eastern Community Colleges Education Association, IECCEA-NEA (“Association”), the Board and the Association hereby agreed to the following Online Course Compensation:

To the extent the Board elects to assign a faculty member to develop and teach an Internet Course, and then a one-time stipend of Three Hundred Fifty Dollars (\$350.00) per load hour, in addition to the faculty member’s regular salary, will be paid to such faculty member the first time he or she teaches the course. When the same faculty member teaches the course on subsequent occasions, then no stipend or additional compensation shall be paid.

### **C. Criteria for Online Courses**

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

- One hundred percent of course content is online, including tests, handouts, and presentations, excluding textbooks and/or other physical materials, proctored testing, and requires students to log in and complete online assignments at least 3-4 times per week.
- A new online course must submit for review at least one month prior to the start date. The Director of Online Learning, Information Technology Trainer/Support person, and/or peers review content for adaptability to online format and for quality control using the Quality Matters Standards Rubric. Courses not containing the required elements or minimal content will be noted to the College Dean as an unacceptable online course and will be returned to the instructor for revision and resubmission. The College Dean determines the dates the course will be offered

online. Courses are subject to an initial Quality Matters Standards review and approval by the Director of Online Learning or Information Technology Trainer/Support before the class begins.

- Support is the responsibility of the individual faculty member.
- *Course content should utilize the IECC district LMS, D2L/Brightspace, as the primary system. If external resources are used such as MyMathLab, MindTap, CengageNOW, etc. this supplement/source should be noted. In addition, the Dean, Director of Online Learning and IT Department will be provided with access to the external resources for review and evaluation of content. This includes:*
  - Name of the external resources with provider contact information.
  - URL/location of the resources.
  - Resources support website and/or phone numbers.
  - UserID and password to access resources as the faculty or separate administrative user.
  - Faculty will be responsible for directing students to external resources support services.

## D. Quality of Online Instruction

Online instruction requires dedication to detail and quality content. Instructors should evaluate their decision to instruct online by considering their own technical abilities and their ability to transmit knowledge to learner-controlled systems. Quality online instruction will adhere to the Quality Matters Standards Rubric and criteria noted below:

- Courses offered online will adhere to the same high quality standards as required by courses offered in the traditional face-to-face classroom.
- Online course instructors will satisfy the Illinois State Board of Education requirements, the educational and professional standards and requirements of the Higher Learning Commission, the Illinois Community College Board, and Illinois Eastern Community Colleges and as mandated by the Illinois Articulation Initiative for IAI-applicable courses.
- Online instructors should have at least one semester of traditional face-to-face or hybrid course teaching experience prior to developing and implementing an online course.
- Online instructors are encouraged to contact the IT Trainer/Support or Director of Online Learning before setting up a new course.
- Online instructors are encouraged to register for CIS 1104, Intro to Online Learning, to experience online learning from the students' perspective.
- Online instructors are encouraged to participate in D2L/Brightspace and QM training offered by the district or other institutions providing formal training.
- Problems, concerns, and other issues shall be handled in accordance to policies and standards in place for traditional courses.

## E. Quality Matters Standards Rubric

In January 2014 IECC joined the Quality Matters Program for Higher Education and Agencies. The Quality Matters Program is a nationally recognized, faculty centered peer review process designed to certify the quality of online courses and components. Colleges and universities across and beyond the U.S. use the tools in developing, maintaining, and reviewing their online courses and faculty training. The QM Standards rubric has been developed for online and hybrid courses and programs. The rubric creates standardized modules with time estimate standards tying all course and program outcomes and objectives to HLC criteria. The QM rubric offers a roadmap for aligning course outcomes, assignments, unit objectives, performance criteria in each module.

Quality Matters is faculty driven through peer-to-peer review. The process is a continual self-review process of teaching for faculty providing for feedback and therefore improving each other's hybrid and online courses which in turn will provide an improved learning experience for our students. Master course templates with time estimate standards and learning outcomes identification will be created within each course. Courses will be structured with a student centered and friendly format. With the implementation of QM, a process for continuous improvement is the framework for quality assurance efforts and provides professional development for faculty making the transition into distance education.

#### **F. Review and Course Approval**

To ensure that an online course meets IECC's definition, content, and quality, a review process has been developed. **Online courses are reviewed at least one month prior to the course start** date by the Director of Online Learning or Information Technology Trainer/Support person. Courses not meeting the QM Standards are not approved as acceptable online courses. Courses not meeting the QM Standards can be resubmitted for subsequent review and evaluation.

#### **G. Online Course Ownership**

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

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

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

#### **H. Class Size and Loads**

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

#### **I. Required Logins and Response Time**

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

#### **J. Student Complaint Policy**

The Student Complaint Policy applies to all formal student complaints at Illinois Eastern Community Colleges, except for complaints regarding sexual harassment or student readmission petitions (p. 29-30 of the 2016-2017 College catalog). Traditional face-to-face and online students must follow the steps

outlined in the catalog for complaints including, but not limited to, academic, grading, and institutional decisions that directly affect the student.

## **K. Student Step-by-Step Process**

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

1. Assess if a desired course is offered online.
2. Assess personal and technical abilities as well as the time commitment necessary for success in online education.
3. Complete the online application form, including email contact information, and pay applicable fees as necessary.
4. Receive notification from Student Services via email or mail at which time:
  - a. Student may be required to provide verification of ACCUPLACER, ASSET, COMPASS, ACT or SAT testing.
  - b. Student may be required to complete placement testing.
  - c. Student may need to verify prerequisites for particular courses have been met.
  - d. New online students may be required to take *CIS 1104 Intro Learning Services Online*.
5. Registration may occur by calling Student Services once all conditions above are met.
6. After registration, the student is typically given their Entrata information with registration whether in person, by mail, or at student orientation. They also have the option to obtain this information by contacting the Help Desk.
7. Within seven days of course registration the student will be required to pay tuition or a student may be registered into a course and billed for the expenses. Students electing the second option will have a specified number of days to make payments or receive approval of other financial arrangements. Students must adhere to the registering college's tuition and fee payment policies. Payment may be made in person, by mail, or by credit card by phone or on Entrata.
8. Students should contact the offering college's bookstore or the online textbook ordering system to acquire, if any, course materials for a particular course. If more than one course is being taken, the student is responsible for contacting each of the offering institution's bookstores for course material. Course material requirements will be provided on the IECC website.
9. Once registered, the student will be contacted by email or mailed letter providing directions to proceed within each registered course. Online instructors for each registered course will be responsible for posting course information on Entrata. Students, in general, will be contacted one week prior to the start date of the online course. CIS 1104 students will be contacted within a week of registration in the course.
10. Students in CIS 1104 will be notified online or via email of either their completion of the course or additional requirements needed to satisfy completion requirements.  
CIS 1104 is to be completed PRIOR to registering for any other online course.
10. Final class grades must be accessed online via the IECC Entrata portal as are grades for traditional face-to-face classes.

## **L. Learning Management System (LMS)**

The Information Technology Department (IT) is responsible for the district wide LMS. D2L/Brightspace is a hosted system located at the vendor site.

Budgeting for servers and maintenance of those systems are part of the District's Technology Plan. We have achieved a high availability level of 24/7/365 with very limited down time for upgrades only. This provides faculty and students with access to the LMS during times convenient for them. Full backups are completed daily and stored off site by the vendor. In addition, faculty may backup their course for their own archive and use.

When scheduled maintenance, upgrades or outages occur notification takes place via online postings in the District's portal and/or email notifications are sent and/or postings are placed on the District's main website. Timelines for major upgrades or new systems are posted and distributed in various electronic formats well before action is taken.

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## **V. Assessment and Evaluation**

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### **A. Assessment of Student Learning**

IECC is committed to high academic standards and achievement through the assessment of student learning. The process for assessing student learning is consistent regardless of modality and led by IECC's full-time faculty. In courses with no full-time faculty, part-time faculty are encouraged to report assessment results with the assistance of their college's Faculty Assessment Coordinator.

Faculty teach, assess, review, and evaluate courses with consistent learning criteria and course outcomes throughout IECC. Faculty members are encouraged to work together to design common assessments for outcomes that are practical to all modalities of learning. The expected performance and results of these assessments are consistent and ensure a process that drives change and promotes quality teaching and learning. Collection of assessment data from distance-delivered sections is expected and consistent with expectations of traditional sections. Faculty Assessment Coordinator duties include helping faculty to understand, develop, and report assessment data in addition to serving as a liaison with the other IECC college faculty when needed. Resources to assist faculty, survey template, including strategies for assessing learning online, can be found on IECC's Assessment website at [Assessment](#)

### **B. End-of-Course Survey**

At the end of each term, IECC administers an end-of-course survey to students with the purpose of collecting data, both quantitative and qualitative, to provide instructors and administrators insights and perspectives into the teaching and learning environment. After each term, the data is made available to faculty inside of Campus Labs' Faculty module. Reports are only made available from sections that have met the desired participation threshold to protect student anonymity.

In order to receive high-quality end-of-course survey data, faculty participation is vital. Such strategies as informing students about the surveys or even allowing time in class for surveys to be completed lead to higher response rates. For online or hybrid courses, strategies may include posting an announcement in D2L/Brightspace or embedding the link into the course content section. Resources, including the survey template, are available at [Course Survey](#)

### **C. Evaluation of Online Faculty**

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

### **D. Evaluation of the Distance Delivery Education Plan**

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

**Agenda Item #8B**

**Student Satisfaction Survey Results 2018**

**Agenda Item #8B**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 15, 2018  
RE: Student Satisfaction Survey Results 2018

IECC conducts a districtwide Student Satisfaction Survey each spring semester. The 2018 survey was conducted online from March 12 through April 13. 844 students responded to the survey: 198 from Frontier Community College; 160 from Lincoln Trail College; 240 from Olney Central College; and 246 from Wabash Valley College.

The complete survey results were sent to the Board of Trustees by email.

Survey questions inquired about the student's level of satisfaction in specific areas including Student Services, Instruction, Learning Resource Centers, and Technology. Additionally, the survey asked how likely students would be to recommend the college to others. Results show that:

**Services**

95% were satisfied with Advisement services.  
94% were satisfied with Financial Afid services.  
96% were satisfied with Entrata.  
96% were satisfied with Help Desk services.

**Other**

96% were satisfied with the communication between the four colleges.  
95% were satisfied with the quality of instruction.  
96% felt the instruction was academically challenging.  
98% were satisfied with classroom size.  
94% were satisfied with courses available at the times they want or needed them.  
97% believe they are treated with respect as an individual.  
94% would recommend the college to others.

The results of the survey are shared with various district wide committees as well as college committees to work on improving any area that needs attention. Attached is a FY2018 Student Satisfaction Survey Overview for your review which provides additional analysis and information regarding these survey results.

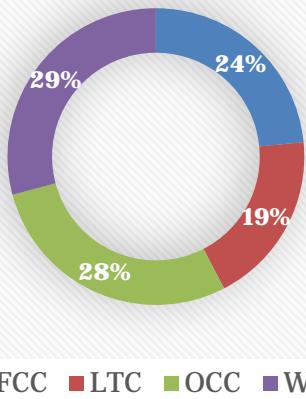
I recommend the Board's approval of the 2018 Student Satisfaction Survey Results.

TLB/rs

**Delivery Method:** Entrata Email Sent by Baseline w/ Unique Link (1 Student = 1 Response)  
**844 Respondents** (13.5% increase from FY17)

<b>Frontier Community College</b>	<b>198</b>
<b>Lincoln Trail College</b>	<b>179</b>
<b>Olney Central College</b>	<b>229</b>
<b>Wabash Valley College</b>	<b>198</b>
<b>IECC</b>	<b>844</b>

### Survey Respondents by College



### Results

Total Respondents: **844**

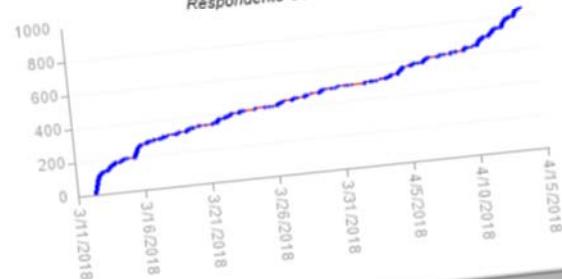
Email Response Rate: 30.50%

Total Complete: 776

Percent Complete: 91.94%

Last Response Date: 4/13/2018 11:11:46 PM

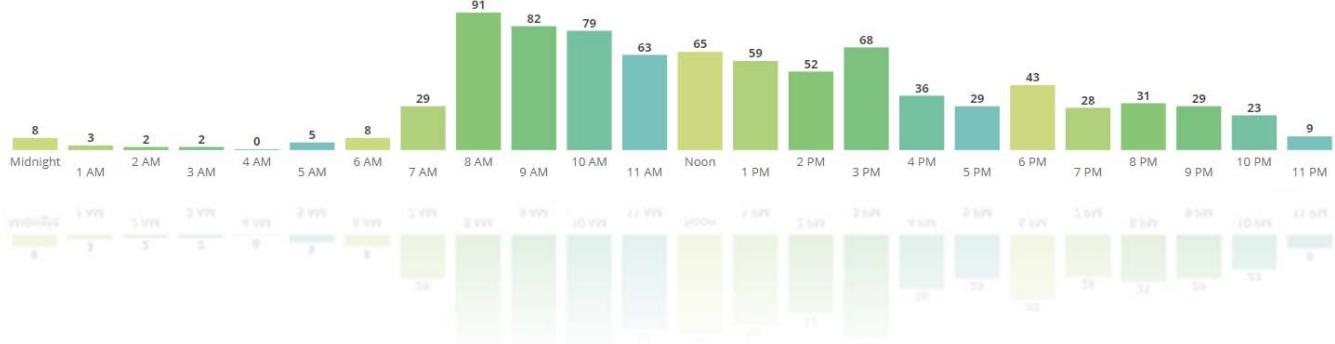
#### Respondents Over Time



### Time On Survey

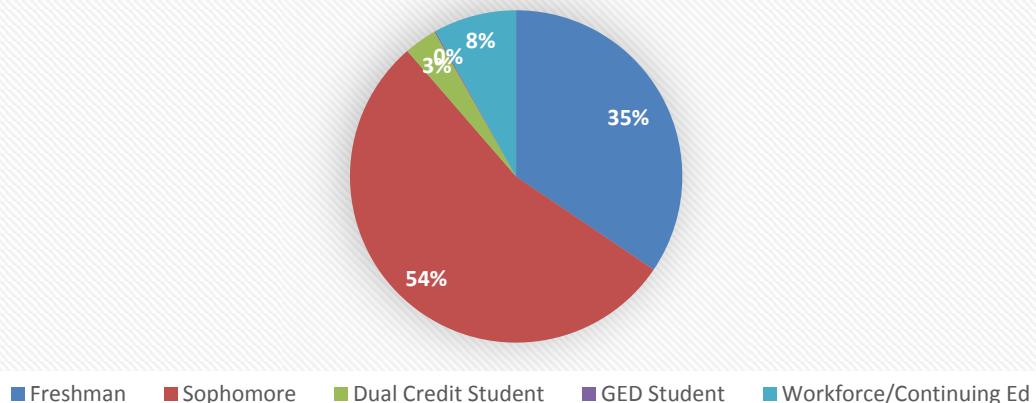
7 m 1 s  
 Average Time to Complete

### Respondents by Hour of Day

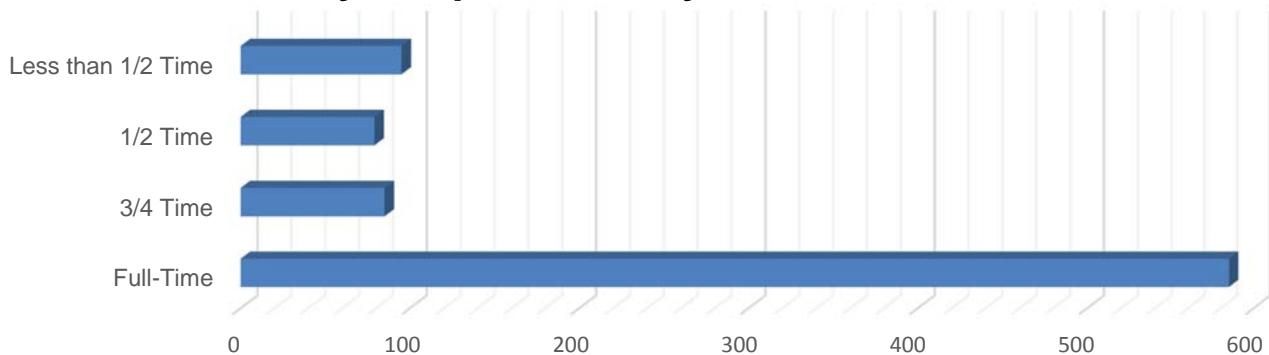


## Who took the Survey? (As identified by survey questions)

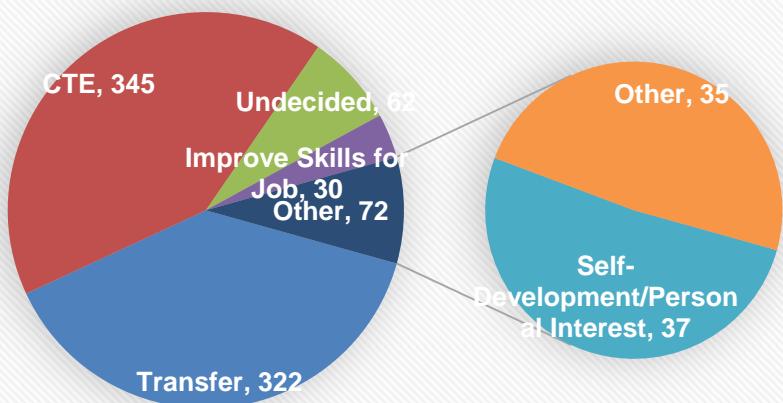
### Survey Respondents by Student Status



### Survey Respondents by Enrollment Status



### Respondents by Education Plan?



■ Transfer

■ Undecided

■ Self-Development/Personal Interest

■ CTE

■ Improve Skills for Job

■ Other

## Highlights & Findings from Survey

- 94% of Students would recommend their college (Q.54)
- 52% of respondents do not use an IECC Catalog Online or Print. (Q.17)
- 92% of respondents receive their information from Entrata (Q.19)
- Only 38% students participate in student organizations. (Q.20)
- 62% of the students do not participate in student organizations which includes 71 students or 8.64% who were not aware of student organizations. (Q.20)
- 96% are satisfied or very satisfied with IECC's online transcript ordering and delivery service. (Q.22 excluded N/A)
- 55.5% are aware of how to order transcripts from NSCH, which includes 64.37% of sophomores. (Q.22 Unfiltered/Filtered for Second-year Students)
- 95% are satisfied or very satisfied with Advisor being helpful and knowledge. (Q.24 excluded N/A)
- 97% thought the Records Office personnel are helpful and knowledgeable. (Q.25 excluded N/A)
- 97% thought the Business Office personnel are helpful and knowledgeable. (Q.26 excluded N/A)
- 94% were satisfied or very satisfied with Financial Aid services regardless of eligibility. (Q.27 excluded N/A)
- 98% were satisfied or very satisfied with Registration Services. (Q.28 excluded N/A)
- 96% were satisfied or very satisfied with Student Services' office hours. (Q.29 excluded N/A)
- 95% thought the Bookstore personnel are helpful and knowledgeable. (Q.30 excluded N/A)
- 86% excluding N/A's & 56% including N/A's are satisfied with selection and prices of Food Services. . (Q.31 excluded N/A's & with N/A's)
- 96% were satisfied or very satisfied with LRC's availability of time. (Q.33 excluded N/A)
- 98% were satisfied or very satisfied with LRC Resources. (Q.34 excluded N/A)
- 98% were satisfied or very satisfied with LRC Assistance. (Q.35 excluded N/A)
- 98% thought the LRC personnel are helpful and knowledgeable. (Q.36 excluded N/A)
- 96% were satisfied or very satisfied with Entrata. (Q.38 excluded N/A)
- 96% were satisfied or very satisfied with the IECC Helpdesk. (Q.39 excluded N/A)
- 94.5% were satisfied or very satisfied with D2L. (Q.40 excluded N/A)
- 95% were satisfied or very satisfied with accessing online classes and materials. (Q.41 excluded N/A)
- 94% were satisfied or very satisfied with IECC homepage. (Q.42 excluded N/A)
- 94% were satisfied or very satisfied with college homepage. (Q.43 excluded N/A)
- 95% were satisfied or very satisfied with the Quality of Instruction. (Q.45)
- 92% were satisfied or very satisfied with Instructors providing feedback in timely manner. (Q.46)
- 96% were satisfied or very satisfied with the academic challenge of their classes. (Q.47)
- 98% were satisfied or very satisfied with class size. (Q.48)

- 91% were satisfied or very satisfied with the computer and/or science labs in order to meet their course objectives. (Q.49)
- 93.5% were satisfied or very satisfied with the available times of their courses. (Q.50)
- 95% were satisfied or very satisfied with the variety of courses offered by IECC. (Q.51)
- 97% were satisfied or very satisfied with the level of respect that faculty and staff display. (Q.52)
- 51% are not aware or only slightly aware of online registration, which includes 54.39% of transfer students who, most likely, will attend a 4-year institution that utilizes an online registration. (Q.56)
- 14.43% of respondents are not aware or only slightly aware of their graduation requirements for program/degree. (14.43% Transfer & CTE) (17.67% Transfer students – 9.09% CTE) (Q.57)

*IECC students are highly satisfied with the education and services provided by IECC.*

**Agenda Item #8C**

**Resolution of Support for Crawford County Recreation Center**

**Agenda Item #8C**

**MEMORANDUM**

TO:           Board of Trustees  
FROM:       Terry L. Bruce  
DATE:       May 15, 2018  
RE:           Resolution of Support for Crawford County Recreation Center

Citizens in Crawford County have been working for over a year toward the development of a county wide recreational center. The proposed construction cost will be approximately \$5.5 million and local corporations and individuals have now pledged more than \$1.9 million. An aggressive capital campaign has been implemented and will raise the remaining dollars necessary for construction and operation.

The Crawford County Recreation Center Group (CCRC) has been incorporated under the laws of the State of Illinois and would be responsible for the maintenance and operation of the facility. The CCRC wishes to place the new recreational center at Lincoln Trail College as a recognition of the tremendous asset Lincoln Trail College represents to the area, and to utilize the existing pool as a portion of the facility.

The construction of such a center will vastly improve the attractiveness of the campus of Lincoln Trail and provide extraordinary educational and recreational opportunities to both IECC and to the citizens of Crawford County.

I believe the individuals involved in this recreation center are committed to raising the necessary funds for construction and operation of this facility.

I ask the Board's approval of the attached resolution which will indicate the general support of the Board of Trustees for the construction of such a recreational center upon the college property. Prior to final action by the Board, there would be a substantial written document prepared and executed that would detail the rights and responsibilities of the CCRC, Inc. and the IECC Board of Trustees.

TLB/rs

Attachment

**RESOLUTION OF SUPPORT FOR DEVELOPMENT OF A PRIVATELY FUNDED AND  
INDEPENDENTLY OPERATED CRAWFORD COUNTY RECREATION CENTER AT  
LINCOLN TRAIL COLLEGE**

**WHEREAS**, Illinois Eastern Community College District #529, is committed to strengthening communities and impacting the lives of residents of our district; and

**WHEREAS**, the residents of Crawford County have expressed both the need for and interest in a facility that would improve the quality of life for its residents; and

**WHEREAS**, the major employers of Crawford County have expressed support for a privately funded facility that would assist in the recruitment, retention, and health of their workforce; and

**WHEREAS**, a recreation center at Lincoln Trail College would contribute to the well-being of the faculty, staff, and students of the College; and

**WHEREAS**, That the proposed facility and the programs it would offer would serve area residents by providing opportunities for wellness and recreational and educational programing for people of all ages and backgrounds.

**THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529:**

1. That the Board of Trustees and the Crawford County Recreation Center, an Illinois corporation, will develop a comprehensive contract of operation that will outline the responsibilities and duties of both the Board of Trustees and the Crawford County Recreation Center entity. It is contemplated that such a contract would be fully executed and approved by an official vote of the Board of Trustees prior to the commencement of any construction of the Crawford County Recreation Center.
2. In recognition thereof, the Illinois Eastern Community College District #529 Board of Trustees hereby approves this resolution, affirming support for the development of a privately funded and independently operated Crawford County Recreation Center at Lincoln Trail College.
3. That any past resolution policy, authority, or any action of the Board inconsistent with the Resolution, is hereby amended so as to conform with this resolution.
4. That this resolution is in full force and effect from and after its adoption.

Dated this 15<sup>th</sup> day of May 2018.

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

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

**Agenda Item #8D**

**CFO and Treasurer Positions Conflicts**

**Agenda Item #8D**

**MEMORANDUM**

TO:           Board of Trustees  
FROM:       Terry L. Bruce  
DATE:       May 15, 2018  
RE:          CFO and Treasurer Positions Conflicts

On December 12, 2005, the Board of Trustees appointed then CFO, Roger Browning as District Treasurer. A question arose over whether or not the combining of these two positions would create a conflict that would or should require dual signatures on District checks.

The District's auditors, Clifton Gunderson indicated that they did not believe that dual signatures would be required on District checks. However, Clifton Gunderson indicated that CFO Browning should no longer approve payment of any amount. Prior to this auditor's opinion, both Roger Browning and Terry Bruce approved all expenditures over \$3,000.00.

Beginning December 1, 2005, Bonnie Chaplin, Director of Business Services, began approving all expenditures up to \$3,000.00 and the CEO Terry Bruce approves all expenditures over \$3,000.00. Roger as CFO and Treasurer no longer was included in the expenditure approval process. Clifton Gunderson indicated that this process eliminates any conflicts that might have arisen.

For the purpose of auditing procedures, the Board should approve the process implemented since the appointment of Terry Bruce as CFO and Treasurer, effective May 1, 2018. The Board acknowledges that in his capacity as CFO and Treasurer, Terry Bruce does not approve any expenditures. And the Board acknowledges that Bonnie Chaplin, Director of Business Services, approves all expenditures under \$3,000 and Terry Bruce, in his capacity as CEO, approves all expenditures over \$3,000.

I ask the Board's acknowledgement and approval of this procedure.

TLB/rs

## **Agenda Item #8E**

### **Affiliation Agreements**

Electronic Medical Records & Certified Medical Assistant - Good Samaritan Hospital - LTC  
Certified Medical Assistant - Hoagland Chiropractic - LTC  
Certified Medical Assistant - Wabash General Hospital - LTC  
Pharmacy Technician - Martinsville Pharmacy - LTC  
Pharmacy Technician - Crawford Memorial Hospital - LTC  
Emergency Response - White County Ambulance Service - FCC

**Agenda Item #8E**

**MEMORANDUM**

TO:           Board of Trustees  
FROM:       Terry L. Bruce  
DATE:       May 15, 2018  
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 with:

Electronic Medical Records & Certified Medical Assistant - Good Samaritan Hospital - LTC  
Certified Medical Assistant - Hoagland Chiropractic - LTC  
Certified Medical Assistant - Wabash General Hospital - LTC  
Pharmacy Technician - Martinsville Pharmacy - LTC  
Pharmacy Technician - Crawford Memorial Hospital - LTC  
Emergency Response - White County Ambulance Service - FCC

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 14th day of May, 2018, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Electronic Medical Records (EMR) and/or Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Good Samaritan Hospital, Vincennes, IN (hereinafter referred to as AGENCY).

WITNESSETH THAT:

WHEREAS, the COLLEGE desires to make use of the AGENCY's facilities for clinical electronic medical records and/or clinical medical assistant laboratory practice by students of the EMR and/or CMA Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the medical assistant and/or electronic medical records students of the COLLEGE for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas of patient care that are appropriate educational experiences for observation and participation by the students of the COLLEGE'S EMR and 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 EMR and/or CMA practice, and will be available to the EMR and/or CMA students.

The specific assignment of learning experiences to specific students will be made and arranged by the EMR and/or the CMA Faculty on behalf of the COLLEGE, in consultation with the Administrative Supervisor or Coordinator on behalf of the AGENCY. The Administrative Supervisor assumes full responsibility and supervision of the EMR/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 care and safeguard of patients and information assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to EMR/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.

EMR/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 EMR/CMA practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities, which may not negate success in EMR/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, COLLEGE will furnish the AGENCY, upon request, a medical record, including a physical, required immunizations, 10 panel Drug screen, TB test results, and background check. Requested submission of 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 will be provided.

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

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

To the extent permitted by applicable law and without waiving any defenses, the COLLEGE shall indemnify and hold harmless AGENCY and its officers, medical and nursing staff, representatives and employees from and against all liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of the COLLEGE or any of its faculty, Program Participants, agents,

representatives and employees under this Agreement, including, but not limited to, claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements. AGENCY shall indemnify COLLEGE against liabilities, claims, damages, and expenses, including reasonable attorney's fees, incurred by the COLLEGE in defending or compromising actions brought against COLLEGE arising out of or related to the AGENCY'S performance of duties hereunder.

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. The COLLEGE will provide orientation of the educational program for the AGENCY staff.
8. The students and instructors will safeguard the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. EMR/CMA Faculty and EMR/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 14th day of May, 2018.

GOOD SAMARITAN HOSPITAL

LINCOLN TRAIL COLLEGE

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Chief Executive Officer

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Electronic Medical Records  
Faculty Member

Certified Medical Assistant  
Faculty Member

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College Dean

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College President

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Chairman, Board of Trustees  
Illinois Eastern Community Colleges

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 14 day of May, 2018, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as COLLEGE) and Hoagland Chiropractic, Robinson, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

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

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. The COLLEGE will provide orientation of the educational program for the AGENCY staff.
8. The students and instructors will safeguard the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Certified Medical Assistant Faculty and CMA students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of  
\_\_\_\_\_, 2018.

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AGENCY

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Medical Services Director

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Agency Administrator

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ILLINOIS EASTERN COMMUNITY  
COLLEGES DIST. #529/LINCOLN  
TRAIL COLLEGE

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Certified Medical Assistant  
Faculty Member

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College Dean

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College President

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Chairman, Board of Trustees  
Illinois Eastern Community Colleges Dist.#529

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 14th day of May, 2018, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as COLLEGE) and Wabash General Hospital, Mt. Carmel, IL (hereinafter referred to as AGENCY).        *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

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

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. The COLLEGE will provide orientation of the educational program for the AGENCY staff.
8. The students and instructors will safeguard the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Certified Medical Assistant Faculty and CMA students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of  
\_\_\_\_\_, 2018.

AGENCY

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Medical Services Director

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Agency Administrator

ILLINOIS EASTERN COMMUNITY  
COLLEGES DIST. #529/LINCOLN  
TRAIL COLLEGE

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Certified Medical Assistant  
Faculty Member

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College Dean

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College President

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Chairman, Board of Trustees  
Illinois Eastern Community Colleges Dist.#529

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 14th day of May, 2018, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as the COLLEGE) and Martinsville Pharmacy, Martinsville, IL (hereinafter referred to as AGENCY). [Identify Above: Agency, City, and State]

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of pharmacy service for observation and participation by the students and faculty of the COLLEGE'S Pharmacy Technician Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College 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 pharmacy technician laboratory practice, and will be available to the pharmacy technician students.

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of the COLLEGE, in consultation with the Administrative Supervisor or Coordinator on behalf of the AGENCY. The Administrative Supervisor assumes full responsibility and supervision of the Pharmacy Technician 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 pharmacy technician services and safeguard of clients served by students. The AGENCY personnel will retain full and final decisions for client care assigned to Pharmacy Technician 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.

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

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

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

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

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

To the extent permitted by applicable law and without waiving any defenses, the COLLEGE shall indemnify and hold harmless AGENCY and its officers, medical and nursing staff, representatives and employees from and against all liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of the COLLEGE or any of its faculty, Program Participants, agents, representatives and employees under this Agreement, including, but not

limited to claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements. AGENCY shall indemnify COLLEGE against liabilities, claims, damages, and expenses, including reasonable attorney's fees, incurred by the COLLEGE in defending or compromising actions brought against COLLEGE arising out of or related to the AGENCY'S performance of duties hereunder.

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. The COLLEGE will provide orientation to the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. 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  
\_\_\_\_\_, 2018.

AGENCY

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Pharmacy Director

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Pharmacy Administrator

LINCOLN TRAIL COLLEGE

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Pharmacy Technician Faculty Member

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College Dean

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College President

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Chairman, Board of Trustees  
Illinois Eastern Community Colleges

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

This Agreement entered into this 14<sup>th</sup> day of May 2018, by and between Crawford Memorial Hospital, located at 1000 North Allen, Robinson, IL 62454 (hereinafter referred to as the "AGENCY") and Illinois Eastern Community Colleges/Lincoln Trail College, located at 11220 State HWY1, Robinson, IL 62454 (hereinafter referred to as "COLLEGE"), on behalf of its Pharmacy Technician Program.

WITNESSETH THAT:

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

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

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

**I. FACULTY, STAFF AND APPOINTMENTS**

The AGENCY agrees to make its facilities available in all areas of pharmacy service for observation and participation by the students and faculty of the COLLEGE'S Pharmacy Technician Program subject to the conditions and limitations contained herein.

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. The COLLEGE shall make necessary arrangements with AGENCY facilities to abide by the terms of this Agreement. The AGENCY will be responsible for the supervision and guidance of the students in the clinical pharmacy technician laboratory practice, and will be available to the pharmacy technician students.

**II. STUDENTS**

The COLLEGE and the AGENCY recognize that all students of the COLLEGE shall be an integral part of the health care team, and, therefore, will be allowed to participate in the facility assigned responsibilities under the close supervision of the AGENCY. The AGENCY will monitor student activities and will be responsible for notification of the students' progress to the COLLEGE.

The COLLEGE ensures validity and maintains the following documentation regarding students to be completed before clinical placement and shall provide AGENCY upon request, the following information:

- 1) 2-Step TB test or Chest X-ray (PA view) if Mantoux is reactive
- 2) Influenza vaccine or decline (Oct - March)
- 3) Negative drug screen
- 4) Clear Criminal Background Check
- 5) Active BLS Certification if applicable for position
- 6) IDFPR Licensure

The COLLEGE shall advise students of the confidential nature of information related to the AGENCY and its patients and require COLLEGE, COLLEGE faculty and students to maintain the confidentiality of all such information. "Confidential information" means any confidential information acquired by COLLEGE Pharmacy Technician students during the course of this Agreement, including, but not limited to any strategic, financial, and business information related to AGENCY, or its affiliated entities, and any medical information regarding its patients and clients and their records. The COLLEGE pharmacy technician students shall not disclose or discuss confidential information outside the context of clinical instruction. The provisions of this section shall survive the termination of this Agreement.

### **III. NOTIFICATION OF COLLEGE STUDENTS**

The COLLEGE and the AGENCY acknowledge and agree that the students referred to in this Agreement shall be working in an environment in which personal safety and well-being are of paramount importance.

### **IV. INDEMNIFICATION**

The COLLEGE and the AGENCY indemnify and hold harmless each other for acts or failures to act, regardless of intent, by its employees, agents, volunteers, consultants, governing board members, or affiliates.

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

### **V. RESPONSIBILITIES**

RESPONSIBILITIES of the COLLEGE. The COLLEGE will:

- A. Appoint a qualified faculty member to be responsible for assignment of the Pharmacy Technician Student clinical experiences and to act as liaison between the AGENCY and the COLLEGE.

- B. Confer with AGENCY so that COLLEGE and AGENCY make a mutual determination with regard to the assignment of particular students to the AGENCY, the number of Pharmacy Technician students to be assigned, and the inclusive dates of the students' assignments.
- C. Require each student participating in the program to provide liability insurance coverage for professional malpractice with a limit of one million and no/100 (\$1,000,000) dollars for injury or damage to any one person and a limit of three million and no/100 (\$3,000,000) dollars for injury or damage arising from any one accident (in Indiana, \$250,000/\$750,000, according to the Patient Compensation Fund of Indiana).
- D. Require COLLEGE faculty and students to abide by the terms of this Agreement, applicable federal, state and local laws, and standards of accrediting bodies as well as policies and regulations of the AGENCY, including dress code.
- E. Comply with, and require Pharmacy Technician Students and other employees, agents and representatives to comply with all applicable federal and state laws and regulations concerning patient privacy and confidentiality of health information, including without limitation the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). The students and instructors will safeguard the confidential nature of all information which may come to them with regard to patients and AGENCY records.
- F. Withdraw any Pharmacy Technician Student from AGENCY who has been determined, by AGENCY, to be unacceptable for any reason, at any time. The AGENCY shall have the right to suspend a student immediately from clinical duties pending their formal withdrawal from the clinical program. The AGENCY may restrict the student to an observer role, pending either further investigation or a request for withdrawal from the AGENCY. The AGENCY agrees to cooperate fully in the investigation and resolution of the student's status in the program, including the provision of written documentation of the student's unsatisfactory performance.
- G. Withdraw any Pharmacy Technician Student from a rotation if there is a significant conflict between the student and AGENCY staff that would deter from the rotational experience.
- H. Provide the AGENCY with appropriate evaluation forms and instructions for their completion if applicable.
- I. Provide HIPAA / Confidentiality training to all students before clinical placement, and annually thereafter.

RESPONSIBILITIES of the AGENCY. The AGENCY shall:

- A. Have in place an exposure plan to implement in case of an accidental exposure to disease. The AGENCY and the COLLEGE shall educate students and faculty about the exposure plan. The AGENCY and the COLLEGE will also be responsible for education of students and faculty about universal precaution procedures while treating a patient and provide the student with a safe and clean working environment, following all appropriate rules and regulations i.e.; OSHA, Joint Commission.
- B. Provide an orientation for students to the AGENCY, including relevant policies and procedures.
- C. Satisfy the requirements of all applicable laws, regulations and licensing or supervisory agencies and be responsible for informing staff of the student's capabilities and functions.
- D. Understand that this Agreement is nonexclusive, and that both parties reserve the right to enter into similar agreements with other institutions.
- E. Not provide money to the student in return for his/her participation at the AGENCY.
- F. Understand that when applicable, patients/visitors shall be made aware that care is being provided by students. It is understood by all parties that patients have a right to refuse care rendered by students.
- G. 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. Said AGENCY will provide emergency care to students, at the student's expense, for illnesses and accidents, occurring while the student is in training at the AGENCY. The students are responsible for health care costs related to student injury or illness occurring in the AGENCY.
- H. Upon reasonable notice, permit the inspection by the COLLEGE or its accreditation agencies of the AGENCY facilities and the services available for clinical experience.
- I. Agrees to promptly inform the COLLEGE if significant problems of a personal or professional nature develop which require faculty attention, knowledge, or consultation.

RESPONSIBILITIES of the Pharmacy Technician Student. The STUDENT will:

- A. Students will not receive fees or salaries either in cash or kind, while serving as students at the AGENCY.

- B. Keep in force at all times during clinical assignment personal health insurance.
- C. Act professionally at all times when providing clinical services.
- D. Dress in a professional or appropriate manner, including College ID and/or comply with the AGENCY'S dress code.
- E. Always identify themselves as a Pharmacy Technician Student from the COLLEGE.
- F. Provide the best care possible for all patients/visitors/staff; Demonstrate recognition of and respect for patient rights and safety.
- G. Demonstrate awareness of professional limitations and will only perform activities assigned by and under the supervision of their AGENCY.
- H. Adhere to the regulations and policies of the College Student Handbook and the regulations and policies of the AGENCY.
- I. Follow the rules and regulations of the AGENCY clinic, hospital or other institutions in which he/she is placed.
- J. Maintain and respect patient confidentiality at all times.
- K. Be punctual and notify the Program COLLEGE contact and AGENCY of any absence.

## VI. CONFIDENTIALITY OF PATIENT INFORMATION

The AGENCY shall have custody, control and ownership of all documents, books and records relating to AGENCY and AGENCY patients, including those generated by students. All patient records, films, referring physician correspondence, hospital charts, billing records, reports, insurance records, and any other document containing any patient information (“Patient Information”) is confidential information utilized for purposes of providing treatment to patients. Students and the COLLEGE agree to keep all Patient Information confidential and to comply with applicable federal and state laws, rules and regulations regarding patient confidentiality including, but not limited to the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). No Patient Information may be disclosed or used by the student other than in conjunction with this clinical education program and as authorized by the AGENCY. The provisions of this section shall survive the termination of this Agreement.

## VII. MISCELLANEOUS

It is mutually agreed:

- A. COLLEGE shall assume final responsibility for the education of the student.

- B. While assigned to AGENCY, COLLEGE and students will not be considered employees of AGENCY and AGENCY will not be responsible for the payment of any wages, payroll taxes, Social Security, Workers' Compensation Insurance, malpractice insurance or other benefits to or on behalf of such students.
- C. AGENCY shall have the privilege of recruiting COLLEGE faculty or students for employment.
- D. No financial obligation will exist or result among the parties relative to this Agreement.
- E. Illinois Eastern Community Colleges, District #529 nor any party will discriminate against any student in the program on the basis of race, religion, sex, creed, national origin, veteran status, color, age or disability, in accordance with state and federal law. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.
- F. This Agreement is binding upon, and the benefits inure to, the parties and their respective successors and assigns.
- G. If any term of this Agreement is determined unenforceable, such term will not affect the enforceability of the other terms of this Agreement which can be given effect without the unenforceable provision.
- H. This Agreement and the performance hereunder, and any and all litigation or proceedings hereunder, shall be construed in accordance with and pursuant to the laws of the State of Illinois.

## VIII. TERM AND MODIFICATION OF THE AGREEMENT

- a. This Agreement shall come into effect on the date first written above and shall remain in effect for a term of two (2) years. Any party shall have the right to terminate this Agreement with thirty (30) days written notice of its intent to terminate. Students currently assigned to the AGENCY at the time of termination shall be allowed to complete the semester or quarter unless AGENCY requests the withdrawal of student under Article VII RESPONSIBILITIES OF the COLLEGE sub-paragraph G.
- b. This Agreement may only be modified by mutual written agreement by the parties, signed by duly authorized representatives of each of the parties. This Agreement supersedes any and all prior or contemporaneous agreements of affiliation for clinical education between the COLLEGE and AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by, its duly authorized officials the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**AGENCY**

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Pharmacy Director

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Pharmacy Administrator

**ILLINOIS EASTERN COMMUNITY  
COLLEGES DIST. #529/LINCOLN  
TRAIL COLLEGE**

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Pharmacy Technician Faculty Member

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College Dean

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College President

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Chairman, Board of Trustees  
Illinois Eastern Community Colleges Dist.  
#529

## AFFILIATION AGREEMENT

Between  
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529  
and  
White County Ambulance Service  
for  
EMERGENCY RESPONSE TRAINING

THIS AGREEMENT made and entered into this 15<sup>th</sup> day of May, 2018, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529 (hereinafter referred to as DISTRICT), for its EMERGENCY RESPONSE TRAINING Programs (hereinafter referred to as PROGRAM) and White County Ambulance Service, Carmi, Illinois (hereinafter referred to as AGENCY). WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of AGENCY's facilities for clinical field training practice by students of the PROGRAM, and

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the PROGRAM for observation and participation by the students and faculty of the DISTRICT's PROGRAM, subject to the conditions and limitations contained herein;
2. The arrangements for use of said facilities of the AGENCY will be made by the Program Director of the Emergency Preparedness & Industrial Quality Management Program on behalf of the DISTRICT and the Director on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses;
3. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the PROGRAM on behalf of the DISTRICT will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY's Director will retain full authority and make final decisions for procedures assigned to PROGRAM students;
4. The care of the patient will at all times remain the full responsibility of the AGENCY;
5. DISTRICT will be responsible for the administration of the program, including admissions, academic guidance, and registration of students; supervision of program students; supervising program faculty; curriculum quality; and ensuring that the program stays in compliance with State and National accrediting agency guidelines;
6. The DISTRICT will maintain on file, copies of the following student information, that shall be made available to the AGENCY upon request: valid Illinois driver's license, current CPR certification, current Illinois EMT-B licensure (applicable to Paramedic students), background screen results, drug screen results, immunization record, health examination record, proof of health coverage, proof of seasonal flu vaccination administered since August of the current academic year, and documentation by the DISTRICT instructor confirming that the student has completed and passed specific, required competencies prior to AGENCY clinical rotation.
7. Persons enrolled and provided instruction at AGENCY shall be DISTRICT students and shall be entitled to all benefits and privileges and subject to all obligations contained in DISTRICT catalog, which is included by reference and made a part of this contract;

8. The DISTRICT shall coordinate with the AGENCY to identify the exact number of students to be enrolled in the PROGRAM. Admission is subject to all obligations contained in the DISTRICT's and AGENCY's admission policies and procedures, which is included by reference and made part of this contract;
9. DISTRICT faculty will:
  - a. be responsible for guiding students and teaching the PROGRAM;
  - b. work with the staff of the AGENCY in coordination of the clinical field training objectives to be completed at the AGENCY;
  - c. coordinate the student clinical assignment with the Agency appointed Field Training Officer; and
  - d. review and evaluate, in cooperation with the Agency, the student's progress in the clinical field training setting;
10. The AGENCY's Director will coordinate with the DISTRICT and the AGENCY's Field Training Officer to ensure that specific assignment of learning experiences to specific students is consistent with PROGRAM outcomes/objectives. Assigned experiences will be selected for the educational benefit of the student. The District will provide the AGENCY a written set of clinical outcomes/objectives; students will be charged with maintaining evaluation forms to be completed by the AGENCY appointed Field Training Officer;
11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee;
12. Supervision of the health of all students making use of any of the AGENCY's facilities, as contemplated herein; will be the responsibility of the DISTRICT, and will comply with the policies of the AGENCY;
13. PROGRAM students and Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY;
14. Students are responsible for seeking health care if the need arises. Students are required to carry their own health coverage and are required to pay their own health care fees;
15. This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job;
16. Prior to the use of any AGENCY facilities, under the contemplated program, the DISTRICT will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY;
17. The faculty and students of the DISTRICT participating in the clinical field training experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT PROGRAM faculty may be included in demonstrations of new equipment and techniques;
18. The DISTRICT will provide a PROGRAM orientation for the AGENCY staff; the AGENCY will coordinate with the DISTRICT PROGRAM faculty and director to determine AGENCY staff who will serve as Field Training Officers during the duration of the four-paramedic course series. AGENCY staff will be expected to read and acknowledge acceptance of the FCC EP's Field Training Officer Field Training Guide, read and acknowledge acceptance of a FERPA (Family Educational Rights and Privacy Act) tutorial, and complete an FTO agreement provided by the DISTRICT PROGRAM.
19. PROGRAM students and faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records;
20. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. PROGRAM Faculty and students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY (See attached Certificate of Insurance);

21. AGENCY will not request monetary reimbursement from PROGRAM students and faculty assigned to, or making use of any clinical facilities of the AGENCY under the contemplated program.
22. An annual review may be requested by either party by June 1 of each calendar year. A formal review shall be made every three years. Either party hereto may terminate this agreement provided all currently enrolled students have adequate time to complete PROGRAM requirements. Upon request for termination by either party, no new students shall be assigned to the AGENCY;
23. This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof and constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by duly authorized officials of the DISTRICT and AGENCY this 15<sup>th</sup> day of May, 2018.

White County Ambulance Service

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Director

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529, FRONTIER  
COMMUNITY COLLEGE

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Chairman, IECC Board of Trustees

**Agenda Item #9**

**Bid Committee Report**

**None**

**Agenda Item #10**

**District Finance**

- A. Financial Report**
- B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
April 30, 2018**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$8,509,838.38
Operations & Maintenance	\$967,962.58
Operations & Maintenance (Restricted)	\$926,265.92
Bond & Interest	\$400,579.51
Auxiliary	\$585,229.25
Restricted Purposes	(\$148,992.70)
Working Cash	\$230,275.87
Trust & Agency	\$423,929.24
Audit	(\$225.45)
Liability, Protection & Settlement	\$674,930.09
 <b>TOTAL ALL FUNDS</b>	 <b>\$12,569,792.69</b>

**Respectfully submitted,**

**Terry L. Bruce, Treasurer**

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive Session Minutes**

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

**Agenda Item #14**

**Approval of Personnel Report**

## **MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Terry L. Bruce

**DATE:** May 11, 2018

**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the Personnel Report. Additional information for items 400.1., 400.2., 400.3., 400.10., and 400.11. have been sent under separate cover.

## **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Change-in-Status**
- 400.3. Reinstatement of Bargaining-Unit Faculty Member**
- 400.4. Authorization to Hire Interim Chief Academic Officer**
- 400.5. Authorization to Hire Full-Time Temporary Custodian**
- 400.6. Special Assignment**
- 400.7. Academic Rank Change from Instructor to Assistant Professor**
- 400.8. Academic Rank Change from Assistant Professor to Associate Professor**
- 400.9. Academic Rank Change from Assistant Professor to Professor**
- 400.10. Resignation Ratification**
- 400.11. Retirement Ratifications**

# **PERSONNEL REPORT**

## **400.1. Employment of Personnel**

### **A. Administrative**

1. Ryan Hawkins, Chief Financial Officer, DO, effective July 1, 2018.

### **B. Faculty**

1. Justin Gephart, Broadband/Telecommunications Instructor, LTC, effective August 9, 2018, pending successful completion of background check.

### **C. Professional/Non-Faculty, Exempt**

1. Patrick Harris, Coordinator of Career Advisement, WVC, effective June 18, 2018, pending successful completion of background check.
2. Angelique Maguire, Coordinator, Transition Services, FCC, effective May 16, 2018, continued employment is contingent upon continued grant funding.

### **D. Classified**

1. Karissa Perry, Administrative Assistant, WVC, effective June 18, 2018, pending successful completion of background check.

## **400.2. Change-in-Status**

### **A. Professional/Non-Faculty, Exempt**

1. Tracy Robinson, Office/Computer Lab Assistant, DO to International Student Liaison,  
DO effective June 1, 2018.

## **400.3. Reinstatement of Bargaining-Unit Faculty Member**

### **A. Faculty**

1. Beth Wilson, Nursing Instructor, OCC (FCC), effective May 11, 2018

## **400.4. Authorization to hire Interim Chief Academic Officer prior to June Board Meeting.**

**400.5. Authorization to hire Full-Time Temporary Custodian prior to June Board Meeting.**

**400.6. Special Assignment**

**A. Academic**

1. Lonnie Barnes, Lead Instructor Collision Repair, \$225/Spring 2018
2. Joseph Brown, Lead Instructor Truck Driving, \$225/Spring 2018

**B. Other**

1. Ryan Hawkins, Treasurer, \$200/month, effective July 1, 2018.

**400.7. Academic Rank Change from Instructor to Assistant Professor**

**A. Faculty**

1. Carla Cadwalader
2. Todd Gill
3. Carol Kocher
4. Andrew McMurray
5. Lisa Rauch

**400.8. Academic Rank Change from Assistant Professor to Associate Professor**

**A. Faculty**

1. Shasta Bennett
2. Carrie Brown
3. Nixie Hnetkovsky
4. Steven Hnetkovsky
5. Judith Hudson
6. Anne Hustad
7. Amie Mayhall
8. Kelly Payne
9. Doug Robb
10. David Wilderman
11. Angie Williams

**400.9. Academic Rank Change from Assistant Professor to Professor**

**A. Faculty**

1. Allen Brown

2. Laurel Cutright
3. John Day
4. Kathy Hudson
5. Rob Mason
6. Brenda Phegley
7. An Roy
8. Kristi Urfer
9. Ann Wolven

#### **400.10. Resignation Ratification**

##### **A. Classified**

1. Cindy Westendorf, Help Desk/Computer Technician, DO, effective May 5, 2018.

#### **400.11. Retirement Ratifications**

##### **A. Administrative**

1. Jeff Cutchin, Chief Academic Officer, DO, effective July 21, 2018.

##### **B. Professional/Non-Faculty, Non-Exempt**

1. Chris Heindelman, Coordinator of Accreditation Compliances & Academic Services, DO, effective August 1, 2018.

##### **C. Faculty**

1. Keith Nash, Process Technology Instructor, LTC, effective August 1, 2018.

**Agenda Item #15**

**Collective Bargaining**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Other Items**

**Agenda Item #18**

**Adjournment**