

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

September 19, 2017



Location:

**Frontier Community College
2 Frontier Drive
Fairfield, Illinois 62837**

**Dinner – 6:00 p.m. – FCC Bob Boyles Foundation Hall
Meeting – 7:00 p.m. - FCC Bob Boyles Foundation Hall**

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**

September 19, 2017

7:00 p.m.

**Frontier Community College
Bob Boyles Foundation Hall**

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes CEO Bruce
3. Budget Hearing Fischer
4. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
5. Public Comment
6. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
7. Policy First Reading (and Possible Approval) Bruce
 - A. None
8. Policy Second Reading Bruce
 - A. None
9. Staff Recommendations for Approval
 - A. 2017 Fact Book Cutchin
 - B. 2017 Annual Security Report Cutchin
 - C. FY2017 Audit Browning
 - D. Certification of Chargeback Browning
 - E. FY2018 Budget Bruce
 - F. Nail Technology Handbook Bruce
 - G. Reaffirmation of Purpose Statement Bruce
 - H. Lease Agreement with Southern Illinois Criminal Justice Training Program Bruce
 - I. Construction Easement - Water Retention - Seals Property Bruce
 - J. Construction Easement - Sanitary Sewer - Seals Property Bruce
 - K. Affiliation Agreements
 - Flora Gardens Care Center - Basic Nurse Assistant - FCC
 - Flora Gardens Care Center - Associate Degree Nursing - IECC
 - Lawrence County Memorial Hospital - Medical Office Careers - OCC
 - HSHS St. Anthony's Memorial Hospital - Phlebotomy - OCC

10. Bid Committee Report..... Bruce
A. None
11. District Finance
A. Financial Report Browning
B. Approval of Financial Obligations Browning
12. Chief Executive Officer’s Report..... Bruce
13. Executive Session..... Bruce
14. Approval of Executive Session Minutes
A. Written Executive Session Minutes..... Bruce
B. Audio Executive Session Minutes Bruce
15. Approval of Personnel Report Bruce
16. Collective Bargaining..... Bruce
MOA with Union Regarding Faculty Innovation in Teaching Grants
17. Litigation Bruce
18. Other Items
19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, August 15, 2017.

AGENDA #1 – “Call to Order & Roll Call” – Chairman G. Andrew Fischer called the meeting to order at 7:00 p.m. and directed the 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, Brenda K. Culver, G. Andrew Fischer, Alan Henager, James Lane, Jan Ridgely. Also present was Madison Ferreira, student trustee. Trustees absent: none. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

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

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.

Alex Cline, Director of Information & Communications Technology.

Jeff Cutchin, Chief Academic Officer

Renee Smith, Executive Assistant to CEO/Secretary to the Board.

Michael Thomas, Dean of Workforce Education.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held Tuesday, July 18, 2017 were presented for disposition.

Board Action to Approve Minutes: Trustee Madison Ferreira made a motion to approve minutes of the foregoing meeting as prepared. Trustee James Lane 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 – “Recognition of Visitors & Guests” –

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

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

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

#5-C. Report from Cabinet: None.

AGENDA #6 – “Policy First Readings (and Possible Approval)” –

#6-A. 100.24 Emergency Response Plans: Pursuant to the Clery Act, the consumer protection law that aims to provide transparency around campus crime policy and statistics, colleges and universities must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety. The CEO recommended approval of the following 100.24 Emergency Response Plans policy which has been revised to implement the requirements of the Clery Act.

BOARD OF TRUSTEES – 100
Emergency Response Plans (100.24)

Date Adopted: September 21, 2010

Revised: October 20, 2015

Revised: ~~March~~ March 21, 2017

Revised: August 22, 2017

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of creating and maintaining Emergency Response Plans that outlines the plan for managing major emergencies and incidents that may threaten the health, safety, and welfare of the college community or disrupt its programs or activities. The Emergency Response Plans meet the requirements of the Illinois Campus Security Enhancement Act of 2008 (P.A. 095-0881; 110 ILCS 12/20) and the Illinois Administrative Code Part 305, and are compliant with the Illinois Emergency Management Agency Act (20 ILCS 3305) and the National Incident Management System (NIMS). The Emergency Response Plans also provide for Business Continuity (Annex 10) and Academic Continuity (Annex 11) which includes general framework for planning and decision making as it pertains to the academic and business functions of IECC in case of a campus emergency.

The College President, or his/her designee, coordinates appropriate actions, on behalf of the College, in all emergencies in accordance with the respective College's Emergency Response Plan. A Continuity of Administration team is outlined in each Emergency Response Plan and consists of the President, Dean of Instruction, Assistant Dean of Student Services, Director of Business, and Operations & Maintenance Team Leader at each College.

Emergency Response Plans are reviewed and revised, as necessary, on an annual basis. Procedures for specific emergency scenarios are accessible to students, faculty, staff and the public through a link from the IECC homepage.

Initiation of Emergency Response Plan

The President, or designee, in conjunction with the national weather service, local first responders, health service departments, College administrators, etc., will be responsible for confirming the existence of a significant emergency or dangerous situation.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the President or designee will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The President, or designee, will collaborate with Public Information and Marketing to craft the message that will be distributed via some or all of the systems described below to communicate the threat to the College community, or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

IECC will use the Emergency Alerts through the ReGroup System to communicate an immediate threat to the campus community. The Emergency Alerts will be delivered in the form of a text message and/or email to alert students and employees, within minutes, whenever a significant emergency or dangerous situation has occurred which may pose a potential threat. The Emergency Alerts will include instructions for taking appropriate actions. Individuals of the larger community have the opportunity to opt-in to receive the Emergency Alerts based on the College of their choice, by registering at www.iecc.edu/safety. Email notifications can also be sent via the Student Portal to notify the entire College community of an ongoing threat.

Emergency Drills and/or Testing

Emergency drills and the testing/evaluation of emergency notifications and responses are conducted on an annual basis, involving the College community at each of the Colleges. The exercise and drill may be announced or unannounced and response and effectiveness will be evaluated and documented. IECC distributes its emergency response and evacuation procedures to appropriate College officials and all relevant agencies that may serve the College community in the event of an emergency, including but not limited to local law enforcement agencies, healthcare facilities, emergency management agencies, counseling centers, fire departments, etc. Emergency evacuation information and routes are posted in all facilities.

Board Action: Trustee Brenda Culver made a motion to approve the revised Policy 100.24 Emergency Response Plans and waive second reading as recommended. Student Trustee Madison Ferreira seconded the motion and on a recorded roll call ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#6-B. Policy 100.36 Sex Offender Registration: Pursuant to the Clery Act, the consumer protection law that aims to provide transparency around campus crime policy and statistics, colleges and universities must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety. The CEO recommended approval of the

following 100.36 Sex Offender Registration policy which has been developed to implement the requirements of the Clery Act.

BOARD OF TRUSTEES – 100

Sex Offender Registration (100.36)

Date Adopted: August 22, 2017

The Illinois Sex Offender Registration Act, 730 ILCS 150/3, requires students and employees to register at the College or University in which they attend or are employed. The purpose of this Policy is to outline IECC's registration requirements for students or employees who are convicted sex offenders or sexual predators who are required to register as such pursuant to the Illinois Sex Offender Registration Act.

Within three days of enrollment, admittance, or employment at IECC, or upon the conviction of a sexual offense that requires registration pursuant to the Illinois Sex Offender Registration Act, any student or employee that is required to register as a sex offender pursuant to the Illinois Sex Offender Registration Act must register with the Assistant Dean of Student Services at the College of attendance or the IECC Human Resources Department at the District Office (if an employee).

Any student or employee who fails to register with the appropriate College/District officials within three days of enrollment, admittance, employment, or conviction, as required by the Act, will be subject to immediate expulsion from the College or dismissal from employment with the District.

Board Action: Trustee James Lane made a motion to approve the revised Policy 100.36 Sex Offender Registration and waive second reading as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

Agenda Item #6-C. Policy 500.17 Campus Safety & Security: Pursuant to the Clery Act, the consumer protection law that aims to provide transparency around campus crime policy and statistics, colleges and universities must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety. The CEO recommended approval of the following 500.17 Campus Safety & Security policy which has been revised to implement the requirements of the Clery Act.

STUDENT - 500

Campus Safety and Security Policy (500.17)

Date Adopted: October 26, 1992

Date Revised: July 17, 2001

Date Revised: August 19, 2008

Date Revised: August 16, 2011

Date Revised: August 22, 2017

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of a college environment which is safe and free of crime. Programs of crime prevention, college security procedures, and programs to prevent drug and alcohol abuse have been implemented to promote a crime-free environment. Information regarding these programs is available from your college office of student services. The college environment includes all students, employees and other persons participating in Illinois Eastern classes, programs, services and other activities and events. Illinois Eastern administration monitors and evaluates campus safety on an ongoing basis.

Campus Security Authorities

Campus Security Authorities (CSA) are responsible for reporting any and all crimes reported to them to the designated officials at IECC. The following positions, and the respective individuals that assume these positions, are classified as a CSA at IECC: President, Assistant to the President, Dean of Instruction, Assistant to the Dean of Instruction, Assistant Dean of Student Services, Athletic Director, Athletic Coach, Student Organization Advisor, Retention Coordinator, Title IX Coordinator, Sexual Misconduct Investigators, and Members of the Threat Assessment and Behavioral Intervention Team (TABIT).

Reporting a Crime

Illinois Eastern encourages all students and employees to report all on-campus **INCIDENTS** of criminal activity, including but not limited to, murder, rape, sexual assault, robbery, aggravated assault, burglary, and motor vehicle theft, along with on-campus **ARRESTS** for liquor law violations, drug law violations, and weapons possessions to the President or his/her designee. Reports may be made in person to the President's Office at each respective campus, or to any Campus Security Authority (CSA) during regular hours of operation, or to the appropriate law enforcement agency. Students and employees are encouraged to report all crimes considered to be a threat to students and employees so that Illinois Eastern can determine if preventive measures can be implemented to prevent recurrence of a particular crime. Reporting is also requested for evening classes and college events occurring at ~~places-~~ locations other than college property.

Any crime reported to IECC officials will require appropriate attention in order to adhere with state and federal regulations and/or the possible issuance of timely warnings. IECC does not have confidential crime reporting options.

Crime report documentation and records are maintained in a centralized office location upon receipt of reports from CSAs, College officials, and/or local law enforcement agencies.

Response to a Report

College officials will cooperate with local law enforcement officials during an ongoing criminal investigation on an as needed basis. In the interim, College officials can ensure victims are provided with on-campus resources and/or information about any off-campus services as necessary.

College officials may also convene the Student Disciplinary Committee or TABIT in response to an incident that has occurred on campus, if applicable, for review and for potential action, as appropriate. Upon written request, IECC will release the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator to the victim of a crime of violence or a non-forcible sex offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for this purpose.

Timely Warning Notices

Illinois Eastern will monitor and cooperate with law enforcement agencies in an effort to keep students and employees apprised of reported crimes and arrests of students and employees which occur in the College community. A Timely Warning notice will be distributed to the College community when a crime is reported that poses a serious or continuing threat to the campus community. Timely Warning notices will be distributed using the Emergency Notifications in the ReGroup System or through the Student Portal.

Timely Warnings are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, murder/non negligent manslaughter, and robbery. Cases of aggravated assault and sex offenses are

considered on a case-by-case basis, depending on the facts of the case and the information known by the appropriate College officials. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other College community members and a Timely Warning would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by College officials. Cases involving property crimes will be assessed on a case-by-case basis and alerts will typically be sent if there is a discernible pattern of crime.

The President or his/her designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning is warranted. If warranted, the President, or his/her designee, will distribute the Timely Warnings using the systems identified above. Timely Warnings will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

Security, Access, and Maintenance of Campus Facilities

Illinois Eastern custodial and maintenance staff or other District personnel are responsible for the security, access, and maintenance of all District buildings and grounds. Lighting, landscaping, and other safety-related aspects of the campuses are continually monitored, maintained, and repaired.

As such, custodial and maintenance staff or other College personnel will be present on campus during all times that classes are in session. IECC buildings and facilities are generally intended for the use and benefit of the students and employees. However, the facilities are open and accessible during normal business hours and into the evening and weekend hours depending on class schedules and events. Visitors and guests seeking to utilize College facilities are required to make prior arrangements with the appropriate College officials.

IECC does not possess a campus security department or campus law enforcement; therefore, each College is routinely patrolled by local law enforcement agencies to evaluate and monitor security-related matters. There is no memorandum of understanding regarding any topic, including the investigation of criminal incidents, in place between IECC, the Colleges, and local law enforcement agencies. IECC maintains a working relationship among College officials and state and local law enforcement agencies for the investigation of alleged criminal offenses.

The Board of Trustees appoints a Director for Campus Security and Public Safety for compliance with Illinois Public Act 97-0155 (730 ILCS 150/3) Sex Offender Registration Act. Illinois Eastern administration also monitors and evaluates campus safety on an ongoing basis.

Firearms at IECC

The possession and/or use of firearms, ammunition, fireworks, dangerous materials, or combustible materials, except by law enforcement officials, ~~or~~ when being used for approved course work, or when the Concealed Carry Policy (100.28) applies, is strictly prohibited on campuses and in any Illinois Eastern Community Colleges building. Violators will be reported to local law enforcement agencies and can face immediate expulsion or dismissal from the collegeCollege.

Drugs and Alcohol at IECC

The possession, use, and sale of alcoholic beverages or illegal drugs by anyone while participating in Illinois Eastern classes, programs, services and other activities and events is strictly prohibited. Violators will be reported to local law enforcement agencies and can face immediate expulsion or dismissal from the college. See Substance Abuse (100.9) and Drug-Free Workplace (400.19) Policies for additional information on the prohibition of alcohol and drug use on IECC campuses.

~~Illinois Eastern will monitor and cooperate with law enforcement agencies in an effort to keep students and employees apprised of reported crimes and arrests of students and employees which occur in the college community. Upon demand, Illinois Eastern will provide appropriate disciplinary information to victims of violent crimes. Campus crime statistics will be made available upon request to all students, employees, and the college community, as well as to student applicants and prospective employees.~~

~~An annual report will be published each year and will be made available to the college community and public.~~

Annual Security Report Development and Dissemination

The Annual Security Report (ASR) will be prepared and published prior to October 1st on the District's website, and be made available to all students, prospective students, employees, and prospective employees. Each year, an email notification will be sent to all enrolled students, faculty, and staff with a direct link to access the report. An overview of the contents of the ASR and a direct link are included in employee application forms and in the automated email response to admission applications and the acceptance letter to ensure all prospective employees and prospective students are provided the information. The ASR will contain information for the previous calendar year and crime statistics for the three previous calendar years. A hard copy of the ASR can be requested from the Student Services Office at any of the Colleges or from the Human Resources Office for prospective employees.

Board Action: Trustee Jan Ridgely made a motion to approve the revised Policy 500.17 Campus Safety & Security as recommended and waive second reading. Trustee Al Henager seconded the motion and on a recorded roll call ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#6-D. Policy 600.1 Relationship with College Foundations: As a part of a policy review suggested by the HLC Peer Review Team, District administration has carefully reviewed the Community Relations 600 section of the policy manual. The CEO recommended approval of the following revised Policy 600.1 Relationship with College Foundations.

COMMUNITY RELATIONS - 600

Relationship with College Foundations (600.1)

Date Adopted: December 19, 1989

Revised: August 15, 2017

The Board of Trustees encourages a relationship with the following Foundations:

Frontier Community College Foundation
Lincoln Trail College Foundation
Olney Central College Foundation
Wabash Valley College Foundation
~~International Institute for Continuing Education,
— Technical Education and Research~~

Basic to the existence of a college foundation is the fact that foundation efforts are not to be substituted for the financial responsibilities of the Board.

Foundation projects which involve property or materials under the jurisdiction of the Board of Trustees shall be determined by ~~mutual agreement of the Board of Directors of the Foundation and the Board of Trustees~~ and the colleges.

Board Action: Trustee Gary Carter made a motion to approve the revised Policy 600.1 Relationship with College Foundations as recommended and waive second reading. Trustee Brenda Culver seconded the motion and on a recorded roll call ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#6-E. Policy 800.1 Educational Curriculum and Course Development, Policy 800.2 Program Review and Evaluation, Policy 800.6 Academic Freedom, and Policy 800.7 Evaluating Student Performance: As a part of a policy review suggested by the HLC Peer Review Team, District administration has carefully reviewed the Instruction 800 section of the policy manual. The CEO recommended approval of the following revised Policy 800.1, 800.2, 800.6, and 800.7.

INSTRUCTION - 800

Educational Curriculum and Course Development (800.1)

Date Adopted: December 19, 1989

Revised: August 15, 2017

Organized curricula in degree programs will include general education courses within either baccalaureate or occupational-oriented curricula designed to contribute to the liberal education of each student. The number and content of said courses may vary according to the curriculum in which a student is enrolled.

Curriculum developed by the faculty or professional staff will flow from the appropriate professional personnel through the appropriate college and District advisory committees to the Chief Executive Officer's Cabinet and the Board of Trustees. Student interest, business, industry, community needs and faculty involvement will be utilized in educational curriculum and course development.

District educational offerings shall be articulated with senior institutions, other community colleges and secondary schools for the purpose of insuring smooth transition for students.

The Board of Trustees delegates authority to the staff for the review and approval of new courses that are moderate extensions of previously approved instructional curricula.

INSTRUCTION - 800

Program Review and Evaluation (800.2)

Date Adopted: December 19, 1989

Revised: August 15, 2017

A full cycle of program review and evaluation should be made every five years, to include program need, cost and quality. The review ~~may~~ will involve faculty, and may include staff, students and administration. Advisory committees, consultants and/or other sources may be utilized when appropriate.

The review should be comprehensive, systematic, and district-wide. Guidelines of external agencies may be used by the District to fulfill the requirements of these agencies.

INSTRUCTION - 800

Academic Freedom Policy (800.6)

Date Adopted: May 21, 2013

Revised: August 15, 2017

Illinois Eastern Community Colleges recognizes the principles of academic freedom and is committed to freedom of expression and the pursuit of truth in teaching and learning. In the development of knowledge, research endeavors and creative activities, Illinois Eastern Community Colleges faculty, students, and staff are free to cultivate a spirit of inquiry and scholarly criticism.

IECC shall likewise require the exercise of responsible judgment on the part of the District's faculty and staff as they exercise academic freedom in accomplishing the mission of Illinois Eastern Community Colleges. Faculty are entitled to freedom in the classroom in discussing their subjects, but should be careful not to introduce teaching matters which have no relation to their fields. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled, and are evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to established academic criteria and standards.

INSTRUCTION - 800

Policy on Evaluating Student Performance (800.7)

Date Adopted: April 18, 2017

Revised: August 15, 2017

Student performance is evaluated solely on an academic basis, not on opinion or conduct in matters unrelated to academic standards. Evaluating student performance and learning will be measured using a variety of methods including, but not limited to, assignments, projects, presentations, quizzes, and tests. Faculty members are required to give students regular feedback in the form of a grade or progress report throughout the term and a final grade at the end of the term. IECC requires that faculty maintain grade books (hard copy or electronic) for a minimum of five years.

Board Action: Trustee Al Henager made a motion to approve Policy 800.1 Educational Curriculum and Course Development, Policy 800.2 Program Review and Evaluation, Policy 800.6 Academic Freedom, and Policy 800.7 Evaluating Student Performance as recommended and waive second reading. Trustee Gary Carter seconded the motion and on a recorded roll call ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

#8-A. FY2018 Tentative Budget: Prior Board action required that the tentative budget be made available to the public by August 9 and mailed to the Board of Trustees. The tentative budget will remain available for public inspection through the scheduled September 19 Budget Hearing and Board meeting. Publication of the budget's availability and notice of the Public Hearing on the Budget was made in district newspapers.

The fiscal year 2018 tentative budget was sent to the Board of Trustees under separate cover. The document represents the current and best judgment of the district administration relative to anticipated revenues for fiscal year 2018. It was based on information available at the time of publication. If new information becomes available, changes will be made to the final budget and those changes will be reviewed with the Board on September 15 prior to approval of a final budget.

The tentative budget projects revenue of \$32,421,806 and expenditures of \$31,431,524 in the District's operating funds.

As required by law, a Public Hearing on the Budget will be held on September 19, 2017 and following the hearing, a final budget will be presented to the Board for its approval.

The CEO recommended approval of the FY2018 tentative budget as presented.

Board Action: Trustee John Brooks made a motion to approve the FY2018 tentative budget as recommended. Trustee James Lane seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Athletic Training Agreement for OCC with Carle Richland Memorial Hospital: Carle Richland Memorial Hospital is under new ownership and formerly Richland Memorial Hospital (RMH), requested a renewal of the existing Athletic Training Services Agreement for an additional one-year period to cover academic year 2017-2018. The CEO recommended approval of an extension the Athletic Training Agreement for OCC with Carle Richland Memorial Hospital.

**CARLE RICHLAND MEMORIAL HOSPITAL
ATHLETIC TRAINING SERVICE AGREEMENT
WITH
OLNEY CENTRAL COLLEGE**

This Agreement made this _____ day of _____, 2017 between Olney Central College, hereinafter referred to as "District"; and Richland Memorial Hospital, Inc., dba Carle Richland Memorial Hospital, hereinafter referred to as "CRMH";

WHEREAS, CRMH is a healthcare facility in the business of providing athletic training services in Richland County, Illinois; and

WHEREAS, District operates various athletic programs and desires athletic training services for District's student-athletes; and

WHEREAS, CRMH desires to make such services available, on the terms and conditions hereinafter set forth;

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained, commencing with the date hereof, the parties mutually agree as follows:

1. CRMH agrees to provide athletic training services to District during the term of this agreement and on the terms and conditions hereinafter set forth.
2. CRMH agrees to:
 - a. Bill District directly for services rendered totaling Six Thousand One Hundred and Eighty Dollars (\$6,180.00) for the 2017-2018 school year. CRMH will bill in four installments of One Thousand Five Hundred and Forty-Five Dollars (\$1,545.00) to be paid by District on October 15, 2017, December 15, 2017, March 15, 2018, and June 15, 2018.
 - b. Provide a Certified Athletic Trainer for District from August 1, 2017 until May 31, 2018 with an average of 15 hours per week of coverage (totaling 630 hours of total coverage).
3. Event Coverage – CRMH will provide a Certified Athletic Trainer to the District on the following dates:
 - a. Daily coverage in the Athletic Training Room at Olney Central College on days when school is in session, excluding days evening event coverage is required.
 - b. Event coverage is ranked from highest risk sports with emphasis placed on home games and practice coverage.
4. CRMH will:
 - a. Offer parent, student-athlete, and coach education about injury prevention, nutrition, health and safety issues, drugs/steroids, and basic care.
 - b. Maintain athletic training supply budget and inventory, subject to District approval.
 - c. Annual summary of athletic training coverage given to administration.
 - d. Follow any and all policies and procedures of District.
 - e. Deliver all services hereunder in a reliable, consistent and professional manner.
 - f. Communicate on a regular basis with District, and any District staff as directed, regarding the provision of services hereunder.
5. District agrees to:
 - a. Provide CRMH a complete schedule of events which designates times, dates, and locations of events as soon as the schedule is available.
 - b. Pay the fees set forth in Paragraph 2(a) when due.

- c. Provide CRMH/Athletic Trainer with supplies (expendable and nonexpendable) as the budget allocates.
 - d. Provide for the maintenance and safety of equipment.
 - e. Provide janitorial service and maintenance of the Athletic Training Room (equipment cleaning is to be performed by the Athletic Trainer).
 - f. Provide towels and laundering of towels.
 - g. Provide bio-hazardous waste containers and removal of such waste.
 - h. Provide bus transportation if services are required at away events.
6. CRMH and any Athletic Trainer are and shall remain an independent contractor in all matters involving the performance of its services under this agreement. Nothing contained in this agreement shall be deemed to constitute CRMH or any Athletic Trainer as an agent, employee or partner of District or a joint venture with District.
 7. CRMH and District agree to abide by all confidentiality laws, including but not limited to the provision of the policies of the District; the Illinois School Student Records Act (105ILCS 10/1 *et seq.*); the Family Educational Rights and Privacy Act (20 U.S.C. §1232 *et seq.*); and the Health Insurance Portability and Accountability Act (HIPAA).
 8. CRMH shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9. The contractor shall obtain a criminal history background check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall contact the local law enforcement authority where each employee or agent resides to determine if the employee is on the list of registered felons who have committed child sex offenses.
 9. District shall defend, indemnify, and save CRMH harmless from and against all losses, damages, claims, judgments, attorney's fees, expenses and liabilities whatsoever which may arise from or be claimed against CRMH resulting from or arising in connection with the services furnished by CRMH under this agreement, unless said losses, damages, claims, etc., arose from the negligence of CRMH, its employees or agents.
 10. CRMH shall defend, indemnify, and save District, its employees, administrators, board members and agents harmless from and against all losses, damages, claims, judgments, attorney's fees, expenses and liabilities whatsoever which may arise from or be claimed against District resulting from or arising in connection with the services furnished by CRMH under this agreement, unless said losses, damages, claims, etc., arose from the negligence of District, its employees or agents. CRMH shall maintain a minimum of \$5,000,000.00 in professional errors and omissions insurance on its employees at all times and provide proof of same to District upon request.
 11. CRMH shall not be liable to District or its student athletes if CRMH, at any time, is unable to render the athletic training services hereunder, or is delayed in rendering such services because of any act or neglect of District or its employees or agents, or because of strikes, lockouts, labor disputes, shortage of supplies, equipment breakdowns, fire, act of

God, unforeseen emergencies, or because of any other unavoidable casualty or cause beyond CRMH's control.

12. This Agreement shall expire May 31, 2018, unless terminated earlier by either party giving the other not less than 30 days prior written notice.
13. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, but shall not be assigned by either party without written consent of the other.
14. This Agreement may be modified or amended from time to time by mutual agreement of the parties and any such modifications or amendments shall be reduced to writing and shall be attached to and become part of this Agreement.
15. This Agreement has been approved by the majority of members of the Illinois Eastern Community Colleges Board of Education at a duly called public meeting.

Board Action: Trustee Al Henager made a motion to approve the Athletic Training Agreement for Olney Central College with Carle Richland Memorial Hospital as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Agreement with Richland County TB and Health Office: The CEO recommended approval for extension of the following agreement between IECC/OCC and Richland County TB and Health Office.

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
RICHLAND COUNTY TB & HEALTH OFFICE
AND
OLNEY CENTRAL COLLEGE (OCC)**

- I. **General Purpose:** To provide the Richland County TB & Health Office use of their gym and parking area adjacent to the gym for dispensing of medications or vaccines in the event of emergency/disaster event.

It is the intent of this agreement to:

- A. Define the responsibilities and information needed to carry out this agreement.

II. Responsibilities of each agency:

- A. Richland County TB & Health Office will:

1. Give 24-48 hour notice to specified OCC individual(s) of the intent to distribute meds/vaccines from their facility.
2. Give information of the extent of the situation and time needed to carry out

distribution.

3. Give OCC staff & immediate families priority of distribution from a list provided by OCC that includes names of employees and names of immediate family members.
4. Provide the following 24/7 phone number contact information to OCC representatives.
Deborah Lamb, RN Richland County TB & Health Nurse
Office phone: 392-6241
Cell phone: 839-9828

B. Olney Central College will:

1. Provide Richland County TB & Health Office with 24/7 names and phone number contact information in the event of an emergency event.
2. Provide basic floor plans of the grounds and facility for assessment of safety and traffic flow before any emergency event takes place.
3. Provide help in setting up distribution area, such as organizing tables, chairs, waste receptacles, etc.

This document is a statement of understanding and is not intended to create binding or legal obligation on either party. Review of this agreement will be done annually. This agreement may be terminated by either party upon thirty (30) days written notice.

Board Action: Trustee Jan Ridgely made a motion to approve the agreement between IECC/OCC and Richland County TB and Health Office as recommended. Trustee James Lane seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Water Retention Plan and Construction Easement - Seals Property: The CEO recommended the following Water Retention Plan and Construction Easement for the Route 130 Greenhouse property under development by Eric and Karen Seals.

STORM WATER DISCHARGE AND
RETENTION EASEMENT
AGREEMENT (the "Agreement")

As set forth in this Agreement, a perpetual non-exclusive easement is hereby granted by the Illinois Eastern Community College District #529, an Illinois Community College District, of 233 E. Chestnut Street, Olney, Illinois, 62450 ("Hereinafter referred to as Grantor"), for the benefit of Parkside Inn, LLC, an Illinois Limited Liability Company, of 2400 N. Wakefield Road, Noble, Illinois, 62868 (hereinafter referred to as "Grantee"), and is dated for reference purposes as August 15, 2017.

RECITALS

A. Grantee owns a parcel of real property located at 367 N. West Street, Olney, Richland County, Illinois, 62450 (hereinafter referred to as the “**Development Property**”). Grantor owns certain real property adjacent to the Development Property and Grantee desires to realign an existing waterway, construct a new water retention pond and construct several berms to direct water into the new water retention pond on the property adjacent to the Development Property and to modify the existing pond on the Grantor’s property adjacent to the Development Property.

B. Grantee is now planning construction of additional projects on the Grantee’s property and Grantor has agreed to allow the Grantee to realign the existing waterway, construct a new water retention pond and construct several berms pursuant to a temporary construction easement executed on June 20, 2017, on the property adjacent to the Development Property to assist and benefit the Grantor with the increase in storm water flowing from the Development Property onto the Grantor’s property.

C. In connection with the construction and subsequent use of the Development Property for commercial use and development, Grantee will be discharging rates and volumes of storm water runoff from the Development Property at such amounts as are required by Grantee for their intended commercial use of the Development Property (“**Development Property Runoff**”) over and across the Grantor’s adjacent property and desires to utilize and modify the existing Grantor Pond on the adjacent property to adequately handle the Development Property Runoff.

D. Grantor has agreed to a temporary construction easement to modify the existing pond on the Grantor’s adjacent property for additional water retention by the Grantor of 4.8 inches of water during a 100 year rain and to modify the existing discharge piping and emergency spillway of the existing pond on the adjacent property for water retention by the construction plan as follows:

1. The Grantee shall reduce the existing 13 inch casing to 10 inches with a V-Notch Weir.
2. The Grantee shall reduce the existing 24 inch casing to 21 inch casing.
3. The existing emergency spillway will be raised 0.2 feet from the existing elevation of 441.5 mean sea level (MSL) to a level of 441.7 MSL.

These modifications by the Grantee to the existing Grantor pond will allow the existing Grantor pond to retain the additional Development Property Runoff from the Development Property and will be done at no expense to the Grantor but shall be of benefit to the Grantor.

NOW THEREFORE IN CONSIDERATION OF the Grantee’s construction of the new water retention pond, realignment of the existing waterway, construction of several berms, modification of the existing pond and other good and valuable consideration, the sufficiency and receipt of which is herewith acknowledged, Grantor and Grantee agree as follows:

1. **Grant of Easement.** Grantor grants to Grantee a perpetual, non-exclusive easement (the “Easement”) in, to, through, and over the Grantor’s adjacent property for the discharge of Development Property Runoff into storm water detention and/or retention facilities that are either currently existing or which will be constructed by Grantee with sufficient capacity to accept and properly handle the Development Property Runoff and which shall be constructed and modified by Grantee in full compliance with any and all state, federal, county, or local statutes, ordinances, laws, regulations, rules or similar enactments (the “Governmental Requirements”) and agrees to retain the additional Development Property Runoff detailed in this agreement herein.

2. **Maintenance.** At all times, Grantee or its successor in interest to the Grantee Property shall maintain the realignment of the existing waterway, the modifications of the existing District pond, the new water retention pond and required berms in compliance with all applicable Governmental Requirements. All costs of construction and maintenance of the projects described in this agreement shall be borne solely by Grantee or its respective successor in interest and at no expense to the Grantor.

3. **Reserved Rights of Grantor.** Grantor reserves the rights to use the Grantor’s Property and to grant further easement interest in the Grantor’s Property to others so long as such interest and uses do not materially or unreasonably interfere with the use of the Grantor’s Property by Grantees for Development Property Runoff in accordance with this Agreement.

4. **Inurement.** The benefits and burdens of this Agreement and Easement shall inure to the benefit of and be binding upon the parties and their respective legal representatives, successors, and assigns. The rights and obligations set forth in this Agreement are intended to run with the land and be perpetual in duration.

5. **Attorneys’ Fees.** In the event of any litigation, arbitration, or other proceeding brought to enforce or interpret this Agreement, the prevailing party shall receive an award of its reasonable attorneys’ fees and costs.

6. **Paragraph Headings.** Paragraph headings are included for reference purposes only and do not constitute part of this Agreement.

7. **Governing Law.** This Agreement shall be governed and construed under the laws of the State of Illinois without regard to conflicts of law provisions.

8. **Severability.** Whenever possible, each provision of this Agreement will be interpreted in such a manner as to be effective and valid under applicable law, but if any provisions of this Agreement is held to be prohibited by or invalid under applicable law, such provision will be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of this Agreement.

9. **Waiver.** Waiver by either party of any one default will not be deemed to be a waiver of any other default under this Agreement. Any remedy or election under this Agreement will not be deemed exclusive, but instead, whenever legally permissible, will be cumulative with all other remedies at law or in equity.

10. **Construction.** The rule of strict construction does not apply to this Agreement. This Agreement shall be given a reasonable construction so that the intention of the parties can be carried out.

11. **Joint and Several.** All obligations of Grantee under this Agreement shall be joint and several obligations.

Board Action: Trustee James Lane made a motion to approve the Water Retention Plan and Construction Easement for the Seals property as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Student Handbook Revisions - LTC: LTC requested changes to student handbooks to remove a complete list of program costs and fees and instead direct students to the LTC webpage for up to date program specific expenses. The CEO recommended approval of the revised student handbooks for the Certified Medical Assistant Program, the Electronic Medical Records Certificate Program, and the Pharmacy Technician Certificate Program.

Board Action: Trustee Gary Carter made a motion to approve the student handbooks for the Certified Medical Assistant Program, the Electronic Medical Records Certificate Program, and the Pharmacy Technician Certificate Program as recommended. Student Trustee Madison Ferreira seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” – None.

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of July 31, 2017.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for August 2017, totaling \$962,345.04, 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 August 2017, in the amounts listed, and payments from the revolving fund for July 2017. 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, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer's Report” – CEO Terry L. Bruce presented an informational report on the following items:

1. Faculty Development Day – August 11
2. Audit Committee Meeting – September 11
3. Leadership Training Requirement for Trustees
4. WRC Report
5. Allied Health Program Pass Rates
6. State of Illinois Budget
7. Enrollment

Fall Term Reimbursable Headcount, Reimbursable Hours, and Reimbursable FTE as of Two Days Prior to Term, FY2016-FY2018 August 15, 2017									
	FY2016			FY2017			FY2018		
	August 18, 2015			August 16, 2016			August 15, 2017		
	Reimb Headcnt	Reimb Hours	Reimb FTE	Reimb Headcnt	Reimb Hours	Reimb FTE	Reimb Headcnt	Reimb Hours	Reimb FTE
IECC	5,012	35,742.50	2,382.83	4,229	33,076.00	2,205.07	4,048	33,517.50	2,234.50
FCC	790	4,481.50	298.77	721	5,430.00	362.00	655	5,529.00	368.60
LTC	734	7,788.00	519.20	715	7,401.50	493.43	650	7,458.50	497.23
OCC	986	9,990.00	666.00	908	8,550.00	570.00	906	9,267.50	617.83
WVC	734	7,894.00	526.27	687	7,345.00	489.67	643	6,686.00	445.73
AH	252	2,404.00	160.27	244	2,383.00	158.87	243	2,377.50	158.50
WED	1,516	3,185.00	212.33	954	1,966.50	131.10	951	2,199.00	146.60

Comparing August 2016 to August 2017, IECC reimbursable headcount is -4% and reimbursable FTE is +1%.

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

AGENDA #13 – “Approval of Executive Session Minutes” –

#13-A. Written Executive Session Minutes: No executive session was held during the regular meeting, Tuesday, July 18, 2017.

#13-B. Audio Recordings of Executive Sessions: No executive session was held during the regular meeting, Tuesday, July 18, 2017.

AGENDA #14 – “Approval of Personnel Report” – Tara Buerster reviewed the following Personnel Report and the CEO recommended approval.

400.1. Employment of Personnel

A. Classified

1. Shelby Ennis, Administrative Assistant, WVC, effective August 16, 2017

2. Chris Murphy, Maintenance/Custodian, OCC, effective August 17, 2017
- 400.2. Change in Status**

A. Classified

1. Taryn Bunting, Office Assistant, OCC, to Administrative Assistant, OCC, effective August 16, 2017
2. Amber Malone, Office Assistant, LTC, to Administrative Assistant, LTC, effective August 16, 2017

400.3. AY 17-18 Educational Level Changes

A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Jay Carter	AA	AA+32	\$1,000
Doug Robb	M	M+12	\$1,000
Philip Thorsen	M+36	M+48	\$1,000
Angelia Williams	M+24	M+36	\$1,000

400.4. Unpaid Professional Leave Request

A. Faculty

1. Judith Hudson, Nursing Instructor, OCC/WVC, effective April 26, 2018 to May 2, 2018

400.5. Retirement Ratification

A. Faculty

1. James Beers, Workforce Education Instructor, effective December 1, 2017

Addendum to Personnel Report

400.6. Employment of Personnel

A. Professional Non-Faculty, Non-Exempt

1. Peter Wood, Manager of Food Service, WVC, effective August 16, 2017, continued employment contingent upon timely receipt of pending food sanitation license, and successful completion of background check

400.7. Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Days per Calendar Year</u>
Wade Baker	Vincennes University	60
Wade Baker	Self-Employed Musician	36
Tyler Browning	Wabash CUSD #348	20

400.8. Authority to Hire Faculty Prior to the September Board meeting.

#14-A. Board Action to Addend Personnel Report: Trustee Brenda Culver made a motion to addend the Personnel Report, to add an addendum for items under 400.5 and 400.6. 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.

#14-B. Board Action to Confirm a Name Under Item #400.7: Trustee Brenda Culver made a motion that the name of Wade Baker remain under Item 400.7 Approval of Proposed Non-College Employment. Trustee James Lane seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted “No” to remove the name of Wade Baker from Item 400.7, John Brooks, Gary Carter, Madison Ferreira. The following trustees voted “Yes” that the name of Wade Baker remain in Item 400.7 Approval of Proposed Non-College Employment, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. The motion having received 5 yea votes and 2 nay votes, the Chair declared the motion failed.

#14-C. Board Action to Approve Amended Personnel Report: Trustee Brenda Culver made a motion to approve the amended Personnel Report as recommended. Student Trustee Madison Ferreira seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

AGENDA #17 – “Other Items” – None.

AGENDA #18 – “Adjournment” – Trustee Gary Carter made a motion to adjourn. Trustee Jan Ridgely 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 8:35 p.m.

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Budget Hearing

Agenda Item #4

Recognition of Visitors and Guests

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

Agenda Item #5

Public Comment

Agenda Item #6

Reports

- A. Trustees**
- B. Presidents**
- C. Cabinet**

Agenda Item #7

Policy First Reading (and Possible Approval)

None

Agenda Item #8

Policy Second Reading

None

Agenda Item #9

Staff Recommendations for Approval

Agenda Item #9A

2017 Fact Book

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 19, 2017
RE: 2017 IECC Fact Book

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

The 2017 IECC Fact Book will be used for strategic planning, institutional effectiveness, and policy-making processes. In most cases, the time period of the statistical data covered by the Fact Book is FY17 which is from July 1, 2016 to June 30, 2017. The Fact Book was sent to the Board by US Mail on September 11, 2017.

I ask the Board's approval of the 2017 IECC Fact Book.

TLB/rs

Agenda Item #9B

2017 Annual Security Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 19, 2017
RE: 2017 Annual Security Report

The Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires an Annual Security Report be compiled and published prior to October 1 of each year.

The Security Report contains crime information for the past three years, relevant policy statements, and training and educational programming related to campus safety and security, crime prevention, alcohol and drug use, and sexual misconduct. This report replaces the Campus Safety & Security Brochure, which previously met this requirement. The Annual Security Report was sent electronically to the Board.

I ask the Board's approval of the 2017 Annual Security Report.

TLB/rs

Agenda Item #9C

FY2017 Audit

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: September 19, 2017

RE: FY2017 Audit

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

A final draft audit was emailed to the Board members prior to the September 19, 2017, Board meeting. The final audit will be provided at the September 19th Board meeting. It is not expected that there will be any substantial changes from the draft audit to the final audit.

The Audit Committee comprised of Trustee Gary Carter and Trustee John Brooks met with the Chief Executive Officer, the Chief Finance Officer, and the independent auditors on September 11, 2017. The draft audit was reviewed in detail. The draft audit contains a "modified" opinion on the basic financial statements and an "unqualified" opinion on all other reports. Except for the issue of recognizing FY2017 state funding in FY2017, the District complied with generally accepted accounting principles and there were no material weaknesses identified.

There will be a discussion of management's position regarding the FY2017 state funding. The Audit Committee will then report on its review of the audit and its meeting with the auditors at the Board meeting.

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

TLB/akb

Attachment

RESOLUTION OF THE BOARD OF TRUSTEES

ANNUAL AUDIT

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

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

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

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

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

By order of the Board of Trustees.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

Chairman

Date

Secretary

Date

Agenda Item #9D

Certification of Chargeback

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 19, 2017
RE: Certification of Chargeback

The Illinois Community College Board Certification of Chargeback for FY2018 is attached. The chargeback form is utilized to evaluate out-of-district, out-of-state and international tuition; and to determine the chargeback reimbursement rate. Based upon our audit, the recommendation for tuition is as follows:

Tuition Rate – Out-of-District	\$268.41 per Semester Hour (No change)
Tuition Rate – Out-of-State	\$330.61 per Semester Hour (No change)
Tuition Rate – International	\$330.61 per Semester Hour (No change)

The Chargeback Reimbursement rate would be \$115.61 as determined by the ICCB designated formula.

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

TLB/akb

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529
 CERTIFICATION OF CHARGEBACK REIMBURSEMENT
 FOR FISCAL YEAR 2018**

**ALL FISCAL YEAR 2017 NONCAPITAL AUDITED OPERATING
 EXPENDITURES FROM THE FOLLOWING FUNDS:**

1	Education Fund	\$ 25,986,300	
2	Operations and Maintenance Fund	\$ 2,888,428	
3	Public Building Commission Operation and Maintenance Fund	\$ -	
4	Bond and Interest Fund	\$ -	
5	Public Building Commission Rental Fund	\$ -	
6	Restricted Purposes Fund	\$ 6,889,330	
7	Audit Fund	\$ 72,800	
8	Liability, Protection, and Settlement Fund	\$ 812,245	
9	Auxiliary Enterprises Fund (subsidy only)	\$ 1,294,574	
10	TOTAL NONCAPITAL EXPENDITURES (sum of lines 1-9)		<u>\$ 37,943,677</u>
11	Depreciation on capital outlay expenditures (equipment, buildings, and fixed equipment paid) from sources other than state and federal funds	\$ 1,250,585	
12	TOTAL COSTS INCLUDED (line 10 plus line 11)		<u>\$ 39,194,262</u>
13	Total certified semester credit hours for FY 2017	\$ 122,329	
14	PER CAPITA COST (line 12 divided by line 13)		<u>\$ 320.40</u>
15	All FY 2017 state and federal operating grants for noncapital expenditures DO NOT INCLUDE ICCB GRANTS	\$ 6,953,635	
16	FY 2017 state and federal grants per semester credit hour (line 15 divided by line 13)		<u>\$ 56.84</u>
17	District's average ICCB grant rate (excluding equalization grants) for FY 2018		<u>\$ 32.95</u>
18	District's student tuition and fee rate per semester credit hour for FY 2018		<u>\$ 115.00</u>
19	Chargeback reimbursement per semester credit hour (line 14 less lines 16, 17, and 18)		<u>\$ 115.61</u>

Approved: _____
 Chief Fiscal Officer / Date

Approved: _____
 Chief Executive Officer / Date

Agenda Item #9E

FY2018 Budget

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: September 19, 2017

RE: FY2018 Budget

The FY2018 Budget for Illinois Eastern Community College District No. 529 was mailed to each Board member. The preliminary budget was provided to the Board of Trustees at its last regular meeting. There are no significant changes from the tentative budget which was approved by the Board on August 15, 2017.

FY18 Budgeted Expenditures Compared to FY17 Budgeted Expenditures

	<u>FY18</u>	<u>FY17</u>
Education Fund	\$28,257,054	\$27,340,600
Operations & Maintenance Fund	<u>\$ 3,093,470</u>	<u>\$ 3,025,278</u>
Total Operating Funds	\$31,350,524	\$30,365,878

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

I ask that the Board approve the FY2018 Budget for Illinois Eastern Community Colleges.

TLB/akb

Agenda Item #9F

Nail Technology Handbook

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 19, 2017
RE: Nail Technology Program Handbook

The Nail Technology Program at Olney Central College has developed a Nail Technology Handbook. Previously the Nail Technology students had used the general cosmetology handbook. The new Nail Technology Handbook was drafted by the instructors and is consistent with the rules and procedures of the Joint Committee on Administrative Rules (JCAR).

I ask the board's adoption of this new Nail Technology Handbook.

TLB/rs

Attachment

Nail Technology Handbook

(Effective Fall 2017)



Olney Central College

Program Held at

West Richland Center

320 East North Avenue

Noble, IL 62868

Olney Central College

Nail Technology Handbook

General Introduction

Welcome to Illinois Eastern Community Colleges-Olney Central College Nail Tech Program. It is important to read the college catalog, the course syllabus, and this handbook. Students should adhere to OCC policies and guidelines to facilitate learning and achieve institution outcomes.

The Olney Central College Nail Technology Program is a two-semester program leading to a certificate. New students are admitted in the Fall Semester. Prior to awarding the Nail Tech certificate, all financial obligations to the college must be paid in full.

In order to successfully complete COS 1261, COS 1262, COS 1263, and COS 1264 (Nail Technology I, II, II, and IV) students must meet the semester hour requirement for each course. If the semester hour requirement is not met, the student may withdraw by the date specified on the academic calendar or a grade of “**F**” will be given. Students receiving an “**F**” in any course will lose credit for all clock hours associated with that course.

After completion of all the certificate requirements, students will be certified to take the State of Illinois licensing examination. The Nail Tech Program teacher will furnish the student with a transcript of laboratory and theory hours.

Our mission is to ensure the professional success of our graduates in the field of Nail Technology. Our program provides an environment which enhances the student’s creativity and imagination. Additionally, student dedication and participation in the courses required for graduation are also critical to success. Please feel free to contact me if you have questions during the course of the program.

Barbara Handlin

Nail Technology Teacher

handlinb@iecc.edu

Linda Miller

Program Director of Cosmetology

millerli@iecc.edu

Michael R. Conn

Dean of Instruction

connm@iecc.edu

School Phone:

618-395-1169

618-395-7777

State Licensing Information

The State of Illinois requires individuals who provide Nail Technology services to be licensed. As part of the licensure process, the individual must successfully complete a cosmetology program approved by the State of Illinois and pass an examination required by the State. The Olney Nail Technician School of OCC is the State of Illinois approved the program. The rules and procedures outlined in this handbook follow the Joint Committee on Administrative Rules (JCAR). Students must be awarded an Olney Central College Nail Technician Certificate in order to be certified for State licensing.

Personal history may affect eligibility for licensure as a Nail Technician. A response of yes to any of the questions below will require that additional information be submitted with a State licensure application and may result in delay or denial of a license. In addition, applicants who are more than 30 days delinquent in complying with a child support order or have defaulted on an educational loan may experience delays.

The application for licensure in the State of Illinois asks the following questions:

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? *If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.*
2. Have you been convicted of a felony?
3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? *If yes, attach a copy of the certificate.*
4. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession? *If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.*
5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? *If yes, attach a detailed explanation.*
6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? *If yes, attach a detailed explanation.*

Program Guidelines and Information

Program Overview

The Nail Technician program is a sequence of courses that prepares students for careers in the field of Nail Technician. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules and regulations, nail diseases and disorders, skin and nail care, and work ethics. The curriculum meets State of Illinois licensing

requirements. Program graduates receive a Nail Technician certificate and are employable as a Nail Technician.

Academic Dishonesty

Cheating and plagiarism are unacceptable in any environment. Plagiarism is defined as writing that has been copied from someone else and is then presented as your own work. Cheating and/or plagiarism may result in a grade of “F”, dismissal of the program and/or disciplinary action.

The Nail Technology Teacher has the authority to remove students from class or the program for non-compliance of “Expected Professional Behaviors” and/or “Academic Dishonesty”.

Chronic Communicable Disease

Based on Illinois Department of Financial and Professional Regulation guidelines, no teacher or school administrator shall knowingly permit any person suffering from a serious communicable disease as defined in 77 Ill. Adm. Code 690 to work on the premises, or knowingly permit a student to serve a patron with a serious communicable disease.

Client Confidentiality

Confidentiality of client information is critical. Any breach of confidentiality will result in disciplinary action.

Continuing Education

Every two years, licensed nail technicians are required to complete fourteen (14) hours of continuing education.

Equal Opportunity Policy

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

Nail Tech Kits

Nail Tech kits are obtained from the instructor. The cost of the kit may fluctuate but generally, it cost \$400.00 dollars. The kit must be paid for in full prior to release to the student. If the student is receiving a Pell grant through financial aid eligibility, the student may charge their kit against this grant. If the grant does not cover the entire cost, the student is responsible for the remaining balance.

Approximate Cost of Nail Technology (In District)

16 credit hours x \$83 tuition	1328
Lab Fees	200
Student support fee (\$12 per credit)	160
Maintenance fee (\$15 per credit)	160
Activity Fee	120
Books	224
Supply kit cost	400
Total	\$2672

Tobacco Policy (100.5) /Smoke-free, Vapor-free - Smoking



Starting **July 1, 2015**, Illinois Eastern Community Colleges, in accordance with the Illinois Clean Indoor Air Act and the Illinois Smoke-Free Campus Act, prohibits smoking and the use of tobacco products. Use of tobacco products is prohibited in any District 529 facility that is open and available to the general public. Use of tobacco products is prohibited in any vehicle owned or leased by District 529. Littering the remains of tobacco products or any other related tobacco waste product on District property is further prohibited

Definitions:

“Smoking” means (1) lighting or burning any type of matter or substance that contains tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongos, and hookahs; (2) lighting or burning of non-tobacco plants or marijuana; and (3) using electronic cigarettes.

“Tobacco Products” means all forms of tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongos, hookahs, smokeless tobacco, snuff, chewing tobacco, or any other similar tobacco product, electronic cigarettes or e-cigarettes, electronic vaporizing devices, personal vaporizers, or electronic nicotine delivery systems, or any electronic inhaler that is meant to simulate and substitute for tobacco smoking.

“IECC Property” means any property owned, leased, occupied, operated or otherwise controlled by Illinois Eastern Community Colleges, including but not limited to academic and auxiliary buildings, entrances to buildings, classrooms, laboratories, residence halls, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies, conference facilities, athletic complexes, exterior open spaces, lots, driveways, loading docks, sidewalks, and walkways, and as further set forth on the Tobacco-Free Campus Map for each college.

Exception: This policy does not apply to persons in non-college-owned or leased vehicles while passing through campus.

Policy:

The Board of Trustees of Illinois Eastern Community Colleges recognizes the importance of providing a healthy environment for students and staff in compliance with the Illinois Clean Indoor Air Act.

Use of tobacco products is prohibited in any IECC District 529 facility that is open and available to the general public. Use of tobacco products is prohibited in any vehicle owned or leased by

IECC District 529. The prohibition on the use of tobacco products shall include the prohibition on the use of electronic cigarettes or e-cigarettes, electronic vaporizing devices, personal vaporizers, or electronic nicotine delivery systems, or any electronic inhaler that is meant to simulate and substitute for tobacco smoking.

Colleges shall make reasonable efforts to prevent the use of tobacco products in public places outside established smoking areas by posting signs or by appropriate warnings in catalogs and schedules. Students, staff, contractors, and visitors to the college are subject to compliance with this policy.

Expected Professional Behaviors

Students are expected to practice in a professional manner. Failure to do so may result in dismissal from the program.

- Be courteous to all with whom you come in contact.
- Use appropriate English and grammar at all times. Do not use profanity.
- Respect yourself, clients, visitors, instructors and fellow students.
- Honesty is required at all times.
- When working with a client, concentrate on the client rather than conversations with fellow students.
- Confidentiality of client information should be maintained at all times.
- Cooperate with the individuals you work with each day.
- Exhibit a positive attitude.
- Hair nails and makeup should be neat and professional in appearance. Male students must be free of stubble and keep facial hair well-trimmed.
- Leave facial piercings out when at school, except for ears, or you will be sent home.
- Students are encouraged to cover tattoos to the best of their ability.
- Good personal hygiene is required at all times.
- Gum chewing is not allowed.

Recording Hours

Students will sign in daily on the official time sheet and receive a monthly report indicating hours earned, absences and reason for the absence. These forms are monitored very closely and used to evaluate program progression. These official time sheets are used to document hours for course completion requirements. Students should also keep a log of hours earned and absences in order to monitor their own progress.

Safety and Sanitation

- Students are responsible for their equipment and personal property. A locker will be provided to the student however, the student must provide their own combination lock. A copy of the lock combination must be submitted to the Nail Technician Teacher. The combination will be kept in a secure location.
- Equipment belonging to the student should be placed in their locker at the end of each day.
- Students should not remove their equipment from the School of Nail Technology
- Items should not be attached to the clinic floor stations.
- All students share responsibility for sanitation of the facility and equipment. If sanitation responsibilities are ignored or not completed to specification, students will be docked hours for the day.

Transcripts of Laboratory Hours

- The student's transcript of laboratory and theory hours and grades, as certified by the Program Director of Cosmetology and the Nail Technology Teacher.
- Nail Tech Transcripts will *not* be released until all academic requirements have been successfully completed and all financial obligations to the college have been met.
- All personal items and equipment need to be removed from the Cosmetology-Nail Tech School within 5 working days or they will be discarded.

Transfer Information

- Students transferring credit to IECC toward a degree or certificate can be evaluated if the credit was earned at institutions accredited by The Higher Learning Commission (A Commission of the North Central Association of Colleges and Schools) or similar regional accrediting agencies. If the transcript indicates a cumulative grade-point average below 2.0, only course grades of C or above will be accepted. The Commission may be contacted at the HLC website at www.ncahigherlearningcommission.org or by phone at 312/263-0456. For questions concerning a transfer institution, contact the Student Services Office at 618-395-7777.
- A student requesting a transfer to the OCC School of Nail Tech is responsible for obtaining a transcript of hours and grades from the previous institution. After an evaluation of a transcript, the student will be notified of eligible transfer credit.

Withdrawing from the Program

If a student determines it is necessary to discontinue enrollment in this program, it is essential to officially withdraw from classes. Failure to officially withdraw with staff in the Student Services Office will result in a grade of "F" being assigned for any course. If the student enrolls at a later date, all hours required for the course must be completed.

All personal items and equipment must be removed from the cosmetology school within 5 working days or they will be discarded.

Readmission to the Program

Students who leave the program and wish to be readmitted to a later term may be admitted on a space available basis. Previous enrollment does not guarantee readmission.

Product Inventory

The instructor will control product inventory. Should there be products taken for personal use, the student will face disciplinary action.

Social Media Policy

Social networking is not permitted during classes or lab hours. Anything posted, or commented on by a student, on any social media network about OCC School of Nail Technology, (students, staff, or property) that may reflect negatively, is grounds for discipline. The student should understand that if a social networking issue should arise during enrollment in the program the consequence could be a *recommendation* for dismissal. These networks include but are not limited to: Facebook, Instagram, Twitter, Snapchat, etc.

Bullying and Hazing

The college has a zero tolerance policy concerning bullying and hazing. Any student who threatens or intimidates other students will be subject to discipline including suspension or dismissal from the program.

MEMORANDUM OF UNDERSTANDING

Nail Technology students are required to read, understand and accept responsibility for the guidelines and policies in the Nail Technology Handbook and the Illinois Eastern Community Colleges catalog.

My signature below indicates I understand and agree to abide by the information found in the documents indicated above. Olney Central College reserves the right to revise information in this document as needed in order to meet the needs of the program. Students will be notified of changes to this document.

Student Signature

Printed Student Name

Date

Nail Technology Teacher

Date

Agenda Item #9G

Reaffirmation of Purpose Statement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 19, 2017
RE: Reaffirmation of Purpose Statement

As part of the District's ongoing review of the strategic plan for the District, the Board should review the purposes of the District. Members of the Cabinet have reviewed the Purpose Statement and believe it aligns with the District's Mission and Values.

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

- educational programs, including pre-baccalaureate, career and technical degrees and certificates that prepare a diverse student body for transfer to a four-year institution of higher education or entry into a multicultural global workplace;
- program, course and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
- utilization of resource-sharing partnerships to expand, retrain, and strengthen the industrial base of southeastern Illinois;
- development of partnerships with pre-K through high schools allowing for the smooth transition and progression of students through lifelong learning;
- academic programs and institutional services that are reviewed and revised on a scheduled time frame with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
- adult and continuing education designed to meet the immediate and long-term needs of the residents in the District;
- programs in remedial education, which assist District residents in attaining skills and abilities needed to enter and complete college-level programs;
- student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, transferring to a four-year institution, entering employment, or completing certificate or course goals;
- curricula and services that are developed and updated, as necessary, to meet both short- and long-term needs of the residents of the District;

- community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring multiculturalism and diversity within our communities;
- professional enrichment and growth experiences for college, faculty, administrators, and staff which will improve and enhance instruction and service; and,
- resources, facilities, staff, and equipment to support all program and service components of the college.

Following a discussion and review of these Purposes, I would ask the Board to reaffirm the District's Purpose Statement.

TLB/rs

Agenda Item #9H

Lease Agreement with Southern Illinois Criminal Justice Training Program

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 19, 2017
RE: Lease Agreement with Southern Illinois Criminal Justice Training Program

The District has been working with the Southern Illinois Criminal Justice Training Program to establish a center for training at the District's West Richland Center.

The training program has agreed to place a full-time staff member at WRC and conduct a substantial number of courses at that facility.

The training program would like to enter into a lease agreement to lease approximately 2,296 square feet of space for the sum of \$4,200.00 per year.

The lease agreement presented for approval to the Board follows the District's standard lease agreement.

I would ask the Board's approval of the lease agreement between the training program and the District for one year beginning October 1, 2017.

TLB/rs

Attachment

LEASE AGREEMENT
BETWEEN
SOUTHERN ILLINOIS CRIMINAL JUSTICE TRAINING PROGRAM
AND
ILLINOIS EASTERN COMMUNITY COLLEGES

1. The Lease Agreement entered into this 1st day of October, 2017, between Illinois Eastern Community Colleges whose address is 233 East Chestnut, Olney, Illinois 62450 hereinafter called the LESSOR and Southern Illinois Criminal Justice Training Program, whose address is 1740 Innovation Drive, Suite 232 Box 41, Carbondale, Illinois 62903, hereinafter called the LESSEE, to use and occupy the property herein described under the terms and subject to the conditions set forth herein.
2. WITNESSETH: The LESSOR hereby leases to the LESSEE the following premises: certain training and an office space at West Richland Center, located in Noble, Illinois (approximately 2,296 sq. ft.), and to share common space of the building that includes the break room and restrooms, to be used by LESSEE for training.
3. To have and to hold the premises with the appurtenances under the following terms: commencing October 1, 2017 through September 30, 2018 and may be terminated by either party giving the other ninety (90) days written notice. This lease may also be renewed at the end of the lease period by giving the LESSOR 30 days written notification.
4. The LESSEE shall pay the LESSOR a total not to exceed Four Thousand Two Hundred Dollars (\$4,200.00) for the entire term of this lease. The rent shall be paid in monthly installments of \$350.00. The rent shall be due by the 5th day of each month. Rents for part of a month will be prorated accordingly. The first month's rent will be forwarded to the LESSOR upon the completion, execution and signature of this lease by both parties.
5. The LESSOR shall provide the following utilities on the lease premises during the term of this lease, to include heat, air conditioning, water, telephone, internet, sewage service, trash removal, janitorial service and electricity.
6. The LESSEE has inspected and knows the condition of the leased premises and agrees to accept same "as is". It is further understood that the premises are hereby leased to LESSEE without obligation on the part of the LESSOR to make any additions, alteration or improvements thereto.
7. The LESSEE shall not make any additions, alterations, improvements or repairs to the premises without written consent of the LESSOR in each and every instance.
8. The LESSEE shall under the terms of this Lease Agreement ensure that the area leased is kept clean and orderly for the premises and the appurtenances occupied.
9. The LESSEE shall procure and maintain in force during the term of this agreement, and any extension thereof, at LESSEE's expense, public liability insurance in an amount of at least

Three Hundred Thousand Dollars (\$300,000.00) and agrees to furnish to the LESSOR a certificate of insurance naming the LESSOR an insured party, to protect against liability for damage claims through public use of or arising out of accidents occurring in and around the building when said building is being used.

10. This Lease Agreement may be terminated by either party giving the other ninety (90) days written notice.

LESSEE: **Southern Illinois Criminal Justice Training Program**
1740 Innovation Drive
Suite 232 - Box 41
Carbondale, IL 62903

By: _____ Date: _____

Its: Chuck Doan, Director

LESSOR: **Illinois Eastern Community Colleges**
233 East Chestnut
Olney, IL 62450

By: _____ Date: _____

Its: Terry L. Bruce, CEO

Agenda Item #9I

Construction Easement - Water Retention - Seals Property

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 19, 2017
RE: Water Retention Plan Construction Easement – Seals Property

The property owner is now prepared to do the work necessary to develop the water retention plan. The construction easement before the Board tonight deals with the necessary changes to District property to put into place storm water discharge and retention of that water in an existing District pond. This construction easement will allow changes to be made to the District's existing two outlet pipes and to the existing emergency spillway. All costs of any modification will be paid by the Seals and if any additional work is required in the future, all of that work will also be paid by the Seals. Attached is the engineer's drawing of the proposed water retention plan construction easement.

I ask the Board's approval of the water retention plan construction easement agreement.

TLB/rs

Attachment

**CONSTRUCTION EASEMENT
FOR WORK ON THE EXISTING COLLEGE POND**

A TRACT OF LAND LOCATED IN THE NORTHEAST QUARTER (NE 1/4) OF THE SOUTHWEST QUARTER (SE 1/4) OF SECTION THIRTY THREE (33), TOWNSHIP FOUR NORTH (4N), RANGE TEN EAST (10E), OF THE THIRD PRINCIPAL MERIDIAN, CITY OF QUincy, IOWA COUNTY, ILLINOIS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF THE NE 1/4 OF SAID SECTION 33; THENCE S 00° 41' 15" E, 813.25 FEET ALONG THE EAST LINE OF SECTION 33; THENCE S 89° 07' 40" W, 616.50 FEET; THENCE S 42° 56' 15" W, 188.42 FEET; THENCE S 47° 08' 41" E, 263.81 FEET; THENCE N 88° 02' 40" E, 511.28 FEET; CONTAINING 3.27 ACRES MORE OR LESS.

DATED THIS _____ DAY OF _____, 20__

MICHAEL R. BRIDGES, REGISTERED ILL. LAND SURVEYOR #35-002563

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

EXISTING EASEMENT, AS SHOWN, TO BE RAISED 0.2' FROM ELEV. 442.00 TO ELEV. 442.20.

E. 88° 02' 40" W - 481.00'

EXISTING 13" CASING TO BE REDUCED TO 10" CASING WITH A V-NOTCH WEIR

EXISTING POND = 20,276 SQ. FT.
EXISTING NORMAL WATER ELEV. = 439.60

EXISTING 24" C.C.P. TO BE REDUCED TO 21" C.C.P.

3,621 ACRES

CONC. PAV. CONC. WALK CONC. WALK

BIT. PARKING

**CONSTRUCTION EASEMENT
FOR WORK ON THE EXISTING COLLEGE POND**

A TRACT OF LAND LOCATED IN THE NORTHEAST QUARTER (NE 1/4) OF THE SOUTHWEST QUARTER (SE 1/4) OF SECTION THIRTY THREE (33), TOWNSHIP FOUR NORTH (4N), RANGE TEN EAST (10E), OF THE THIRD PRINCIPAL MERIDIAN, CITY OF QUincy, IOWA COUNTY, ILLINOIS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF THE NE 1/4 OF SAID SECTION 33; THENCE S 00° 41' 15" E, 813.25 FEET ALONG THE EAST LINE OF SECTION 33; THENCE S 89° 07' 40" W, 616.50 FEET; THENCE S 42° 56' 15" W, 188.42 FEET; THENCE S 47° 08' 41" E, 263.81 FEET; THENCE N 88° 02' 40" E, 511.28 FEET; CONTAINING 3.27 ACRES MORE OR LESS.

DATED THIS _____ DAY OF _____, 20__

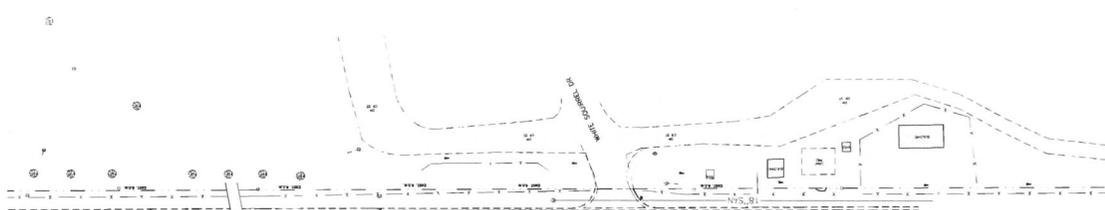
MICHAEL R. BRIDGES, REGISTERED ILL. LAND SURVEYOR #35-002563

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

S. 88° 02' 40" W - 676.50'

5' 00" 14' 19" W - 171.17'

5' 00" 14' 19" E - 258.57'



SCALE 1" = 50'

ERIC SEALS
PARKSIDE PLAZA
CONSTRUCTION EASEMENT ON COLLEGE PROPERTY

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

EXISTING NORMAL WATER ELEV. = 439.60
EXISTING 100 YR. DISCHARGE = 68.8 CFS
EXISTING 100 YR. WATER ELEV. = 442.00 MSL
PROPOSED 100 YR. DISCHARGE = 67.5 CFS
PROPOSED 100 YR. WATER ELEV. = 442.40 MSL

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

Agenda Item #9J

Construction Easement - Sanitary Sewer - Seals Property

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 19, 2017
RE: Sanitary Sewer Construction Easement – Seals Property

The District will have to grant a construction easement for the burying of a sewer pipe from the Seals Property across District property.

The District would grant a construction easement that would be approximately 60 feet wide and approximately 163 feet deep, containing approximately .22 acres. The construction easement would abut the existing Illinois State Route 130. An engineering drawing of the easement is attached.

I ask the Board's approval of the sanitary sewer construction easement agreement.

TLB/rs

Attachment

**CONSTRUCTION EASEMENT
FOR THE PROPOSED SANITARY SEWER**

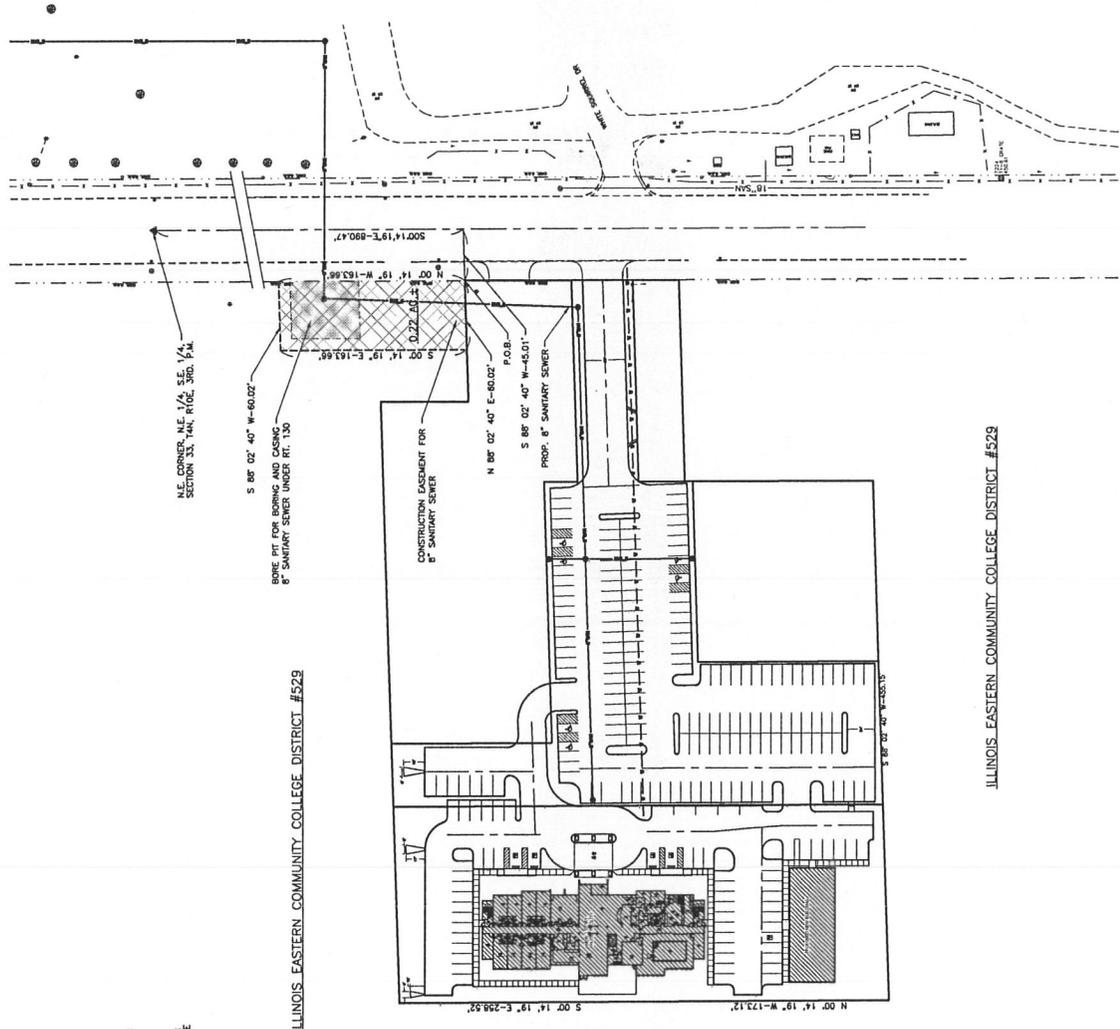
A TRACT OF LAND LOCATED IN THE NORTHEAST QUARTER (NE 1/4), OF THE SOUTHEAST QUARTER (SE 1/4) OF SECTION 33, T4N, R10E, S36, P14M, PRINCEDAL, MADISON, CITY OF GADSDY, ILLINOIS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF THE N.E. 1/4 OF THE S.E. 1/4 OF SAID SECTION 33, THENCE TO A POINT ON THE WEST RIGHT-OF-WAY LINE OF ILLINOIS ROUTE 130, ALSO BEING THE POINT OF BEGINNING; THENCE N 07° 14' 19" W, 183.89 FEET ALONG THE WEST RIGHT-OF-WAY LINE OF ILLINOIS ROUTE 130; THENCE TO THE POINT OF BEGINNING; THENCE N 89° 02' 40" E, 80.02 FEET TO THE POINT OF BEGINNING, CONTAINING 0.22 ACRES MORE OR LESS.

DATED THIS _____ DAY OF _____, 20____

MICHAEL R. BRIDGES, REGISTERED LL. LAND SURVEYOR #35-002683

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529



SCALE 1" = 50'

ERIC SEALS
PARKSIDE PLAZA
CONSTRUCTION EASEMENT ON COLLEGE PROPERTY

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

Agenda Item #9K

Affiliation Agreements

Flora Gardens Care Center - Basic Nurse Assistant Program - FCC

Flora Gardens Care Center - Associate Degree Nursing - IECC

Lawrence County Memorial Hospital - Medical Office Careers Program - OCC

HSHS St. Anthony's Memorial Hospital - Phlebotomy - OCC

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 19, 2017
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 the following affiliation agreements:

Flora Gardens Care Center - Basic Nurse Assistant - FCC
Flora Gardens Care Center - Associate Degree Nursing - IECC
Lawrence County Memorial Hospital - Medical Office Careers - OCC
HSHS St. Anthony's Memorial Hospital - Phlebotomy - OCC

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

TLB/rs

Attachments

**FRONTIER COMMUNITY COLLEGE
BASIC NURSE ASSISTANT PROGRAM**

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16th day of August, 2017, by and between

FRONTIER COMMUNITY COLLEGE
(hereinafter referred to as the College)

and

Flora Gardens
701 Shadwell Avenue
Flora, IL

(hereinafter referred to as AGENCY).

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the College and faculty 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 for observation and participation by the students and faculty of the College, subject to the conditions and limitations contained herein.
2. The initial affiliation agreement and yearly renewal of said facilities of the AGENCY will be made by the Associate Dean of Nursing and Allied Health on behalf of the College and the Administrator and/or the Director of Nursing 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 semester-by-semester communication and scheduling will be done by the Nurse Assistant Faculty of the college.
3. The College will be responsible for the teaching and guidance of the students in the clinical nurse assistant laboratory practice, and will be available to the nurse assistant students.

The specific assignment of learning experiences for each student will be made and arranged by the Faculty on behalf of the College, in consultation with the Patient Care Manager, Supervisor, or Coordinator on behalf of the AGENCY. The College Faculty will assume supervision of the nurse assistant students during their laboratory experience in the AGENCY.

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

5. Supervision of the health requirement of all students making use of any of the AGENCY'S facilities, as contemplated herein, will be the responsibility of the Nurse Assistant Faculty of the College, and will comply with the policies of the health AGENCY.

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

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.

Prior to the use of any AGENCY facilities, under the contemplated program, the College will furnish the AGENCY, upon request, the TB results for each participating student showing that said student fully complies with the health requirements of the AGENCY. The Nurse Assistant Instructor is required to keep records of TB tests.

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

7. The Nurse Assistant Faculty of the College will provide orientation for the educational program for the AGENCY staff.

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

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

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

11. A review of this agreement will be made every three years in the spring. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete at the agency their nursing laboratory experience needed for completion of the program.

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

AGENCY: **Flora Gardens**

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT 529
FRONTIER COMMUNITY COLLEGE

Director of Nursing

President

Administrator, Hospital or Agency

Dean of Instruction

Chairman, IECC Board of Trustees

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

Revised: 5/23/96; 5/3/06

Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Faculty assumes full responsibility and supervision of the nursing students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Nursing Faculty on behalf of DISTRICT #529 will be responsible for maintaining proper standards of nursing care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529, and will comply with the policies of the health AGENCY.

Nursing students and Nursing 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.

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.

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The faculty of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Nursing Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Faculty member of DISTRICT #529 participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Faculty member to any clinical area.

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.

8. The AGENCY'S facilities may be available for DISTRICT #529 continuing educational program on a pre-planned project basis; the arrangements for such to be made with the Director of Nursing Service, on behalf of the AGENCY, and by the A.D. Department Head and/or Associate Dean, on behalf of DISTRICT #529.

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

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

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

12. An annual review of the agreement will be made every three years. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Associate Degree Nursing Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their nursing laboratory experience needed for graduation at the AGENCY.

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

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGE
DISTRICT #529, OLNEY CENTRAL COLLEGE

COLLEGE

Vice President or
Director of Nursing Services

Department Head of Nursing, ADN

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

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

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
OLNEY CENTRAL COLLEGE
MEDICAL OFFICE CAREERS PROGRAMS**

AGENCY AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Careers Programs. (Hereinafter referred to as OLNEY CENTRAL COLLEGE) and LAWRENCE COUNTY MEMORIAL HOSPITAL (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available for medical office assistant internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Careers Programs on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

5. If a physical exam or TB test is required, these will be scheduled at the expense of the student.

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

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

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE or AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

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

that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

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

AGENCY

Lawrence County Memorial Hospital
Lawrenceville, IL

OLNEY CENTRAL COLLEGE

Chair, IECC Board of Trustees

President, Olney Central College

Dean, Olney Central College

Administrator, Hospital or Agency

Internship Program Coordinator

Chief Executive Officer,
Illinois Eastern Community Colleges

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

**CLINICAL AFFILIATION AGREEMENT
BETWEEN
ILLINOIS EASTERN COMMUNITY COLLEGES
AND
HSHS ST. ANTHONY'S MEMORIAL HOSPITAL**

THIS CLINICAL AFFILIATION AGREEMENT (the "**Agreement**") is entered into as of the date of last signature ("**Effective Date**"), by and between **ST. ANTHONY'S MEMORIAL HOSPITAL, OF THE HOSPITAL SISTERS OF THE THIRD ORDER OF ST. FRANCIS** (the "**Facility**") and **ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, OLNEY CENTRAL COLLEGE** (the "**School**") (collectively, the "**Parties**" or separately, a "**Party**").

WHEREAS, Facility is an Illinois ("**State**") licensed acute care hospital, located in Effingham, Illinois; and

WHEREAS, the School desires to provide educational experiences to the students (hereinafter each a "**Student**" or collectively "**Students**") enrolled in one of the School's practical learning programs, as listed in **Exhibit A**, attached hereto and incorporated herein (hereinafter, each a "**Program**" or collectively the "**Programs**"); and

WHEREAS, Facility is willing to make available certain Facility sites, as listed in **Exhibit B**, attached hereto and incorporated herein, to the School, its employed faculty members, if applicable, and Students for the purpose of providing practical learning and clinical experiences through the Programs, which will necessarily include some activities and tasks performed by each Student; and

WHEREAS, requirements specific to each Program are set forth in **Exhibit C**.

NOW, THEREFORE, it is understood and agreed upon by the Parties hereto as follows:

1. SCHOOL RESPONSIBILITIES:

1.1. Provision of foundational curriculum to students. The School shall have the total responsibility for planning and determining the adequacy of the educational experience of Students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those Students who have satisfactorily completed the prerequisite didactic portion of the School's Program curriculum.

1.2. Student professional liability insurance.

1.2.1. State Colleges and Universities. If School is a state College or university, School shall require Students participating in the practicum to maintain, and School shall provide proof to the Facility of, a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate covering the acts of such Student while participating in the program at the Facility. Provided further, in the event the required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the Student. Shared liability limits between students are prohibited. School will promptly notify Hospital of any material modification or cancellation in such insurance. The above stated liability limits are for the payment of indemnity claims and are exclusive of legal fees and other defense costs.

1.2.2. Other Colleges and Universities. Unless otherwise specified in **Exhibit C**, School shall require Students participating in the practicum to maintain, and School shall provide proof to the Facility of, a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate; and general liability coverage of at least One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) in the aggregate covering the acts of such Student while participating in the program. Such insurance coverage must be placed with an insurance carrier acceptable to the Facility. Certificates of insurance evidencing coverage as specified above must be produced prior to Student participation in the Program. In the event the required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the Student. Shared liability limits between students are prohibited. School will promptly notify Hospital of any material modification or cancellation in such insurance. The above stated liability limits are for the payment of indemnity claims and are exclusive of legal fees and other defense costs. School shall require Students participating in the Program to maintain comprehensive health insurance. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the Student.

1.2.3. Additional insurance coverage. Any additional applicable insurance coverage requirements shall be set out by the Parties in **Exhibit C** to this Agreement.

1.3. Designation of liaison to Facility; communications relating to clinical placements. The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the Students participating in the Program will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances. The School shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

1.4. Evidence of student certifications, vaccinations, etc. Where applicable, the School shall provide evidence that a Student has met all vaccination and certifications requirements, as required by law and Facility policy, which may include, without limitation, CPR certification, hepatitis B vaccination, and OSHA compliance for prevention of transmission of blood borne pathogens and TB, as described in further detail in **Exhibit C**.

1.5. Criminal background check and drug screen compliance. Where applicable, a criminal background check and drug screen, as specified in **Exhibit C**, and as required by and acceptable to the Facility, are required of each placed Student prior to participation in the clinical rotation. It is the School's responsibility to ensure that the background check and drug screening have been completed and that Students with unacceptable results will not participate at sites where Students with such results are forbidden by policy.

1.6. School notices to Students. The School shall notify each Student prior to his/her arrival at the Facility and shall ensure that he/she:

1.6.1. Follows the administrative policies, standards, and practices of the Facility.

1.6.2. Obtains medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

- 1.6.3. Provides his/her own transportation and living arrangements.
- 1.6.4. Reports to the Facility on time and follows all established regulations during the regularly scheduled operating hours of the Facility.
- 1.6.5. Conforms to the standards and practices established by the School while functioning at the Facility.
- 1.6.6. Obtains prior written approval of the Facility and the School before publishing any material relating to the clinical learning experience.
- 1.6.7. Meets the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional code of ethics and the applicable standards of TJC and/or other relevant accrediting or regulatory bodies.

1.7. Qualifications of School faculty. The School represents and warrants that relevant faculty members are appropriately certified and/or licensed. Where applicable, the School will provide the Facility with copies of evidence of certifications or licensures, as specified in **Exhibit C**.

2. FACILITY RESPONSIBILITIES:

- 2.1. Provision of facilities for supervised clinical experiences.** Subject to the provisions of Section 3.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to Students. Such facilities shall include an environment conducive to the learning process of the Students as intended by the terms of this Agreement and conforming to customary Facility procedures.
- 2.2. Facility rules applicable to Students.** Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of clinical assignment, Students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.
- 2.3. Patient care.** While at the Facility, Students are not to replace the Facility staff, and are not to render services except as identified for educational value and delineated in the jointly planned educational experiences set forth in **Exhibit D**, attached hereto and incorporated herein by reference (the “**Patient Care Duties**”). Any such direct contact between a Student and a patient shall be under the supervision of a supervisor designated by the Facility. The Facility shall at all times remain responsible for patient care.
- 2.4. Emergency treatment of Students.** Emergency treatment will be available to Students while in the Facility hospital for clinical training in case of accident or illness. In case of emergency at a non-hospital Facility site, standard procedure will be followed. It is the Student’s responsibility to bear the cost of the emergency treatment.
- 2.5. Designation of liaison to School; communications relating to clinical placements.** The Facility shall designate a liaison responsible for coordinating the clinical placements. That person shall maintain contact with the School’s designated liaison person to assure mutual participation in and surveillance of the clinical Program. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.
- 2.6. Identity and credentials of Facility supervising personnel.** The Facility shall designate

and submit in writing to the School the name, and where applicable the professional and academic credentials, of the individual(s) overseeing Student(s) experiences, as specified in **Exhibit C**.

- 2.7. School tour of Facility.** The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.
- 2.8. Provision of relevant Facility policies.** Where applicable, the Facility shall provide Student(s) and the School with the Facility's administrative policies, standards and practices relevant to the clinical placement, as specified in **Exhibit C**.
- 2.9. FERPA compliance.** The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's Students who train at the Facility pursuant to this Agreement.

3. OTHER RESPONSIBILITIES:

- 3.1. Compliance with patient privacy laws.** The School agrees to abide by and require its faculty and Students to abide by the Standards for Privacy of Individually Identifiable Health Information and all other regulations promulgated under Section 264 of the Health Insurance Portability and Accountability Act of 1996 ("**HIPAA**") and other state or federal health information privacy and security laws (collectively, "**Privacy Laws**") in effect as of the Effective Date or as amended from time to time. Upon request, the Parties may amend the Agreement to conform with any new or revised Privacy Laws in order to ensure that Facility is at all times in conformance with all Privacy Laws. School and each Student acknowledges and agrees that each is a participant in Facility's organized health care arrangement ("**OHCA**"), and further agree to act in accordance with such OHCA designation.
- 3.2. Determination of instructional period.** The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.
- 3.3. Determination of number of participating Students.** The number of Students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the Parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of Students eligible to participate in the clinical education experience with prior notice to the School and adequate time for the School to reassign the Student(s) to another clinical site. The Facility agrees further to accommodate Students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.
- 3.4. Evaluation of Students' clinical experiences.** Evaluation of the clinical learning experiences of the Students will be accomplished jointly by the School and the Facility.

Appropriate School and Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to Students.

3.5. Removal of Students.

3.5.1. The School has the right to remove a Student from a Program clinical education experience. The School shall notify the Facility of such removal in writing.

3.5.2. The Facility may immediately remove any Student participating in a clinical education experience from the Facility's premises for behavior that the Facility deems to be a threat to the health or welfare of its patients, staff members, visitors, or operations. The Facility, in its sole discretion, may also immediately remove any Student for the failure to adhere to any applicable policy, procedure, standard, or practice of the Facility. In such event, the Facility shall notify the School in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a Student for any other reason, it shall notify the School in writing of the reasons for the removal and shall consult with the School before removing the Student.

4. TERM OF AGREEMENT:

The initial term of this Agreement shall be one (1) year. Following expiration of the initial term, this Agreement shall automatically renew for successive one (1) year terms until terminated in accordance with this Section. Either Party may terminate this Agreement at any time, without cause or penalty, upon ninety (90) days prior written notice to the other Party. In the event that this Agreement is terminated, Students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

5. ADDITIONAL TERMS:

5.1. Ethical and Religious Directives. The Parties acknowledge that Facility is operated in accordance with the *Ethical and Religious Directives for Catholic Healthcare Services* as promulgated, from time to time, by the United States Conference of Catholic Bishops, Washington, D.C., of the Roman Catholic Church ("**Ethical and Religious Directives**"), and that the principles and beliefs of the Roman Catholic Church are a matter of conscience to Facility. It is the intent and agreement of the Parties that neither this Agreement nor any part hereof shall be construed to require Facility to violate said Ethical and Religious Directives in its operation and all parts of this Agreement must be interpreted in a manner that is consistent with said Ethical and Religious Directives. The School shall ensure that Students act in accordance with the Ethical and Religious Directives when engaged in clinical educational experiences at Facility.

5.2. Compliance with laws. The Parties believe and intend that this Agreement complies with all relevant federal and state laws as well as relevant regulations and accreditation standards, including but not limited to Federal Health Care Program (as defined under 42 U.S.C. § 1320a-7b(f)), fraud and abuse laws (including the Anti-Kickback Statute and the Stark Law), and all of the rules and regulations promulgated pursuant to, and all of the cases or opinions interpreting such statutes and laws (collectively, "**Laws**").

5.3. System Responsibility Program. Facility has in place a System Responsibility Program (the "**Responsibility Program**") which has as its goal, to ensure that Facility complies with

Laws. The Responsibility Program focuses on risk management, the prevention of misconduct and the promotion of good corporate citizenship, including the commitment to uphold a high standard of ethical and legal business practices. The School acknowledges Facility's commitment to the Responsibility Program and agrees to conduct all activities which occur pursuant to this Agreement in accordance with the underlying philosophy of the Responsibility Program.

- 5.4. Warranty of non-exclusion.** Each Party represents and warrants to the other that it is not: excluded from participation in any Federal Health Care Program; debarred, suspended or otherwise excluded from participating in any other federal or state procurement or non-procurement program or activity; or designated a Specially Designated National or Blocked Person by the Office of Foreign Asset Control of the U.S. Department of Treasury. Each Party further represents and warrants to the other Party that to its knowledge, there are no pending or threatened governmental investigations that may lead to such exclusion. The School shall notify Facility in writing upon the commencement of any such exclusion or investigation within seven (7) business days of receiving first notice of such exclusion or investigation. Facility shall have the right to terminate this Agreement immediately upon learning of any such exclusion and shall be kept informed of the status of any such investigation.
- 5.5. Independent Parties.** Except as set forth in this Agreement, no action taken by either Party, or its officers, employees or agents pursuant to this Agreement, shall be deemed to create any partnership, joint venture, association or syndicate between the Parties, nor shall any such action be deemed to confer upon either Party any express or implied right or authority to assume, or create any obligation or responsibility on behalf of, or in the name of, the other Party. The Parties to this Agreement are independent entities, contracting with each other solely for the purpose of carrying out the terms and conditions of this Agreement. Facility shall not be responsible for the payment of any federal, state or local taxes arising under or in connection with this Agreement, including, without limitation, the payment of actual and estimated tax liabilities, and Facility shall be indemnified and held harmless from any loss, cost, or liability arising out of the School's failure to do so.
- 5.6. Indemnification.** Each Party agrees to indemnify and hold the other harmless from any and all claims, suits, damages, fines, penalties, judgments, liabilities and expenses (including reasonable attorney's fees and court costs) arising from (a) any negligent or willful act or omission of the Party, its agents, or employees, (b) breach of this Agreement or (c) violation of a Law; provided, however, that the School shall not be entitled to indemnification for any claims, liability, losses, or damages caused by the acts or omissions of any of its Students or faculty members assigned to Facility pursuant to this Agreement. Notwithstanding anything to the contrary in this Agreement, a Party's obligations with respect to indemnification for acts described in this Section shall not apply to the extent that such application would nullify any existing insurance coverage of such Party or as to that portion of any claim of loss in which an insurer is obligated to defend or satisfy. This Section 5.6 shall survive the expiration or earlier termination of this Agreement. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
- 5.7. Non-discrimination.** The Parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, as well as any and all applicable rules and regulations of the State. There shall be no unlawful discrimination or treatment because of race, color, religion, sex,

national origin, ancestry, military status, sexual orientation or handicap in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.

- 5.8. Employment status.** No assigned Student or School faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such Student or faculty member be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.
- 5.9. Amendments.** This Agreement may be amended only by an instrument in writing signed by the Parties.
- 5.10. Assignment.** Neither Party may assign this Agreement or the rights or obligations hereunder without the specific written consent of the other Party, except that this Agreement may be assigned by Facility without the prior written approval of the School to an affiliate of Facility. For purposes of this Agreement, "Affiliate" shall mean any successor entity of Facility, or any entity controlled directly or indirectly by Facility or Hospital Sisters Health System.
- 5.11. Books and records.** If this Agreement is a contract within the purview of Section 1861(v)(1)(I) of the Social Security Act (Section 952 of the Omnibus Reconciliation Act of 1980) and the regulations promulgated at 42 C.F.R. Part 420 in implementation thereof, the Parties agree to make available to the Comptroller General of the United States ("**Comptroller General**"), the Secretary of the Department of Health and Human Services ("**Secretary**") and their duly authorized representatives, for four (4) years after the latest furnishing of services pursuant to this Agreement, access to the books, documents and records and such other information as may be required by the Comptroller General or Secretary to verify the nature and extent of the costs of services provided by each Party, respectively. If either Party, upon the approval of the other Party, carries out the duties of this Agreement through a subcontract worth \$10,000.00 or more over a twelve (12) month period with a related organization, the subcontract will also contain an access clause to permit access by the Secretary, Comptroller General and their representatives to the related organization's books and records.
- 5.12. Corporate practice of medicine.** Nothing contained herein shall be construed as allowing or authorizing Facility to engage in the practice of medicine, either directly or through its agents or employees. It is the intent of the Parties that any actions performed pursuant to this Agreement which constitute acts of medicine are not acts of, or by, Facility.
- 5.13. Counterparts; facsimile and pdf signatures.** The Parties agree that this Agreement may be executed in multiple originals, each of which shall be considered an original for all purposes and, collectively, shall be considered to constitute this Agreement. The Parties further agree that signatures transmitted by facsimile or in Portable Document Format (pdf) may be considered an original for all purposes, including, without limitation, the execution of this Agreement and enforcement of this Agreement.
- 5.14. Entire agreement.** This Agreement supersedes all previous contracts or agreements between the Parties for the same services, and constitutes the entire agreement between the Parties. Neither the School nor Facility shall be entitled to benefits other than those specifically enumerated herein.

- 5.15. Governing law.** This Agreement shall be construed and governed by the laws of the State. Unless otherwise required by law, the Parties shall submit to the jurisdiction of the courts within the county where Facility is located in the State.
- 5.16. Headings.** The headings and subheadings in this Agreement are inserted for convenience of reference only and shall not affect the meaning or interpretation of this Agreement.
- 5.17. Interpretation.** The Parties hereto acknowledge that (i) each Party has reviewed the terms and provisions of this Agreement; (ii) the rule of construction to the effect that any ambiguities are resolved against the drafting Party shall not be employed in the interpretation of this Agreement; and (iii) the terms and provisions of this Agreement shall be construed fairly as to all Parties hereto and not in favor or against any Party, regardless of which Party was generally responsible for the preparation of this Agreement.
- 5.18. Notice.** Notices or communications herein required or permitted shall be given to the respective Party by registered or certified mail, by overnight courier service (e.g., UPS), by electronic mail for which the sender has an electronic receipt, or by hand delivery, at the address listed under the Party's signature to this Agreement unless either Party shall designate a new address by written notice. The notice shall be deemed to be given as follows: (i) in the case of certified or registered mail, three (3) days after the date of its mailing; (ii) in the case of overnight courier service, on the next business day following mailing; (iii) in the case of electronic mail, on the date notice was sent; and (iv) in the case of hand delivery, on the date of its receipt by the Party entitled to it.
- 5.19. Severability.** If any term, covenant, or condition of this Agreement or the application thereof to any person or circumstance shall be invalid or unenforceable, then the remainder of this Agreement and the application of any term or provision to any person or circumstances, other than those to which it is held invalid or unenforceable, shall not be affected thereby and all other terms shall be valid and enforceable to the fullest extent permitted by law.
- 5.20. Survival.** Any provision which expressly or by its context requires, after termination of this Agreement, action or places obligations on the Parties to this Agreement, shall so survive the termination of this Agreement.
- 5.21. Third party rights.** Except as otherwise expressly stated herein, the Parties do not intend to create any enforceable rights in any third party under this Agreement and there are no third party beneficiaries to this Agreement.
- 5.22. Waiver of breach.** The waiver by either Party of a breach or violation of any provision of this Agreement shall not operate as nor be construed to be a waiver of any subsequent breach hereof.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the last day and year set forth below.

For and on behalf of:

**ST. ANTHONY'S MEMORIAL HOSPITAL,
OF THE HOSPITAL SISTERS OF THE
THIRD ORDER OF ST. FRANCIS**

**ILLINOIS EASTERN COMMUNITY
COLLEGES DISTRICT #529,
OLNEY CENTRAL COLLEGE**

Printed Name: Theresa J. Rutherford

Title: President & CEO

Date: _____

503 N. Maple St.
Effingham, IL 62401

Printed Name: _____

Title: _____

Date: _____

Address: _____

Agenda Item #10

Bid Committee Report

None

Agenda Item #11

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

**TREASURER'S REPORT
August 31, 2017**

FUND	BALANCE
Educational	\$6,179,366.57
Operations & Maintenance	\$871,233.32
Operations & Maintenance (Restricted)	\$161,567.23
Bond & Interest	\$1,355,850.59
Auxiliary	(\$146,230.75)
Restricted Purposes	\$153,870.45
Working Cash	\$203,879.00
Trust & Agency	\$462,704.47
Audit	\$4,918.44
Liability, Protection & Settlement	\$259,752.86
TOTAL ALL FUNDS	\$9,506,912.18

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
August 31, 2017

	ALL FUNDS <hr style="border: 1px solid black;"/> Fiscal Year 2018 <hr style="border: 1px solid black;"/>
ASSETS:	
CASH	9,506,912
IMPREST FUND	21,300
CHECK CLEARING	12,500
INVESTMENTS	18,590,000
RECEIVABLES	5,629,681
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	507,898
OTHER ASSETS	456,087
FIXED ASSETS (NET OF DEPR)	17,349,514
TOTAL ASSETS AND OTHER DEBITS:	52,073,892
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	210,198
ACCOUNTS PAYABLE	22,723
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	107,348
L-T DEBT GROUP (FUND 9)	9,391,550
OTHER LIABILITIES	-
TOTAL LIABILITIES:	9,731,819
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	25,874,226
PR YR BDGTED CHANGE TO FUND BALANCE	(42,138)
 FUND BALANCES:	
FUND BALANCE	4,864,337
RESERVE FOR ENCUMBRANCES	11,645,648
TOTAL EQUITY AND OTHER CREDITS	42,342,073
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 52,073,892

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF August 31, 2017

ALL FUNDS

FY 2018
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	2,216,583
STATE GOVT SOURCES	1,431,884
STUDENT TUITION & FEES	5,847,791
SALES & SERVICE FEES	1,066,459
FACILITIES REVENUE	1,785
INVESTMENT REVENUE	5,978
OTHER REVENUES	44,173
TOTAL REVENUES:	10,614,653

EXPENDITURES:

INSTRUCTION	953,198
ACADEMIC SUPPORT	90,134
STUDENT SERVICES	212,725
PUBLIC SERV/CONT ED	0
OPER & MAINT PLANT	426,467
INSTITUTIONAL SUPPORT	1,240,205
SCH/STUDENT GRNT/WAIVERS	1,405,698
AUXILIARY SERVICES	1,178,475
TOTAL EXPENDITURES:	5,506,902

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	5,107,751
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**Illinois Eastern Community Colleges
Operating Fund Analysis
CASH BASIS**

July 1, 2017 -- August 31, 2017

	Education Fund	O & M Fund	Total Operating Funds
REVENUES:			
Local Government Sources	896,326	384,140	1,280,466
State Government Sources - Current Year	1,431,884	-	1,431,884
State Government Sources - Prior Year	3,227,904	-	3,227,904
Net Tuition and Fees	368,389	685,230	1,053,619
Sales & Service Fees	11,142	60	11,202
Facilities Revenue	-	1,485	1,485
Investment Revenue	6,080	1,307	7,387
Other Revenues	4,697	-	4,697
TOTAL REVENUES:	<u>5,946,422</u>	<u>1,072,222</u>	<u>7,018,644</u>
 EXPENDITURES:			
Salaries	1,385,238	108,465	1,493,703
Employee Benefits	317,342	25,626	342,968
Contractual Services	54,143	72,496	126,639
Materials	239,317	30,864	270,181
Travel & Staff Development	6,334	329	6,663
Fixed Charges	95,651	2,804	98,455
Utilities	10,970	172,336	183,306
Capital Outlay	7,998	2,998	10,996
Other	14,577	-	14,577
TOTAL EXPENDITURES:	<u>2,131,570</u>	<u>415,918</u>	<u>2,547,488</u>
 TRANSFERS :			
Interfund Transfers	(1,425,107)	-	(1,425,107)
TOTAL TRANSFERS:	<u>(1,425,107)</u>	<u>-</u>	<u>(1,425,107)</u>
 NET INCREASE / (DECREASE)	 <u><u>2,389,745</u></u>	 <u><u>656,304</u></u>	 <u><u>3,046,049</u></u>

**OPERATING FUNDS
COMPARISON REPORT FY16-18**

College	Category	FISCAL YEAR 2016			FISCAL YEAR 2017			FISCAL YEAR 2018			% of Year
		Anticipated Budget	Spent Thru August	% of Bdgt	Anticipated Budget	Spent Thru August	% of Bdgt	Anticipated Budget	Spent Thru August	% of Bdgt	
Frontier	Bills		\$ 250,110		\$ 294,537		\$ 326,232				
	Payroll		238,812		228,461		218,145				
	Totals	\$ 4,230,407	488,922	12%	\$ 4,089,274	522,998	13%	\$ 4,188,484	544,377	13%	17%
Lincoln Trail	Bills		467,517		502,243		558,874				
	Payroll		228,190		201,881		218,875				
	Totals	\$ 4,505,520	695,707	15%	\$ 4,198,705	704,124	17%	\$ 4,300,570	777,749	18%	17%
Olney Central	Bills		579,614		500,280		524,251				
	Payroll		424,578		391,202		392,995				
	Totals	\$ 7,696,886	1,004,192	13%	\$ 7,158,163	891,482	12%	\$ 7,331,827	917,246	13%	17%
Wabash Valley	Bills		763,385		622,562		635,553				
	Payroll		327,403		291,818		276,396				
	Totals	\$ 6,176,922	1,090,788	18%	\$ 6,124,837	914,380	15%	\$ 6,273,432	911,949	15%	17%
Workforce Educ.	Bills		60,910		519,701		35,583				
	Payroll		165,921		148,290		139,348				
	Totals	\$ 5,467,706	226,831	4%	\$ 5,106,047	667,991	13%	\$ 5,229,925	174,931	3%	17%
District Office	Bills		39,630		27,044		43,586				
	Payroll		152,395		150,921		142,182				
	Totals	\$ 1,351,446	192,025	14%	\$ 1,349,414	177,965	13%	\$ 1,382,152	185,768	13%	17%
District Wide	Bills		330,351		251,591		335,403				
	Payroll		136,364		106,650		105,762				
	Totals	\$ 2,771,726	466,715	17%	\$ 2,339,438	358,241	15%	\$ 2,644,135	441,165	17%	17%
GRAND TOTALS		\$32,200,613	\$ 4,165,180	13%	\$30,365,878	\$ 4,237,181	14%	\$31,350,524	\$3,953,185	13%	17%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
August 31, 2017

	FY 2018		FY 2017		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	1,493,703	37.78%	1,519,223	35.77%	(25,520)
Employee Benefits	342,968	8.68%	282,651	6.66%	60,317
Contractual Services	126,639	3.20%	181,106	4.26%	(54,467)
Materials	270,181	6.83%	109,562	2.58%	160,619
Travel & Staff Development	6,663	0.17%	12,448	0.29%	(5,785)
Fixed Charges	98,455	2.49%	86,029	2.03%	12,426
Utilities	183,306	4.64%	157,447	3.71%	25,859
Capital Outlay	10,996	0.28%	-	0.00%	10,996
Other	1,420,274	35.93%	1,898,715	44.71%	(478,441)
	<u>3,953,185</u>	<u>100.00%</u>	<u>4,247,181</u>	<u>100.00%</u>	<u>(293,996)</u>

Agenda Item #12

Chief Executive Officer's Report

Agenda Item #13

Executive Session

Agenda Item #14

Approval of Executive Session Minutes

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

Agenda Item #15

Approval of Personnel Report

Agenda Item #16

Collective Bargaining

**Memorandum of Agreement with IECEA Union Regarding Faculty
Innovation in Teaching Grants**

Agenda Item #17

Litigation

Agenda Item #18

Other Items

Agenda Item #19

Adjournment

**Locally Funded, CDB, & PHS Projects
Projects Schedule**

	Funding Source	Estimated Budget								
Student Center - WVC	CDB	\$4,029,400	████████							
Temp Building Replacement - LTC	CDB	\$1,495,500	████████							
Center for Technology - LTC	CDB	\$7,569,800	████████							
GRAND TOTAL		\$13,094,700	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

8/31/2017