

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

August 17, 2004



Location:

**Olney Central College
305 North West Street
Olney, Illinois 62450**

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

**Illinois Eastern Community Colleges
Board Agenda**

**August 17, 2004
7:00 p.m.
Olney Central College**

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
 - A. Operating Cash Reserve
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. FY 05 Certification of ChargebackBrowning
 - B. FY 05 Tentative BudgetBrowning
 - C. Articulation Agreements with Eastern Illinois University Cantwell
 - D. ICCB/IBHE FY 04 Performance Report.....Pampe
 - E. Nontraditional Scholarship ProgramPampe
9. Bid Committee Report.....Browning
IECC
 1. Janitorial Equipment & Supplies
10. District Finance
 - A. Financial ReportBrowning
 - B. Approval of Financial ObligationsBrowning
11. Chief Executive Officer's Report Bruce

12. Executive Session	Bruce
13. Approval of Executive Session Minutes	
A. Written Executive Session Minutes	Bruce
B. Audio Executive Session Minutes.....	Bruce
14. Approval of Personnel Report	Bruce
15. Collective Bargaining	Bruce
16. Litigation	Bruce
17. Acquisition and Disposition of Property.....	Bruce
18. Other Items	
19. Adjournment	

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, July 20, 2004.

AGENDA #1 – “Call to Order & Roll Call” – Mr. James W. Lane, Jr., Chairman, who chaired the meeting, called the meeting to order at 7:00 p.m. and directed the Board Secretary, Mr. Harry Hillis, Jr., to call the roll.

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

Mrs. Brenda K. Culver, Dr. George Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Dr. Larry Rost, Miss Marilyn J. Wolfe. Also present was Miss Andrea Pennington, student trustee. Trustees absent: Mr. Kevin C. Williams. 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:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Dr. Harry Benson, President of Wabash Valley College.
Dr. Jack Davis, President of Olney Central College.
Dr. Michael Dreith, President of Frontier Community College.
Dr. Carl Heilman, President of Lincoln Trail College.
Mr. Roger Browning, Chief Finance Officer.
Mrs. Tara Buerster, Director of Human Resources.
Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.
Mr. Alex Cline, Director of Information & Communications Technology.
Ms. Kathleen Pampe, Associate Dean, Career Education & Economic Development.
Ms. Pamela Schwartz, Associate Dean of Institutional Development.
Mr. George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office
DOC – Department of Corrections
FCC – Frontier Community College
HLC – Higher Learning Commission
ICCB – Illinois Community College Board
ICCTA – Illinois Community College Trustees Association
IECC – Illinois Eastern Community Colleges
LCC – Lawrence Correctional Center
LTC – Lincoln Trail College
OCC – Olney Central College
PHS – Protection, Health & Safety
RCC – Robinson Correctional Center
WED – Workforce Education

WVC – Wabash Valley College

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the Regular Meeting, Tuesday, June 15, 2004, were presented for disposition.

Board Action: Mrs. Culver made a motion to approve the minutes of the foregoing meeting as prepared. Miss Pennington seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

#3-A. Visitors & Guests: Visitors & guests present were recognized.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Presidents: Dr. Benson, Dr. Davis, Dr. Dreith, Dr. Heilman presented informational reports from their colleges.

#5-C. Report from Cabinet: Ms. Pampe presented an informational review of the Career and Technical Education Faculty Workshop, held June 24, 2004 at Wabash Valley College. Mr. Woods presented an informational report on Coal Mining Technology/Telecom.

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

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

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

#8-A. 2003-2004 Accountability and Program Review Report: Ms. Pampe reviewed IECC’s Accountability and Program Review Report for the 2003-2004 academic year. The report contains summaries of instructional program reviews and program improvements, reviews of occupational programs, evaluation of instructional, student and academic support services, public service, administrative functions, and overall academic productivity relative to program quality, need and cost. The report, which will be submitted to the Illinois Community College Board, helps the district focus on its mission and priorities. The CEO recommended approval.

Board Action: Dr. Fischer made a motion to approve the 2003-2004 Accountability and Program Review Report as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Nursing Student Handbook: President Jack Davis and the Director of Allied Health, Donna Henry, have reviewed the current IECC Nursing Student Handbook and have asked for certain changes and additions to be made to the handbook. Dr. Davis reviewed the changes. The changes involve: removal of the criteria for math testing; addition of the criteria for drug dosage calculation testing to replace the math testing; new criteria for medication administration competency; and clarification of the dress code dealing with artificial nails, ear studs, and tattoos. The CEO recommended approval of the changes and additions as presented.

Board Action: Dr. Rost made a motion to approve the changes and additions to the IECC Nursing Student Handbook as recommended. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

#8-C. Strengths, Concerns and Recommendations: Actions relating to the 2005 visit of the Higher Learning Commission of the North Central Association were reviewed by Dr. Davis and Ms. Schwartz. The HLC visit is scheduled for April 18-20, 2005. In preparation, the IECC staff and faculty have prepared a self-study, which provides a complete review of the current status of affairs in the district. The district’s HLC steering committee has reviewed the self-study and has extracted strengths, concerns and recommendations. In identifying tasks that IECC does well and those over which there is some concern, the committee has made recommendations for changes that should be considered. The CEO recommended that the Board of Trustees accept the report of strengths and concerns and approve the recommendations as a part of the district’s on-going preparation for the HLC visit.

Board Action: Mr. Koertge made a motion to accept the report of strengths and concerns and approve the recommendations of the HLC steering committee as recommended. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

#8-D. IECC Marketing and Information Plan: Ms. Schwartz reviewed the District-Wide Marketing/Information Plan for 2004-2006. The document was compiled by the Director of Information and Marketing, Recruiting, and Office of Institutional Development. The plan has broad goals for reaching residents of the district and beyond with information regarding educational and cultural activities that are available and to improve and increase communications within the district. The CEO recommended approval.

Board Action: Dr. Fischer made a motion to approve the 2004-2006 IECC Marketing and Information Plan as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. 2005-2007 Calendars: Ms. Schwartz reviewed the academic calendars covering the period from Fall Semester 2005 through Summer Semester 2007, inclusive. The CEO recommended approval.

Board Action: Dr. Fischer made a motion to adopt the Academic Calendars for 2005-2007 as recommended. Miss Pennington seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

#8-F. Cooperative Agreement with SIC: The CEO recommended approval of An Interdistrict Agreement for Education Cooperation Between IECC, District #529 and Southeastern Illinois College, District #533, providing for IECC to offer training in Coal Mining Technology to the Southeastern Illinois College District.

Board Action: Mr. Koertge made a motion to adopt the Cooperative Agreement with Southeastern Illinois College in Harrisburg as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. Establishment of Coal Mining Internship and Training Program: The CEO recommended approval for the IECC District to submit an application to establish a coal mining internship and training program. This program will be a cooperative effort of IECC, the Illinois Department of Natural Resources (IDNR), the United Mine Workers of America (UMWA), the Illinois Coal Association, the Federal Mine Safety and Health Administration (MSHA), and several coal companies. It is hoped that the internship and training program will result in 30 safe and well trained employees for the Illinois mining industry in the first phase, and in phase two 40 existing miners will be provided enhanced skills which will allow them to retain their jobs. Although this is a pilot program, it is the goal of IECC to support and expand the manpower needs of the mining industry.

Board Action: Miss Wolfe made a motion to approve submission of an application to establish a Coal Mining Internship and Training Program as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H. International Student Tuition and Fees Academic Year 04-05 and Academic Year 05-06: The CEO recommended approval of student tuition and fees for the International Student Program for the next two years.

Admission Charge: \$35 one time charge.

Transportation Fee: \$75 per semester charge.

2nd Year: \$150 per semester hour for 04-05; \$175 per semester hour for 05-06.

Effective International Tuition Rate: \$233.18 per semester hour for 04-05; \$243.26 per semester hour for 05-06.

Board Action: Dr. Rost made a motion to approve the International Student Tuition and Fees for academic years 04-05 and 05-06 as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-I. Blue Cross Blue Shield Renewal: The CEO recommended approval to renew the contract with Blue Cross Blue Shield of Illinois for medical and dental insurance coverage for district employees, with a 15% increase, effective August 30, 2004.

Board Action: Dr. Fischer made a motion to renew the Blue Cross Blue Shield contract as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” –

#9-A. IECC – Computers: Mr. Browning presented the following recommendation of the Bid Committee for purchase of computers:

Charley, Inc., Robinson, IL, 215 Desktop Computers, total cost of \$156,580.

Gateway Computers, N. Sioux City, SD, 17 Notebook Computers & 4 Tablets, total cost of \$33,881.

KOI Computers, Lombard, IL, 36 Flat Panel Monitors, total cost of \$12,268.

Source of Funds and Departments: Various District Wide.

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

Board Action: Mr. Koertge made a motion to accept the foregoing recommendation of the Bid Committee for purchase of computers as outlined. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-B. IECC – Projectors: Mr. Browning presented the recommendation of the Bid Committee for purchase of 12 projectors from CIM-Audio Visual, Evansville, IN, for a total cost of \$33,294.70. Source of Funds: Technology Plan, Technology Plan-Discretionary and Workforce Education. Departments: FCC, LTC, OCC, WVC, WED.

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

Board Action: Dr. Rost made a motion to accept the foregoing recommendation of the Bid Committee for purchase of projectors as outlined. Miss Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-C. IECC – Software Licenses: Mr. Browning presented the recommendation of the Bid Committee for purchase of 1,000 Microsoft Office Pro Software Licenses from Softmart, Downingtown, PA, for a total of \$43,290. Source of Funds: Technology Plan. Department: District Wide.

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

Board Action: Miss Wolfe made a motion to accept the foregoing recommendation of the Bid Committee for purchase of software licenses as outlined. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-D. IECC – Long Distance Telephone Service Provider: Mr. Browning presented the recommendation of the Bid Committee for acceptance of the bid from Verizon, Westfield, IN, for long distance telephone service for a two year contract for an approximate cost of \$31,370. Source of Funds: Education Fund. Department: District Wide.

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

Board Action: Dr. Fischer made a motion to accept the foregoing recommendation of the Bid Committee for long distance telephone service provider as outlined. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-E. FCC – New Parking Lot: Mr. Browning presented the recommendation of the Bid Committee and also the recommendation of Marion Poggas of Image Architects, for acceptance of the bid from Lipps Construction, Mt. Vernon, IL, for construction of a new parking lot at Frontier Community College for a total cost of \$128,900. Work includes but is not limited to, excavation and grading, concrete parking lot and drives, adjacent sidewalks, and miscellaneous related work. Source of Funds: PHS Bond Funds.

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

Board Action: Miss Wolfe made a motion to accept the foregoing recommendation of the Bid Committee for a new parking lot at FCC as outlined. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$895,491.06, as of June 30, 2004.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for July 2004, totaling \$1,283,083.18, were presented for approval.

Board Approval for Payment of Financial Obligations: Miss Wolfe made a motion to approve payment of the district financial obligations for July 2004, in the amounts listed, and payments from the revolving fund for June 2004. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer's Report” – Mr. Bruce presented informational reports relative to the following topics:

1. Comments from ICCB.
2. Perkins Funds.
3. Equalization Committee.
4. One-Stop Audit.
5. Corrections Staff Appreciation.
6. Department of Corrections Employee of the Year – Beverly Hemrich.
7. Enrollment Report – District Up 9%.

AGENDA #12 – “Executive Session” – None.

AGENDA #13 – “Approval of Executive Session Minutes” – The following actions were taken relative to closed meeting minutes.

#13-A. Written Executive Session Minutes: The CEO recommended that written minutes of a closed meeting held during the regular meeting, Tuesday, June 15, 2004 be approved and opened to the public record.

Board Action: Mrs. Culver made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, June 15, 2004, and to open these minutes to the public record. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

#13-B. Audio Executive Session Minutes: The CEO recommended that the audio recording of the executive session of Tuesday, June 15, 2004 be approved and that the Board Secretary make provisions for its safe keeping, that it be made available only upon the proper order of a court and a finding by a judge that such audio recording should be released. This audio

recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question.

Board Action: Dr. Fischer made a motion to approve the audio recording of the executive session of Tuesday, June 15, 2004 as recommended. Dr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

400.1. Employment of Personnel

- A. Faculty
 - 1. Gary Wise, Manufacturing Technology Instructor.
- B. Professional/Non-Faculty
 - 1. Brian Haskins, Director of Learning Skills Center, LTC.
 - 2. Toby Madison, Men’s Basketball Coach, WVC.
 - 3. Everick Sullivan, Men’s Basketball Coach, LTC.
- C. Classified
 - 1. Tayna Smith, Academic Support Specialist, DO.

400.2. Resignations

- A. Faculty
 - 1. Mary Roark, Computer Tech Instructor, LCC, effective June 30, 2004.
- B. Professional/Non-Faculty
 - 1. Richard Arp, Men’s Basketball Coach, LTC, effective September 13, 2004.

400.3. Amended Resignation

- A. Professional/Non-Faculty
 - 1. Mark Nelson, Men’s Basketball Coach, WVC, change from effective date June 30, 2004 to August 26, 2004.

Board Action to Approve Personnel Report: Dr. Fischer made a motion to approve the foregoing Personnel Report as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – Next meeting in the collective bargaining process is scheduled for Tuesday, August 10, 2004.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” – Dr. Fischer made a motion to adjourn. Miss Pennington seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:50 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Agenda Item #4

Public Comment

Agenda Item #5

Reports

- A. Trustees**
 - B. Presidents**
 - C. Cabinet**
- Coal Mining Technology/Telecom**

Agenda Item #6

Agenda Item #6

Policy First Reading (and Possible Approval)

A. Operating Cash Reserve

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 17, 2004
RE: Operating Cash Reserve

For some time, there has been discussion at the Board level about the need to develop a policy on District Operating Cash Reserves.

Roger Browning and I have discussed this issue and with our auditors, and asked them to review our current policy and give us guidance on establishment of an operating cash policy.

Several issues need to be considered to properly set a policy relative to an operating cash reserve.

First, the District has to establish an amount that will ensure that it has the financial resources and ability to continue to provide services without any interruption of any major educational program or the requirement of any substantial lay-offs of faculty and staff due to an inadequate operating cash reserve.

Second, because a major source of funding is the State of Illinois, the District must be aware of and alert to the changing financial situation of the State of Illinois itself. In recent years, the State has had a severely reduced revenue stream, and consequently, the Illinois Community College Board has been late in making scheduled payments to the District. Any policy on cash reserves should consider the State's ability to continue to fund the Illinois Community College system, and then pay these obligations to the District on a timely basis.

Third, the District has certain financial responsibilities relative to our Student Financial Assistance Program that the District operates under the guidelines of the Federal Department of Education. Currently, the District advances the funds under this financial assistance program, and then the Department of Education reimburses the District after the mid-term of any semester. Given the large number of students who receive federal financial assistance, any operating reserve should include sufficient funds to meet the District's requirements for financial assistance to students.

Fourth, the District receives a substantial amount of money from the collection of property taxes from the twelve counties within the District. The date of submission of tax bills to county taxpayers varies greatly from county to county. Consequently, taxpayers make tax payments on various dates. Therefore, the District's date of receipt of taxes collected varies widely from year to year. A policy on operating cash reserves should anticipate this variation from year to year on the collection of property tax and its subsequent transmission to the District.

Fifth, the District policy should consider the policies that exist with other educational institutions. In reviewing eleven community colleges, our auditors indicated that the months of operating cash reserve for these colleges range from a negative two months to a positive nine months.

Sixth, District policy should consider a reserve ratio similar to that used by the Department of Education as part of its financial responsibility determination. This reserve ratio would be defined as the end of year Operating Funds balance (Education Fund and Operations & Maintenance Fund), divided by the average per month expenditures and transfers as shown on the audited Uniform Financial Statement No. 1. Utilizing such calculation, based on Fiscal Year 03 data, the District had only a 2.8 months operating cash reserve.

Considering all six factors identified, I believe that a four months operating cash reserve would be appropriate. Obviously, this policy is a goal for the District and situations may arise that would require the District to use such funds set aside as a cash operating reserve. This would only be done with full disclosure to, and approval of, the Board of Trustees.

This reserve ratio would be calculated each October and presented to the Board for their approval. Such calculation would be based upon the District's independent audit submitted to the Illinois Community College by October 15th of each year.

I ask the Board's approval of the Policy 300.20 – Operating Cash Reserve.

TLB/rs

Attachment

BUSINESS PROCEDURES - 300

Operating Cash Reserve (300.20)

The District shall maintain an Operating Cash Reserve sufficient to meet its financial obligations for four months.

An Operating Cash Reserve shall be defined as the end of year Operating Funds balance (Education Fund and Operations and Maintenance Fund) divided by the average per month expenditures and transfers as shown on the audited Uniform Financial Statement No. 1 as presented by the Chief Finance Officer.

The Operating Cash Reserve would be calculated each October based upon the District's independently audited Comprehensive Annual Financial Report (CAFR) for the most recent fiscal year then ended. This CAFR is submitted by Illinois Eastern Community Colleges to the Illinois Community College Board on or before October 15th of each year.

The Operating Cash Reserve amount will be submitted to the Board in October for its approval.

The establishment of a four month Operating Cash Reserve is a financial goal of the District, but situations may arise that would require the District to transfer funds set aside as an Operating Cash Reserve. Such transfers would only be done with full disclosure to, and approval of, the Board of Trustees.

Agenda Item #7

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

FY 05 Certification of Chargeback

MEMORANDUM

TO: Terry Bruce
FROM: Roger Browning
DATE: August 17, 2004
RE: FY 05 Certification of Chargeback

The Illinois Community College Board Certification of Chargeback form for FY 05 is attached. The out-of-district cost per semester hour is \$193.49. The chargeback reimbursement per semester credit hour figure is \$103.05. The cost per semester credit hour is \$239.34.

I recommend that the ICCB Certification of Chargeback be approved by the Board of Trustees as presented.

Thank you.

RB/cr

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

**CERTIFICATION OF CHARGEBACK REIMBURSEMENT
FOR FISCAL YEAR 2005**

ALL FISCAL YEAR 2004 NONCAPITAL AUDITED OPERATING EXPENDITURES
FROM THE FOLLOWING FUNDS:

1. Education Fund:	\$ 21,873,026	
2. Operations and Maintenance Fund:	2,249,817	
3. Public Building Commission Operation and Maintenance Fund:	-	
4. Bond and Interest Fund:	1,426,593	
5. Public Building Commission Rental Fund:	-	
6. Restricted Purposes Fund:	7,984,176	
7. Audit Fund:	28,152	
8. Liability, Protection, and Settlement Fund:	669,243	
9. Auxiliary Enterprises Fund (Subsidy Only):	834,262	
10. TOTAL NONCAPITAL EXPENDITURES		\$ 35,065,269
11. Depreciation on capital outlay expenditures (equipment, buildings, and fixed equipment) paid from sources other than state and federal funds	2,287,088	
12. TOTAL COSTS INCLUDED		37,352,357
13. Total certified semester credit hours for FY 2004	156,064.5	
14. PER CAPITA COST		239.34
15. All FY 2004 state and federal operating grants for noncapital expenditures, except for ICCB grants	7,155,851	
16. FY 2004 state and federal grants per semester credit hour (line 15 divided by line 13)		45.85
17. District's average ICCB grant rate (excluding equalization grants) for FY 2005		42.44
18. District's student tuition and fee rate per semester credit hour for FY 2005		<u>48.00</u>
19. Chargeback reimbursement per semester credit hour (line 14 minus lines 16, 17 and 18)		<u>\$ 103.05</u>

Approved: _____
Chief Fiscal Officer

Date: _____

Approved: _____
Chief Executive Officer

Date: _____

Agenda Item #8B

FY 05 Tentative Budget

MEMORANDUM

TO: Terry L. Bruce
FROM: Roger Browning
DATE: August 17, 2004
RE: FY 05 Tentative Budget

A tentative fiscal year 2005 budget was sent to the Board of Trustees under separate cover. The tentative budget projects operating revenues of \$24,423,813 for the Education and the Operations and Maintenance funds. This represents an increase in revenues of \$650,721 over fiscal year 2004 budgeted revenues.

The tentative budget document represents the current and best judgment of the district administration relative to anticipated revenues for fiscal year 2005. It is based on information available to date. I recommend that the Board of Trustees accept the tentative budget as presented. As required by law, we will hold a Budget Hearing on September 21, 2004 and subsequently a final budget will be presented to the Board for approval.

RB/cr

Agenda Item #8C

Articulation Agreements with Eastern Illinois University

MEMORANDUM

TO: Terry L. Bruce
FROM: Chris Cantwell
DATE: August 17, 2004
SUBJECT: Articulation Agreements with Eastern Illinois University

The following Articulation Agreements have been made between Illinois Eastern Community Colleges and Eastern Illinois University:

- 2+2 Program Articulation Agreement for B.A. in Psychology
- 2+2 Program Articulation Agreement for B.S. in Communication Disorders and Sciences
- 2+2 Program Articulation Agreement for B.S. in Biological Sciences

I recommend approval of the attached agreements.

Articulation Agreement
Between
Eastern Illinois University
And

Illinois Eastern Community Colleges

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

The two institutions agree to the following:

1. Any student who has completed a transferable associate in arts, associate in science or associate in science and arts degree at IECC consistent with the Illinois Articulation Initiative (with the required 2.00 GPA) and submits required application and supporting documentation will automatically be admitted to EIU at the junior level and will be deemed to have met EIU's lower division general education requirement.
2. Acceptance into a specific EIU program is based on the individual transferring student meeting the conditions and considerations listed for that program. Specifically, students completing the **Social Services Specialist AAS** at IECC will be admitted to the baccalaureate **Psychology B.A.** at EIU.
3. The courses listed in the attached prescribed IECC Social Services Specialist AAS check sheet have been reviewed and accepted for transfer to EIU.
4. Relationships between IECC and EIU faculty and administration are in the spirit of cooperation and provide the basis for this agreement
5. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement.
6. This agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate in which case appropriate prior notice will be given to the operative academic personnel at the cooperating institution.
7. Appropriate publications and promotional materials regarding this agreement will be made available to all IECC students.
8. Either EIU or IECC may dissolve this agreement by giving one years' advance notice to the cooperating institution's president or academic vice president.
9. This agreement is effective with the 2004-2005 academic year and is subject to renewal biannually.

Eastern Illinois University

Illinois Eastern Community Colleges

Louis V. Hencken, President

Date

Terry L. Bruce, CEO

Date

**Blair M. Lord, Provost and
Vice President for Academic Affairs**

Date

Articulation Agreement
Between
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And

Illinois Eastern Community Colleges

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The two institutions agree to the following:

10. Any student who has completed a transferable associate in arts, associate in science or associate in science and arts degree at IECC consistent with the Illinois Articulation Initiative (with the required 2.00 GPA) and submits required application and supporting documentation will automatically be admitted to EIU at the junior level and will be deemed to have met EIU's lower division general education requirement.
11. Acceptance into a specific EIU program is based on the individual transferring student meeting the conditions and considerations listed for that program. Specifically, students completing the **Psychology Associates of Science and Arts** at IECC will be admitted to the baccalaureate **Communication Disorders and Sciences Bachelors of Science** at EIU.
12. The courses listed in the attached prescribed **IECC Psychology Associates of Science and Arts** check sheet(s) have been reviewed and accepted for transfer to EIU.
13. Relationships between IECC and EIU faculty and administration are in the spirit of cooperation and provide the basis for this agreement
14. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement.
15. This agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate in which case appropriate prior notice will be given to the operative academic personnel at the cooperating institution.
16. Appropriate publications and promotional materials regarding this agreement will be made available to all IECC students.
17. Either EIU or IECC may dissolve this agreement by giving one years' advance notice to the cooperating institution's president or academic vice president.
18. This agreement is effective with the 2004-2005 academic year and is subject to renewal biannually.

Eastern Illinois University

Illinois Eastern Community Colleges

Louis V. Hencken, President

Date

Terry L. Bruce, CEO

Date

**Blair M. Lord, Provost and
Vice President for Academic**

Date

Articulation Agreement
Between
Eastern Illinois University
And

Illinois Eastern Community Colleges

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

The two institutions agree to the following:

19. Any student who has completed a transferable associate in arts, associate in science or associate in science and arts degree at IECC consistent with the Illinois Articulation Initiative (with the required 2.00 GPA) and submits required application and supporting documentation will automatically be admitted to EIU at the junior level and will be deemed to have met EIU's lower division general education requirement.
20. Acceptance into a specific EIU program is based on the individual transferring student meeting the conditions and considerations listed for that program. Specifically, students completing the **Biological Science ASA** at IECC will be admitted to the baccalaureate **Biological Science BS** at EIU.
21. The courses listed in the attached prescribed IECC Biological Sciences ASA transfer guide has been reviewed and accepted for transfer to EIU.
22. Relationships between IECC and EIU faculty and administration are in the spirit of cooperation and provide the basis for this agreement
23. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement.
24. This agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate in which case appropriate prior notice will be given to the operative academic personnel at the cooperating institution.
25. Appropriate publications and promotional materials regarding this agreement will be made available to all IECC students.
26. Either EIU or IECC may dissolve this agreement by giving one years' advance notice to the cooperating institution's president or academic vice president.
27. This agreement is effective with the 2004-2005 academic year and is subject to renewal biannually.

EASTERN ILLINOIS UNIVERSITY

Louis V. Hencken, President

Date

**Blair M. Lord, Provost and
Vice President for Academic Affairs**

Date

ILLINOIS EASTERN COMMUNITY COLLEGES

Terry L. Bruce, CEO

Date

Agenda Item #8D

**ICCB/IBHE FY 04
Performance Report**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 17, 2004
RE: ICCB/IBHE FY 04 Performance Report

The Performance Report is a document that is compiled and completed by all higher education institutions in the State of Illinois to determine higher education's progress, activities, and support of the Illinois Board of Higher Education's *Illinois Commitment: Partnerships, Opportunities, and Excellence* and the six goals within the *Commitment*. For the FY04 Report, there was a primary focus on Goal 1 (Economic Development); Goal 3 (Affordability); and Goal 6 (Productivity and Accountability)."

The Illinois Community College Board and Illinois Board of Higher Education Fiscal Year 2004 Performance Report is being mailed to you by USPS because of its length.

I recommend acceptance of this report.

TLB/rs

Agenda Item #8E

Nontraditional Scholarship Program

Agenda Item #8E

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 17, 2004
RE: Nontraditional Scholarship Program

The Nontraditional Scholarship Program is a grant agreement between the Illinois Community College Board and Illinois Eastern Community Colleges. This grant is to serve nontraditional students such as a male student in the Nursing Program or a female student in an Auto Body Program. The total scholarship grant is for \$25,000 to be divided among the four colleges (\$6,250 each) to serve a minimum of two students per college.

I ask for acceptance of this grant agreement.

TLB/rs

Agenda Item #9

Bid Committee Report

BID COMMITTEE REPORT

AUGUST 17, 2004

Illinois Eastern Community Colleges

1. Janitorial Equipment & Supplies

TO: Board of Trustees
 FROM: Bid Committee
 SUBJECT: Bid Recommendation – Janitorial Equipment & Supplies
 DATE: August 17, 2004

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

The Bid Committee recommends acceptance of the following low bids to meet specs:
 (See Bid Tabulation Sheet attached)

JANITORIAL EQUIPMENT:

<u>Item #</u>	<u>Qty</u>	<u>Description</u>	<u>Bid Amount</u>
		Royal Wholesale Mt Vernon, IL	
2	1	20" Roto	\$1,086.94
3	1	Wet/Dry Vacuum	856.83
			\$1,943.77
		HP Products Indianapolis, IN	
4	1	20" Automatic Floor Machine	\$4,777.88

JANITORIAL EQUIPMENT TOTAL: \$6,721.65

JANITORIAL SUPPLIES:

<u>Item #</u>	<u>Qty</u>	<u>Description</u>	<u>Bid Amount</u>
		All-Type Vacuum & Janitorial St Louis, MO	
6	1	Green Scrub Pads/Doodle Bug	\$3.45
20	48	Brush for Windsor Versamatic VSE	239.52
			\$242.97
		American Sanitary Supply Evansville, IN	
13	4	Reusable Rubber Gloves	\$6.24
32	2	Weiler 24" Broom	13.76
			\$20.00
		Chemical Maintenance Champaign, IL	
40	1	Tandem Brute Dolly	\$47.80

JANITORIAL SUPPLIES, cont'd:

<u>Item #</u>	<u>Qty</u>	<u>Description</u>	<u>Bid Amount</u>
Hesco, Inc Niles, IL			
7	2	Brown Scrub Pads/Doodle Bug	\$10.88
30	10	Putty Knife/Stiff	13.90
36	12	32 oz Measuring Cups	39.48
			\$64.26
HP Products Indianapolis, IN			
14	72	Brown Jersey Knit Gloves	\$22.32
15	2	Medium Disposable Powder Free Gloves	95.60
16	2	Large Disposable Powder Free Gloves	95.60
17	12	Wastebasket, Rubbermaid, 28 1/8 quart	185.76
19	12	Lambs Wool Duster	48.36
22	28	Bag Filters for Windsor Versamatic VSP	326.76
23	4	Motor Pulley for Windsor Versamatic VSE	31.44
26	1	Hose for Windsor Versamatic Plus	34.41
29	2	Switch for Windsor Versamatic VSE	29.58
33	4	Lev-R-Matic Dispenser	62.40
44	12	Grout Brush	11.76
47	1	Fresh Products Super Sorb	24.84
48	1	Brute Container with Lid, 32 Gallon	17.37
49	4	Brute Container without Lid, 44 Gallon	104.76
52	1	Rigid Liner	17.38
53	2	Hose for Windsor #1516	39.88
54	4	Dispenser for Sani Tuff Industrial Hand Care System	37.52
			\$1,185.74
Industrial Soap St. Louis, MO			
1	36	5 x 24" Dust Mop Head	\$204.84
2	6	Bowl Mop	2.40
3	24	Damp Mop Head	118.80
5	2	13" Green Light Scrubbing Pads	12.32
8	3	19" Green Light Scrubbing Pads	34.92
9	8	Black Stripping Pads	93.12
10	4	20" Blue Cleaner Pads	49.68
11	3	13" Black Stripping Pads	18.48
12	4	13" Blue Cleaner Pads	24.64
18	12	Wastebasket, Rubbermaid, 40 quart	307.80
21	3	Hospital Filter for Windsor Versamatic VSP	50.07
24	12	Cord Grommet for Windsor Versamatic Plus	14.40
25	2	Extension Tube for Windsor Versamatic Plus	53.94
28	2	Hospital Filter for Windsor Versamatic	30.72
34	4	Time Mist-Ultra Air Freshener Refills	103.80
35	1	Medium Duty Scrubbing Sponge	20.40

JANITORIAL SUPPLIES, cont'd:

<u>Item #</u>	<u>Qty</u>	<u>Description</u>	<u>Bid Amount</u>
Industrial Soap Cont'd			
St. Louis, MO			
37	420	Cotton Washcloths	109.20
38	36	Cloth Cotton Towels	25.56
39	18	Time Mist Ozium 3000	824.40
41	2	Sanitary Napkin Receptacle	40.90
45	10	Utility Brush	21.20
46	3	3M Terra Nomad Mats	364.62
50	4	Brute Dolly for 44 Gallon Brute Container	60.88
55	3	Doodle Bug	12.09
56	3	Handle, Rubbermaid, for above Equipment	7.80
58	1	Silicon Carbride Brush	70.11
59	1	Nylon Brush Medium for Automatic Carbride Scrubber	56.54
			\$2,733.63
Moore Research			
St. Louis, MO			
57	3	Bearing Block for Windsor Versamatic VSE	\$25.80
Pro-Tex-All			
Evansville, IN			
31	10	O Cedar Maxi-Angler Broom	\$40.00
43	12	1 Gallon Clear Plastic Jug with Grip	4.80
			\$44.80
Royal Wholesale			
Mt. Vernon, IL			
4	3	Zephyr Blend Up Damp Mop	\$151.20
27	2	Enviro Bag to Fit Back Pack Vacuum	27.40
51	1	Step-On Container	48.73
			\$227.33
Schnaible Service & Supply Co Inc			
Lafayette, IN			
42	1	Regular Tampax Tampons Dispensing Machine	\$47.50
JANITORIAL SUPPLIES TOTAL:			\$4,639.83

CONSUMABLES:

<u>Item #</u>	<u>Qty</u>	<u>Description</u>	<u>Bid Amount</u>
All-Type Vacuum & Janitorial			
St Louis, MO			
6	10	46 X 50" Trash Bags	\$167.50
American Sanitary Supply			
Evansville, IN			
4	10	Multi-Fold Towels	\$167.30
Chemical Maintenance			
Champaign, IL			
15	3	Concentrated Laundry Detergent	\$41.25
HP Products			
Indianapolis, IN			
5	2	Terri Towels	\$67.06
8	130	38 X 60" Trash Bags	2,249.00
9	26	24 X 33" Trash Bags	342.94
10	10	56 Gallon Trash Bags	121.30
11	3	Trash Bags, 36" X 60"	49.74
16	84	"D" Alkaline Battery	55.37
17	168	Double "A" Alkaline Battery	57.40
19	36	9-Volt Alkaline Battery	42.60
20	148	"C" Alkaline Battery	100.88
21	4	Urinal Screens	29.76
22	8	Chlorine Bleach	47.84
			\$3,163.89
Industrial Soap			
St. Louis, MO			
1	235	Jumbo Junior Toilet Paper	\$4,072.55
2	170	Roll Paper Towels	3,746.80
3	12	9 X 13" Wypall Towels	337.44
7	24	33 X 40" Trash Bags	327.60
12	2	Double Waxed Paper Bags	30.60
13	40	Sani-Fresh Hand Soap	970.00
14	6	Hand Cleaner W/Scrubbers	327.72
18	60	Triple "A" Alkaline Battery	21.00
23	3	Pink Lotion Anti-Bacterial Soap	53.70
			\$9,887.41
CONSUMABLES TOTAL:			\$13,427.35

Bid Committee recommends rejecting the following bids:

Janitorial Equipment: Item #1

The following companies submitted lower bids but were rejected see rationale listed.

Janitorial Equipment

Item #

2	HP Products	Weighs over amount specified.
	Moore Research	Shower feed brush bonnet & solution feed block pad driver does not meet specs.
	All Type Vacuum	Weighs over amount specified.
	Industrial Soap	Weighs over amount specified.
	Hesco, Inc	Bid motor is 1 hp not 1.5 hp motor as specified.
	Pro-Tex-All	Weighs over amount specified.
	Universal	Bid poor quality, previously accepted in past with bad experiences.
3	American Sanitary	No information provided with bid.
	Hesco, Inc	Bid does not meet specs on water lift.
	Universal, Inc	Bid poor quality, previously accepted in past with bad experiences.
	Moore Research	Bid does not meet specs on water lift.
	All Type Vacuum	Bid does not meet specs on water lift or wheel size.
	Industrial Soap	Bid does not meet motor size.
	HP Products	Bid does not meet specs on water lift.
	Lorenz Wholesale	Bid does not meet specs on water lift or motor size.
	Pro-Tex-All	Bid does not meet specs on water lift or wheel size.
	Chemical Maint.	No information provided with bid.
4	All Type Vacuum	Bid does not meet specs on water lift or brush motor size.
	Pro-Tex-All	Bid does not meet specs on brush motor size or vacuum motor size and is not traverse drive motor.
	Chemical Maint.	No information provided with bid.
	American Sanitary	No information provided with bid.
	Schnaible Ser&Sup	Bid does not meet specs on brush motor size.
	Industrial Soap	Bid does not meet specs on brush motor size and is not traverse drive motor.

Janitorial Supplies

Item #

4	Industrial Soap	Bid only 3 mops heads when we wanted 3 cases.
13	Industrial Soap	American Sanitary Supply bid submitted first on July 20 th .
15	Hesco, Inc	Did not bid a nitrile glove.
16	Hesco, Inc	Did not bid a nitrile glove.
31	Industrial Soap	Bid regular broom not angler broom.
39	Hesco, Inc.	Bid 18 units, not 18 cases.

47 Industrial Soap Bid 11 oz can not 12 oz.

Consumables

Item #

10	Industrial Soap	Bag is too thin.
12	H P Products	Item bid is of poor quality.

Totals:	Equipment	\$ <u>6,721.65</u>
	Supplies	\$ <u>4,639.83</u>
	Consumables	\$ <u>13,427.35</u>

Grand Total: \$ 24,788.83

A tabulation sheet is attached.

Respectfully submitted,

Roger Browning
Galen Dunn
Tim Emmons
Harry Hillis, Jr.
Glen Schwartz
Bob Story

Source of Funds: Operations & Maintenance Fund

Department: Maintenance

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

Item #	EQUIPMENT	Qty	All-Type Vacuum & Janitorial Supply St. Louis, MO	American Sanitary Supply Evansville, IN	Chemical Maintenance Champaign, IL	Hesco, Inc Niles, IL	HP Products Indianapolis, IN	Industrial Soap St. Louis, MO	Lorenz Wholesale Mattoon, IL	Moore Research St. Louis, MO	Pro-Tex-All Evansville, IL+N	Royal Wholesale Mt. Vernon, IL	Schnaible Service & Supply Lafayette, IN	Universal, Inc. Glen Ellyn, IL
1	UPRIGHT VACUUM W/HAND ATTACHMENTS	7	3009.93	3233.16	4088.00	5378.03	4215.33	3798.20	--	2799.30 or 3220.00	3355.03	--	3810.45	--
2	20" ROTO	1	789.00 or 1200.00	950.00	--	857.06	746.56	798.98	--	749.00	912.94	1086.94	1209.02	1031.00
3	WET/DRY VACUUM	1	649.00 or 710.00	566.25	795.00	571.55	672.42	585.00	675.00	615.00	705.18 or 545.00	856.83	964.50	599.00
4	20" AUTOMATIC FLOOR MACHINE	1	3098.75	4078.69	3950.00	--	4777.88	4299.00	--	--	3741.00 or 4531.00	4834.34	4195.00	--
Item #	SUPPLIES	Qty	All-Type Vacuum & Janitorial Supply St. Louis, MO	American Sanitary Supply Evansville, IN	Chemical Maintenance Champaign, IL	Hesco, Inc Niles, IL	HP Products Indianapolis, IN	Industrial Soap St. Louis, MO	Lorenz Wholesale Mattoon, IL	Moore Research St. Louis, MO	Pro-Tex-All Evansville, IL+N	Royal Wholesale Mt. Vernon, IL	Schnaible Service & Supply Lafayette, IN	Universal, Inc. Glen Ellyn, IL
1	5 x 24" DUST MOP HEAD	36	251.28	--	--	252.72	--	204.84	223.20	239.40	325.80	--	--	--
2	BOWL MOP	6	5.94	3.78	6.00	4.44	3.36	2.40	3.90	3.60	3.00	--	3.06	--
3	DAMP MOP HEAD	24	134.16	165.12	--	--	175.20	118.80	--	193.20	172.32	180.00	--	--
4	ZEPHYR BLEND UP DAMP MOP	3	190.44	--	--	--	--	14.85	--	--	--	151.20	--	--
5	13" GREEN LIGHT SCRUBBING PADS	2	18.98	21.90	30.00	21.98	17.88	12.32	17.50	17.60	20.10	20.44	14.08	18.14
6	GREEN SCRUB PADS/DOODLE BUG	1	5.45	7.19	32.60	4.49	--	10.91	5.65	27.72	--	11.30	--	12.54
7	BROWN SCRUB PADS/DOODLE BUG	2	13.00	24.82	65.20	10.88	30.76	21.82	30.24	55.44	--	22.60	25.70	25.08
8	19" GREEN LIGHT SCRUBBING PADS	3	51.00	56.25	--	62.97	44.22	34.92	--	46.80	49.14	62.40	38.28	48.36
9	BLACK STRIPPING PADS	8	136.00	150.00	220.00	143.92	104.16	93.12	115.36	124.80	131.04	166.40	150.72	120.96
10	20" BLUE CLEANER PADS	4	71.96	84.80	130.00	79.96	57.28	49.68	63.80	68.00	68.52	83.20	82.32	20.28
11	13" BLACK STRIPPING PADS	3	34.50	32.85	52.50	32.97	22.38	18.48	26.25	26.40	30.15	37.50	32.22	27.21
12	13" BLUE CLEANER PADS	4	46.00	43.80	70.00	43.96	29.84	24.64	35.00	35.20	40.20	50.00	42.96	76.28
13	REUSABLE RUBBER GLOVES	4	10.00	6.24	--	8.04	12.00	6.24	23.80	21.00	--	--	--	--

Item #	SUPPLIES	Qty	All-Type Vacuum & Janitorial Supply St. Louis, MO	American Sanitary Supply Evansville, IN	Chemical Maintenance Champaign, IL	Hesco, Inc Niles, IL	HP Products Indianapolis, IN	Industrial Soap St. Louis, MO	Lorenz Wholesale Mattoon, IL	Moore Research St. Louis, MO	Pro-Tex-All Evansville, IL-IN	Royal Wholesale Mt. Vernon, IL	Schnable Service & Supply Lafayette, IN	Universal, Inc. Glen Ellyn, IL
14	BROWN JERSEY GLOVES	72	82.80	--	--	152.64	22.32	28.80	71.28	53.28	--	--	--	--
15	MEDIUM DISPOSABLE POWDER FREE GLOVES	2	250.00	195.00	--	13.66	95.60	175.20	239.04	237.00	120.00	187.20	--	--
16	LARGE DISPOSABLE POWDER FREE GLOVES	2	250.00	195.00	--	13.66	95.60	175.20	239.04	237.00	120.00	187.20	--	--
17	WASTEBASKET, RUBBERMAID, 28 1/8 QUART	12	276.00	237.36	379.68	287.52	185.76	220.44	252.00	273.72	235.56	265.80	234.60	--
18	WASTEBASKET, Rubbermaid, 40 quart	12	361.56	330.60	528.96	400.44	319.80	307.80	334.56	381.36	332.16	370.20	326.88	--
19	LAMBS WOOL DUSTER	12	95.40	79.56	--	162.00	48.36	48.48	93.00	89.04	91.08	--	--	--
20	BRUSH FOR WINDSOR VERSAMATIC VSE	48	239.52	--	432.00	467.04	470.40	437.76	--	319.20	--	--	--	--
21	HOSPITAL FILTER FOR WINDSOR VERSAMATIC VSP	3	62.64	--	--	80.67	54.84	50.07	--	56.70	--	--	--	--
22	BAG FILTERS FOR WINDSOR VERSAMATIC VSP	28	413.00	--	--	521.08	326.76	335.72	--	560.00	--	--	--	--
23	MOTOR PULLEY FOR WINDSOR VSE	4	39.80	--	34.00	59.16	31.44	37.16	--	38.64	--	--	--	--
24	CORD GROMMET FOR WINDSOR VERSAMATIC PLUS	12	23.88	--	--	33.84	16.08	14.40	--	--	--	--	--	--
25	EXTENSION TUBE FOR WINDSOR VERSAMATIC PLUS	2	71.98	--	--	84.74	57.74	53.94	--	--	--	--	--	--
26	HOSE FOR WINDSOR VERSAMATIC PLUS	1	35.95	--	--	44.99	34.41	40.87	--	73.92	--	--	--	--
27	ENVIRO BAG TO FIT BACK PACK VACUUM	2	27.98	--	32.00	--	29.20	--	--	--	--	27.40	--	--
28	HOSPITAL FILTER FOR WINDSOR VERSAMATIC	2	37.50	--	--	47.98	36.00	30.72	--	33.46	--	--	--	--
29	SWITCH FOR WINDSOR VSE	2	35.80	--	50.00	53.78	29.58	33.20	--	--	--	--	--	--
30	PUTTY KNIFE/STIFF	10	69.50	16.90	--	13.90	37.30	23.00	25.00	27.00	15.90	--	--	--
31	O CEDAR MAXI-ANGLER BROOM	10	65.00	59.40	--	99.90	90.30	22.30	--	168.72	40.00	124.30	101.50	--
32	WEILER 24" BROOM	2	--	13.76	--	43.98	--	--	--	--	--	--	--	--
33	LEV-R-MATIC DISPENSER	4	--	--	--	--	62.40	370.40	157.60	536.24	147.80	380.00	--	--
34	TIME MIST-ULTRA AIR FRESHENER REFILLS	4	183.96	140.16	--	574.56	119.80	103.80	123.80	208.32	182.52	135.88	185.20	--
35	MEDIUM DUTY SCRUBBING SPONGE	1	88.00	--	--	101.76	22.56	20.40	--	23.52	40.77	25.20	--	--
36	32 OZ. MEASURING CUPS	12	--	--	--	39.48	84.36	68.28	--	72.24	71.28	78.00	63.00	--

Item #	SUPPLIES	Qty	All-Type Vacuum & Janitorial Supply St. Louis, MO	American Sanitary Supply Evansville, IN	Chemical Maintenance Champaign, IL	Hesco, Inc Niles, IL	HP Products Indianapolis, IN	Industrial Soap St. Louis, MO	Lorenz Wholesale Mattoon, IL	Moore Research St. Louis, MO	Pro-Tex-All Evansville, IL+IN	Royal Wholesale Mt. Vernon, IL	Schnable Service & Supply Lafayette, IN	Universal, Inc. Glen Ellyn, IL
37	COTTON WASHCLOTHS	420	176.40	--	--	285.60	--	109.20	--	--	--	142.80	--	--
38	CLOTH COTTON TOWELS	36	57.24	--	--	--	--	25.56	--	--	--	--	--	--
39	TIME MIST OZIUM 3000	18	--	1090.80	--	125.82	--	824.40	743.58	1211.76	810.00	828.00	1008.00	--
40	TANDEM BRUTE DOLLY	1	85.00	77.50	47.80	--	74.82	73.70	79.93	91.14	79.39	87.05	78.12	--
41	SANITARY NAPKIN RECEPTACLE	2	55.98	45.30	72.48	58.46	44.68	40.90	46.76	53.28	47.58	50.90	46.40	--
42	REGULAR TAMPAX TAMPONS DISPENSING MACHINE	1	86.75	58.50	85.00	67.39	50.04	48.22	--	68.00	66.19	63.05	47.50	--
43	1 GALLON CLEAR PLASTIC JUG WITH GRIP	12	29.88	--	--	--	18.48	11.16	--	10.80	4.80	--	--	--
44	GROUT BRUSH	12	--	--	--	272.28	11.76	23.04	--	14.40	12.00	31.92	--	--
45	UTILITY BRUSH	10	--	--	100.00	51.70	64.30	21.20	49.00	59.90	40.50	--	--	--
46	3M TERRA NOMAD MATS	3	--	377.85	--	--	402.30	364.62	--	450.57	--	--	402.30	--
47	FRESH PRODUCTS SUPER SORB	1	--	30.00	68.25	--	24.84	19.03	27.54	34.89	28.99	55.50	--	--
48	BRUTE CONTAINER WITH LID, 32 GALLON	1	22.50	17.88	31.68	--	17.37	17.89	18.12	21.84	18.00	19.50	22.95	--
49	BRUTE CONTAINER WITHOUT LID, 44 GALLON	4	130.00	93.36	191.20	130.84	104.76	107.80	112.96	124.64	108.60	108.40	106.84	--
50	BRUTE DOLLY FOR 44 GALLON BRUTE CONTAINER	4	131.00	98.80	194.24	88.60	108.32	60.88	113.12	89.36	112.24	110.72	110.44	--
51	STEP-ON CONTAINER	1	59.00	54.00	86.22	--	54.78	54.69	57.18	65.18	56.78	48.73	55.87	--
52	RIGID LINER	1	--	17.50	27.36	--	17.38	18.06	18.14	20.68	18.01	21.65	35.50	--
53	HOSE FOR WINDSOR #1516	2	55.00	--	68.00	94.26	39.88	48.62	--	57.40	--	--	--	--
54	DISPENSER FOR SANI TUFF INDUSTRIAL HAND CARE SYSTEM	4	--	--	--	--	37.52	70.52	--	--	52.00	41.00	--	--
55	DOODLE BUG	3	23.85	12.24	--	19.17	12.66	12.09	17.07	20.04	17.85	20.97	--	--
56	HANDLE, RUBBERMAID, FOR ABOVE EQUIPMENT	3	9.00	44.25	--	19.50	11.79	7.80	45.09	55.08	45.90	49.98	--	--
57	BEARING BLOCK FOR WINDSOR, VSE	3	31.50	--	31.50	38.43	29.22	31.56	--	25.80	--	--	--	--
58	SILICON CARBRIDE BRUSH	1	79.00	--	--	--	75.61	70.11	--	--	109.00	--	--	--
59	NYLON BRUSH MEDIUM FOR AUTOMATIC CARBRIDE SCRUBBER	1	67.00	--	--	--	69.30	56.54	--	--	58.57	--	--	--

Item #	CONSUMABLES	Qty	All-Type Vacuum & Janitoria Supply St. Louis, MO	American Sanitary Supply Evansville, IN	Chemical Maintenance Champaign, IL	Hesco, Inc Niles, IL	HP Products Indianapolis, IN	Industrial Soap St. Louis, MO	Lorenz Wholesale Mattoon, IL	Moore Research St. Louis, MO	Pro-Tex-All Evansville, IL+N	Royal Wholesale Mt. Vernon, IL	Schnaible Service & Supply Lafayette, IN	Universal, Inc. Glen Elyn, IL
1	JUMBO JUNIOR TOILET PAPER	235	5167.65	4688.25		10831.15	5108.90	4072.55	4758.75	--	5499.00	4920.90	4751.70	--
2	ROLL PAPER TOWELS	170	5540.30	5125.50		6551.80	3891.30	3746.80	--	--	4350.30	4199.00	4088.50	--
3	9 X 13" WYPALL TOWELS	12	719.88	--		--	402.24	337.44	--	--	589.32	747.60	--	--
4	MULTI-FOLD TOWELS	10	259.90	167.30	366.00	294.30	169.80	336.00	167.50	--	186.10	169.80	168.50	--
5	TERRI TOWELS	2	111.00	116.10		--	67.06	113.08	--	--	98.22	111.24	--	--
6	46 X 50" TRASH BAGS	10	167.50	--		--	185.70	--	265.70	--	--	231.00	--	--
7	33 X 40" TRASH BAGS	24	407.76	367.44		--	406.08	327.60	548.88	--	--	508.56	--	--
8	38 X 60" TRASH BAGS	130	2372.50	2593.50		--	2249.00	2562.30	3079.70	--	--	2774.20	--	--
9	24 X 33" TRASH BAGS	26	460.20	511.94		--	342.94	534.30	660.92	--	--	395.20	--	--
10	56-GALLON TRASH BAGS	10	177.00	184.40		356.90	121.30	102.60	--	--	--	258.80	--	--
11	TRASH BAGS, 36" X 60"	3	59.97	61.89		--	49.74	57.18	82.80	--	--	66.96	--	--
12	DOUBLE WAXED PAPER BAGS	2	33.90	31.00		30.78	21.68	30.60	--	--	--	35.24	--	--
13	SANI-FRESH HAND SOAP	40	--	1784.40		--	1217.60	970.00	--	--	1565.60 or 1080.00	1036.40	1595.20	--
14	HAND CLEANER W/SCRUBBERS	6	--	--		--	353.46	327.72	--	--	402.00	361.44	--	--
15	CONCENTRATED LAUNDRY DETERGENT	3	--	60.03	41.25	124.47	73.50	44.85	--	--	48.30	--	91.68	--
16	"D" ALKALINE BATTERY	84	112.00	160.60		--	55.37	64.68	105.00	--	84.00	--	62.16	--
17	DOUBLE "A" ALKALINE BATTERY	168	151.83	171.15		--	57.40	62.16	132.72	--	--	--	--	--
18	TRIPLE "A" ALKALINE BATTERY	60	71.16	65.20		--	25.47	21.00	47.40	--	--	--	--	--
19	9-VOLT ALKALINE BATTERY	36	102.54	73.00		--	42.60	46.44	84.60	--	--	--	--	--
20	"C" ALKALINE BATTERY	148	207.60	277.40		--	100.88	111.00	185.00	--	--	--	--	--
21	URINAL SCREENS	4	66.00	40.00	93.60	39.84	29.76	30.56	--	44.64	38.44	41.60	24.00	--
22	CHLORINE BLEACH	8	79.92	64.80		74.40	47.84	73.76	--	--	50.04	--	57.36	--
23	PINK LOTION ANTI-BACTERIAL SOAP	3	58.50	119.88	150.00	63.72	67.08	53.70	102.90	--	66.48	--	82.92	-

SECTION A

JANITORIAL EQUIPMENT

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
1. UPRIGHT VACUUM W/ HAND ATTACHMENTS, 115-120v, 18", 2 motor-vac motor 1,000 watt, brush motor 200 watt, weight to be no more than 21 lbs., cable length no less than 40 ft., bag full light; non-slip timing belt w/ electronic overload protection, brush width-16.25", 80" water lift minimum w/ extension wand and accessory tools. (FCC 2, OCC 3, WVC 2) – EACH	<u>7</u>	<u> </u>	<u> </u>
2. 20" ROTO WITH 19" SOLUTION FEED BLOCK PAD DRIVE, SHOWER FEED BRUSH BONNET WITH 3 GALLON SOLUTION TANK mounted on the handle with handle switch actuated valve solution feed system, 175 rpm, 115-120V, 60 cycle, 1 ½ h.p. motor with circuit breaker protection, 50 ft. cable with hospital grade plug, 100 lb. maximum weight, dual automatic safety lock. (LTC 1) - EACH	<u>1</u>	<u> </u>	<u> </u>
3. WET/DRY VACUUM, minimum 15 gallon, with front squeegee attachment, 3 stage bypass motor of at least 1.6 h.p., minimum static water, lift of 120", 50' 3 conductor cable length with hospital grade plug, 120 V, 60 cycle with all attachments and two 10" rear transport wheels and one 4" caster wheel. (OCC 1) – EACH	<u>1</u>	<u> </u>	<u> </u>
4. 20" AUTOMATIC FLOOR MACHINE WITH ATTACHMENTS AND BATTERIES, minimum ½ h.p. traverse drive motor, one 1 h.p. brush drive motor, 24 V, dc circuit breaker motor protection, minimum ¾ h.p. vacuum motor with minimum 63" water lift and electronic shut off, with brush block and pad driver with a four sided pivot type squeegee, battery charger, heavy duty batteries and all attachments. (FCC 1) – EACH	<u>1</u>	<u> </u>	<u> </u>

SECTION A GRAND TOTAL \$

**SECTION B
JANITORIAL SUPPLIES**

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
1. 5" x 24" DUST MOP HEAD, synthetic, looped end w/ snap fasteners, keyhole square end, polyester backing and launderable, blue in color (OCC 24, WVC 12)) – EACH	<u>36</u>	<u> </u>	<u> </u>
2. BOWL MOP, w/ 12" plastic handle 4 1/2", acid resistant polypropylene mop head (WVC 6) – EACH	<u>6</u>	<u> </u>	<u> </u>
3. 28 OZ. DAMP MOP HEAD, large, 5" headband, blend cotton/synthetic, looped ends, double-sewn tail bands, green in color (FCC 12, LTC 12) – EACH	<u>24</u>	<u> </u>	<u> </u>
4. ZEPHYER BLEND UP DAMP MOP, #283030, 12 per case, (OCC 3) - CASE	<u>3</u>	<u> </u>	<u> </u>
5. 13" GREEN LIGHT SCRUBBING PADS, 3M #5000 or equivalent, 5 per box (FCC 2) – BOX	<u>2</u>	<u> </u>	<u> </u>
6. GREEN SCRUB PADS/DOODLE BUG, 20 per box (OCC 1) – BOX	<u>1</u>	<u> </u>	<u> </u>
7. BROWN SCRUB PADS/DOODLE BUG, 6" x 9" x 1/4", 20 per box (FCC 1, OCC 1) – BOX	<u>2</u>	<u> </u>	<u> </u>
8. 19" GREEN LIGHT SCRUBBING PADS, 3M #5000 or equivalent, 5 per box (FCC 1, OCC 2) – BOX	<u>3</u>	<u> </u>	<u> </u>
9. 19" BLACK STRIPPIING PADS, 3M #7200 or Equivalent, 5 per box, (FCC 2, OCC, 4 WVC 2) – BOX	<u>8</u>	<u> </u>	<u> </u>
10. 20" BLUE CLEANER PADS, 3M #5300 or Equivalent, 5 per box, (OCC 4) – BOX	<u>4</u>	<u> </u>	<u> </u>
11. 13" BLACK STRIPPING PADS, 3M #7200 or Equivalent, 5 per box, (FCC 3) - BOX	<u>3</u>	<u> </u>	<u> </u>
12. 13" BLUE CLEANER PADS, 3M #5300 or Equivalent, 5 per box, (FCC 4) – BOX	<u>4</u>	<u> </u>	<u> </u>

SECTION B (CONTINUED)
JANITORIAL SUPPLIES

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
13. REUSABLE RUBBER GLOVES, nitrile flock lined, chemical & abrasion resistant, 18 mm thickness, x-large (FCC 4) – PAIR	<u>4</u>	_____	_____
14. BROWN JERSEY KNIT GLOVES, 9 oz., w/ wrist cuff, one size fits all (FCC 24, LTC 24, WVC 24) – PAIR	<u>72</u>	_____	_____
15. MEDIUM DISPOSABLE POWDER FREE NITRILE GENERAL PURPOSE GLOVES, 4 mil thickness, length 9 1/2”, Impact brand #8644 or equivalent, 100 per box/1,000 per case (WVC 2) – CASE	<u>2</u>	_____	_____
16. LARGE DISPOSABLE POWDER FREE NITRILE GENERAL PURPOSE GLOVES, 4 mil thickness, length 9 1/2”, Impact brand #8644 or equivalent, 100 per box/1,000 per case (WVC 2) – CASE	<u>2</u>	_____	_____
17. WASTEBASKET, rectangular, Rubbermaid #2543 or equivalent, 28 1/8 quart, 11 3/8” x 10 1/4” x 15”, beige in color (FCC 12) – EACH	<u>12</u>	_____	_____
18. WASTEBASKET, Rubbermaid #2544, 40 quart, 11 1/4” W x 15” D x 20” H, beige in color (FCC-12) – EACH	<u>12</u>	_____	_____
19. LAMBS WOOL DUSTER, Duster Cats, part #DUSL360 or equivalent, washable, w/ metal extendable handle to 48” (OCC 12) – EACH	<u>12</u>	_____	_____
20. BRUSH FOR WINDSOR VERSAMATIC VSE, part #2046H, must fit & work properly (FCC 24, LTC 12, WVC 12) – EACH	<u>48</u>	_____	_____

SECTION B (CONTINUED)
JANITORIAL SUPPLIES

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
21. HOSPITAL FILTER FOR WINDSOR VERSAMATIC VSP, part #1875, must fit & work properly (LTC 3) – EACH	<u>3</u>	<u> </u>	<u> </u>
22. BAG FILTERS FOR WINDSOR VERSAMATIC VSP, (PAPER BAG “SENSOR” FILTERS), part #5300, must fit & work properly, 10 per pack (LTC 10, OCC 8, WVC 10) – PACK	<u>28</u>	<u> </u>	<u> </u>
23. MOTOR PULLEY for Windsor VSE 1-3, Part #2025, (LTC 4) – EACH	<u>4</u>	<u> </u>	<u> </u>
24. CORD GROMMET FOR Windsor Versamatic Plus, Part #5359 hg, (LTC 12) – EACH	<u>12</u>	<u> </u>	<u> </u>
25. EXTENSION TUBE FOR Windsor Versamatic Plus, Part #5045 hg, (FCC 2) – EACH	<u>2</u>	<u> </u>	<u> </u>
26. HOSE for Windsor Versamatic Plus, Part #5040 hg, (LTC 1) – EACH	<u>1</u>	<u> </u>	<u> </u>
27. ENVIRO BAG to fit Back Pack vacuum, part #900005, 10 per pack (LTC 2) – PACK	<u>2</u>	<u> </u>	<u> </u>
28. HOSPITAL FILTER FOR WINDSOR VERSAMATIC, model VSE 1-3”, part #1435, must fit and work properly (LTC 2) – EACH	<u>2</u>	<u> </u>	<u> </u>
29. SWITCH for Windsor VSE 1-3, part #0517, (LTC 2) – EACH	<u>2</u>	<u> </u>	<u> </u>
30. PUTTY KNIFE/STIFF, 1 1/4" to 1 1/2" wide (WVC 10) – EACH	<u>10</u>	<u> </u>	<u> </u>
31. O CEDAR MAXI-ANGLER BROOM, 13” wide, 51” long handle (FCC 5, LTC 3, OCC 2) – EACH	<u>10</u>	<u> </u>	<u> </u>
32. WEILER 24” BROOM, part #1A841 (LTC 2) – EACH	<u>2</u>	<u> </u>	<u> </u>

SECTION B (CONTINUED)
JANITORIAL SUPPLIES

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
33. LEV-R-MATIC DISPENSER #09706, steel housing with grey baked enamel finish and smoked transparent front cover of high impact plastic. Dispenses one 8" and one 3.5" diameter roll with 1.5" diameter cores. Features key-activated spring lock or push-button operation, lever-operated dispensing mechanism with adjustable sheet length, and automatic transfer system. (OCC 4) – EACH	<u>4</u>	<u> </u>	<u> </u>
34. TIME MIST-ULTRA CONCENTRATED METERED AIR FRESHENER REFILLS, 7 oz., 12 refills per case, TMCA #332960 Mango, must fit Time Mist-Plus Metered Aerosol Dispenser (LTC 4) – CASE	<u>4</u>	<u> </u>	<u> </u>
35. MEDIUM DUTY SCRUBBING SPONGE, sponge encased in polyester mesh, size approx. 3 1/2" x 5 1/2" x 1/2", net 48 per case (FCC 1) – CASE	<u>1</u>	<u> </u>	<u> </u>
36. 32 OZ. MEASURING CUPS, polycarbonate in construction, with ounce markings (FCC 6, LTC 6) – EACH	<u>12</u>	<u> </u>	<u> </u>
37. COTTON WASHCLOTHS, 11.5" X 11.5" (FCC 100, LTC 100, OCC 120, WVC 100) – EACH	<u>420</u>	<u> </u>	<u> </u>
38. CLOTH COTTON TOWELS, 24" x 36", (FCC 12, LTC 12, OCC 12) – EACH	<u>36</u>	<u> </u>	<u> </u>
39. TIME MIST OZIUM 3000 AIR SANITIZER, #TMS031 REGULAR fragrance, 12 refills per case - (FCC 1, LTC 1, OCC 12, WVC 4) – CASE	<u>18</u>	<u> </u>	<u> </u>
40. TANDEM BRUTE DOLLY, 20 1/4" x 45" x 8", Rubbermaid #2646 or equivalent (OCC 1) – EACH	<u>1</u>	<u> </u>	<u> </u>
41. SANITARY NAPKIN RECEPTACLE with rigid liner, Rubbermaid Part #6140 WHI or equivalent, (OCC 2) – EACH	<u>2</u>	<u> </u>	<u> </u>

SECTION B (CONTINUED)
JANITORIAL SUPPLIES

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
42. REGULAR TAMPAX TAMPONS for Dispensing Machines, (OCC 1) – 500 PER CASE	<u>1</u>	_____	_____
43. 1 GALLON CLEAR PLASTIC JUG WITH GRIP HANDLE, (WVC 12) – EACH	<u>12</u>	_____	_____
44. GROUT BRUSH with 8 ½ upsweep handle, (OCC 12) – EACH	<u>12</u>	_____	_____
45. UTILITY BRUSH, 5 ½” X 5 ½” with white nylon bristles, (FCC 6, OCC 4) – EACH	<u>10</u>	_____	_____
46. 3M TERRA NOMAD MATS, #8150, Chestnut Brown, 3’ x 6’, (OCC 3) – EACH	<u>3</u>	_____	_____
47. FRESH PRODUCTS SUPER SORB, 12 oz. Can, Lemon Scented, 12 per case (OCC 1) – CASE	<u>1</u>	_____	_____
48. BRUTE CONTAINER WITHOUT LID, round, blue, 32 gallon, Rubbermaid #RCP2632 BLU, (OCC 1) – EACH	<u>1</u>	_____	_____
49. BRUTE CONTAINER WITHOUT LID, 44 gallon, Rubbermaid #2643 or Equivalent, Gray, (FCC 4) – EACH	<u>4</u>	_____	_____
50. BRUTE DOLLY for 44 gallon Brute container, Rubbermaid #2640, or Equivalent, (FCC 4) – EACH	<u>4</u>	_____	_____
51. STEP-ON CONTAINER, Rubbermaid #6144, or Equivalent, Light Gray in color, (FCC 1) – EACH	<u>1</u>	_____	_____
52. RIGID LINER, Rubbermaid #6244 or Equivalent for Rubbermaid container #6144, Light Gray in color, (FCC 1) – EACH	<u>1</u>	_____	_____
53. HOSE For Windsor VSE 1-3, part #1516, (LTC 2) – EACH	<u>2</u>	_____	_____
54. DISPENSER FOR SANI TUFF INDUSTRIAL HAND CARE SYSTEM WITH SCRUBBERS, 8 liter size, (FCC 2, OCC 2) – EACH	<u>4</u>	_____	_____

SECTION B (CONTINUED)
JANITORIAL SUPPLIES

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
55. DOODLE BUG, Rubbermaid part #Q-311 or equivalent, (LTC 3) – EACH	<u>3</u>	_____	_____
56. HANDLE, Rubbermaid part #T-410 or equivalent for above equipment (#56), (LTC 3) – EACH	<u>3</u>	_____	_____
57. BEARING BLOCK FOR WINDSOR, VSE, part # RH-2047 or equivalent. Must fit and work properly, (LTC 3) – EACH	<u>3</u>	_____	_____
58. SILICON CARBRIDE BRUSH to fit 14” automatic scrubber, part #340129, (LTC 1) – EACH	<u>1</u>	_____	_____
59. NYLON BRUSH MEDIUM for automatic carbride scrubber, Nilfisk Advance part #340128, Micromatic model #14E, (LTC 1) - EACH	<u>1</u>	_____	_____

SECTION B GRAND TOTAL \$_____

SECTION C

CONSUMABLES

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
*1. JUMBO JUNIOR TOILET PAPER, must fit & dispense properly w/ Scott dispenser #B9566, 9675, 9666, 9665, 4" x 1,000 ft., 2 ply, must contain at least 30% recycled content, 12 rolls per case (FCC 15, LTC 80, OCC 60, WVC 80) – CASE	<u>235</u>	<u> </u>	<u> </u>
*2. ROLL PAPER TOWELS, must fit and dispense properly w/ Scott dispenser #9721, 7 7/8" x 600 ft., must contain at least 30% recycled content, 12 rolls per case (FCC 15, LTC 40, OCC 50, WVC 65) – CASE	<u>170</u>	<u> </u>	<u> </u>
*3. 9" x 13" WYPALL TOWELS, must contain at least 30% recycled content, 1,008 per package (FCC 7, WVC 5) – PACKAGE	<u>12</u>	<u> </u>	<u> </u>
*4. MULTI-FOLD TOWELS, 10 1/4" x 11", bleached white, 184 towels per package, 12 packages per case, must contain at least 50% recycled content (FCC 10) – CASE	<u>10</u>	<u> </u>	<u> </u>
*5. TERRI TOWELS, 9 1/4" x 15 1/2", 4 ply, reinforced reusable in cardboard dispensing box, 100 towels per box, 8 boxes per case (WVC 2) – CASE	<u>2</u>	<u> </u>	<u> </u>
*6. 46" x 50" TRASH BAGS, 1.5 mil, (min), must be on rolls – not loose, 100 per case (LTC 10) – CASE	<u>10</u>	<u> </u>	<u> </u>
*7. 33" x 40" TRASH BAGS, 20 micron (min), must be on rolls – not loose, 250 per case (LTC 24) – CASE	<u>24</u>	<u> </u>	<u> </u>
*8. 38" x 60" TRASH BAGS, 24 micron (min), must be on rolls – not loose, 150 per case (FCC 25, LTC 35, OCC 25, WVC 45) – CASE	<u>130</u>	<u> </u>	<u> </u>

SECTION C (CONTINUED)

CONSUMABLES

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
*9. 24" x 33" TRASH BAGS, 16 micron (min), must be on rolls – not loose, 1,000 per case (FCC 5, LTC 6, WVC 15) – CASE	<u>26</u>	<u> </u>	<u> </u>
*10. 56-GALLON TRASH BAGS, 23" x 20" x 48", high strength, 24 Micron Thickness (minimum), 50 per case (WVC 10,) – CASE	<u>10</u>	<u> </u>	<u> </u>
*11. TRASH BAGS, 36" x 60", 17 Micron (minimum), must be on rolls –not loose, 200 per case (FCC 3) – CASE	<u>3</u>	<u> </u>	<u> </u>
*12. DOUBLE WAXED PAPER BAGS, 9 3/4" x 2 3/4" x 9 7/8", 250 per case (OCC 2) - CASE	<u>2</u>	<u> </u>	<u> </u>
13. SANI-FRESH HAND SOAP, pink, must fit & work properly w/ Sani-Fresh dispenser #91101, 12 per case (FCC 2, LTC 20, OCC 18) – CASE	<u>40</u>	<u> </u>	<u> </u>
14. HAND CLEANER W/ SCRUBBERS, 8-liter size, must fit Sani-Tuff Industrial Hand Care System dispenser, 2 boxes per case (FCC 1, OCC 2, WVC 3) – CASE	<u>6</u>	<u> </u>	<u> </u>
15. CONCENTRATED LAUNDRY DETERGENT, low suds, 50 lb. box, powder (FCC 2, OCC 1) – EACH	<u>3</u>	<u> </u>	<u> </u>
16. "D" ALKALINE BATTERY (FCC 36, WVC 48) – EACH	<u>84</u>	<u> </u>	<u> </u>
17. DOUBLE "A" ALKALINE BATTERY (FCC 72, LTC 24, OCC 24, WVC 48) – EACH	<u>168</u>	<u> </u>	<u> </u>
18. TRIPLE "A" ALKALINE BATTERY (FCC 40, LTC 8, WVC 12) – EACH	<u>60</u>	<u> </u>	<u> </u>
19. 9-VOLT ALKALINE BATTERY (OCC 12, WVC 24) – EACH	<u>36</u>	<u> </u>	<u> </u>

SECTION C (CONTINUED)

CONSUMABLES

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
20. "C" ALKALINE BATTERY (LTC 36, OCC 112) – EACH	<u>148</u>	<u> </u>	<u> </u>
21. URINAL SCREENS, flat, cherry scented, protects & deodorizes, molds to the shape of any urinal, 12 per box (WVC 4) – BOX	<u>4</u>	<u> </u>	<u> </u>
22. CHLORINE BLEACH, gallon jugs, 6 per case (FCC 2, WVC 6) – CASE	<u>8</u>	<u> </u>	<u> </u>
23. PINK LOTION ANTI-BACTERIAL SOAP, liquid, gallon bottles, 4 per case (FCC 3) – CASE	<u>3</u>	<u> </u>	<u> </u>

SECTION C GRAND TOTAL \$

NOTE:

- We reserve the right to award bids to vendor(s) by section, by each item or for total package.
- The college district reserves the right to negotiate any or all janitorial bids. The negotiations will include all costs and will proceed until the Board of Trustees has determined that it has found suitable equipment and supplies. Therefore, the bids received will not be the sole determinate in identifying our janitorial equipment and supplies for the district.
- We require on-site delivery of specified quantity **to each campus**. Quantities by campus are noted in specifications and must be delivered to the following addresses:

(FCC) Frontier Community College
Attn: Galen Dunn
2 Frontier Drive
Fairfield, IL 62837

(LTC) Lincoln Trail College
Attn: Tim Emmons
11220 State Highway 1
Robinson, IL 62454

(OCC) Olney Central College
Attn: Bob Story
305 North West
Olney, IL 62450

(WVC) Wabash Valley College
Attn: Glen Schwartz
2200 College Drive
Mt. Carmel, IL 62863

IMPORTANT: Vendors must ship COMPLETE quantities as specified for each item at the same time- do not ship partial orders.

- Bids submitted must meet specifications; substitutions will not be accepted.
- Please submit descriptive brochures, etc. on items bid
- Vendor(s) are required to **submit with their bid the manufacturer of each item.**
- All products bid must be manufactured within the past 3 years.

***We must receive samples at each location on items #1 – 12 CONSUMABLES at least 14 days prior to bid opening. Samples should be labeled to match bid item number.**

ALL FREIGHT, DELIVERY, AND/OR INSTALLATION CHARGES ARE INCLUDED IN BID. OUR QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN **FIRM** FOR A PERIOD OF AT LEAST SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____ DATE _____

FAX NUMBER _____

NOTE: Please submit bid in **duplicate**.

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT July 31, 2004

FUND	BALANCE
Educational	\$2,896,240.97
Operations & Maintenance	\$151,439.82
Operations & Maintenance (Restricted)	(\$36,400.79)
Bond & Interest	\$143,866.84
Auxiliary	\$142,849.50
Restricted Purposes	(\$3,752.70)
Working Cash	\$0.00
Trust & Agency	\$332,726.89
Audit	\$66,076.52
Liability, Protection & Settlement	\$475,425.63
TOTAL ALL FUNDS	\$4,168,472.68

Respectfully submitted,

Marilyn Grove, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY02-04

College	Category	FISCAL YEAR 2002			FISCAL YEAR 2003			FISCAL YEAR 2004			Summer & Fall Hours	Cost per Semester Hour
		Annual Budget	Spent Thru FY 02	% of Bdgt	Annual Budget	Spent Thru FY 03	% of Bdgt	Annual Budget	Spent Thru FY 04	% of Bdgt		
Frontier	Bills		\$1,474,623			\$1,692,941			\$1,684,087			
	Payroll		1,747,580			1,876,769			1,950,553			
	Totals	\$3,284,528	3,222,203	98%	\$3,508,940	3,569,710	102%	\$3,628,050	3,634,640	100%	100%	
Lincoln Trail	Bills		1,091,478			1,178,066			1,243,834			
	Payroll		2,302,093			2,167,597			2,220,488			
	Totals	3,637,973	3,393,571	93%	3,483,498	3,345,663	96%	3,592,572	3,464,322	96%	100%	
Olney Central	Bills		1,508,040			1,757,063			1,920,914			
	Payroll		3,251,453			3,422,046			3,541,058			
	Totals	4,927,734	4,759,493	97%	5,213,613	5,179,109	99%	5,497,192	5,461,972	99%	100%	
Wabash Valley	Bills		1,181,691			1,557,129			1,646,281			
	Payroll		2,634,859			2,687,499			2,823,786			
	Totals	4,058,086	3,816,550	94%	4,106,754	4,244,628	103%	4,337,053	4,470,067	103%	100%	
Workforce Educ.	Bills		1,200,996			1,192,266			1,318,272			
	Payroll		1,319,392			1,325,620			1,358,981			
	Totals	2,425,081	2,520,388	104%	2,452,852	2,517,886	103%	2,697,665	2,677,253	99%	100%	
District Office	Bills		284,944			291,631			237,761			
	Payroll		845,462			863,962			854,328			
	Totals	1,230,418	1,130,406	92%	1,252,323	1,155,593	92%	1,150,891	1,092,089	95%	100%	
District Wide	Bills		1,491,668			1,580,173			1,664,874			
	Payroll		538,450			545,941			612,638			
	Totals	2,926,982	2,030,118	69%	2,915,211	2,126,114	73%	2,869,669	2,277,512	79%	100%	
O & M	Bills											
	Payroll											
GRAND TOTALS		\$22,490,802	\$20,872,729	93%	\$22,933,191	\$22,138,703	97%	\$23,773,092	\$23,077,855	97%	100%	

Excludes DOC

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Balance Sheet - All Funds
 July 31, 2004

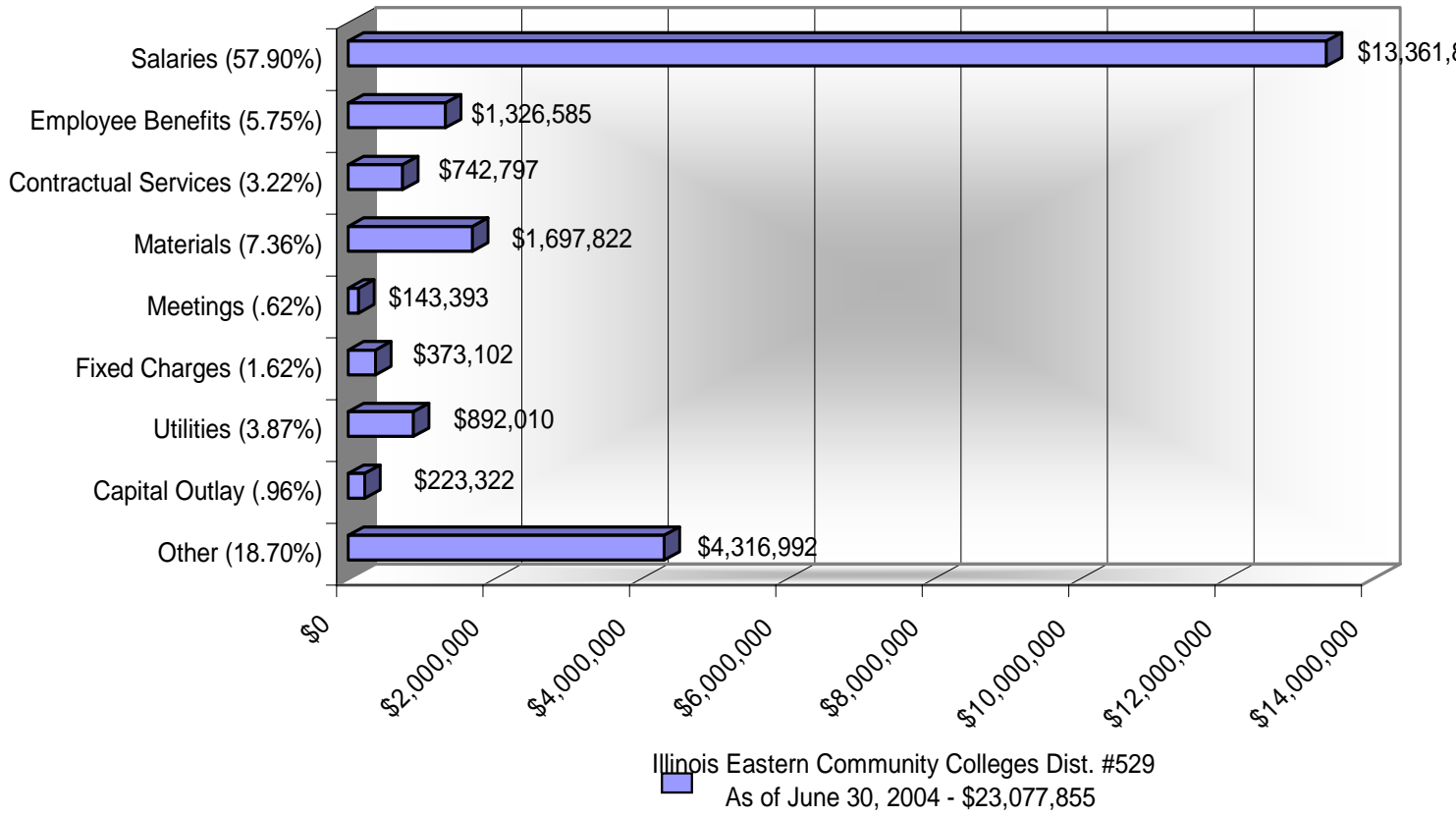
ALL FUNDS	
	Current Year 2005
ASSETS:	
CASH	4,168,473
IMPREST FUND	21,500
CHECK CLEARING	2,000
INVESTMENTS	6,943,000
RECEIVABLES	2,822,701
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	506,178
OTHER ASSETS	429,771
TOTAL ASSETS AND OTHER DEBITS:	14,893,623
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	3,716
ACCOUNTS PAYABLE	(30,155)
ACCRUED EXPENSES	-
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	(224,334)
OTHER LIABILITIES	128,396
TOTAL LIABILITIES:	17,573
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	1,519,494
PR YR BDGTD CHANGE TO FUND BALANCE	(172,482)
 FUND BALANCES:	
FUND BALANCE	703,447
RESERVE FOR ENCUMBRANCES	12,825,591
TOTAL EQUITY AND OTHER CREDITS	14,876,050
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 14,893,623

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF 31-JULY-2004

ALL FUNDS

	YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	442,657
STATE GOVT SOURCES	0
STUDENT TUITION & FEES	3,305,699
SALES & SERVICE FEES	104,511
FACILITIES REVENUE	2,662
INVESTMENT REVENUE	6,769
OTHER REVENUES	<u>27,079</u>
TOTAL REVENUES:	3,889,377
EXPENDITURES:	
INSTRUCTION	448,510
ACADEMIC SUPPORT	36,136
STUDENT SERVICES	92,288
PUBLIC SERV/CONT ED	4,369
OPER & MAINT PLANT	248,163
INSTITUTIONAL SUPPORT	848,334
SCH/STUDENT GRNT/WAIVERS	167,421
AUXILIARY SERVICES	<u>266,501</u>
TOTAL EXPENDITURES:	2,111,722
TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	<u>0</u>
TOTAL TRANSFERS AMONG FUNDS:	0
NET INCREASE/DECREASE IN NET ASSETS	<u>1,777,655</u>

**Illinois Eastern Community Colleges
FY2004 Operating Funds**



Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

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

Agenda Item #14

Approval of Personnel Report

M E M O R A N D U M

TO: Board of Trustees
FROM: Terry Bruce
DATE: August 12, 2004
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for item 400.1. will be mailed under separate cover.

dh

Attachments

INDEX

- 400.1. Employment of Personnel**
- 400.2. FY03-04 Educational Level Changes**
- 400.3. Request for Approval of Proposed Non-College
Employment (external report)**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Michael Thomas, WED Instructor

400.2. FY03-04 Educational Level Changes

A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
C. Allen Brown	M+36	M+48	\$1,000
Jim Burnett	M+12	M+24	\$1,000
Jeff Cutchin	B	B+16	\$1,000
John Kendall	B+16	M+24	\$3,000

400.3. Request for Approval of Proposed Non-College Employment (external report)

Agenda Item #15
Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Adjournment

TENTATIVE
Protection, Health, Safety and ADA
Projects Schedule
Phase VII

	Estimated Budget							
Data Center Acoustics & HVAC Upgrade DO	\$39,325							
Carpet Replacement LTC	\$225,060							
Sidewalk Replacement/Upgrade LTC & FCC	\$88,330							
Fire Alarm & Lighting Upgrades OCC, WVC & FCC	\$554,180							
Ceiling Replacement WVC	\$173,030							
GRAND TOTAL	\$1,079,925		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed

7/31/2004