

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

July 15, 2008



Location:

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

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

**Illinois Eastern Community Colleges
Board Agenda**

**July 15, 2008
7:00 p.m.
Lincoln Trail College**

1. Call to Order & Roll Call..... Chairman Fischer
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. CabinetCoal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
 - A. Electronic Device Usage 400.25
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. 2008-2010 Marketing and Information PlanSchwartz
 - B. 2008-2009 IECC CatalogSchwartz
 - C. New IECC Program RequestsPampe
 - D. Annual Program ReviewPampe
 - E. Blue Cross Blue Shield Insurance Renewal Bruce
 - F. Department of Corrections Contract for FY2009..... Bruce
 - G. Higher Learning Commission Approval for On-Line Program Bruce
 - H. Telecommunications Fee Increase Bruce
 - I. ADN Student Handbook Bruce
9. Bid Committee Report Bruce
 - IECC
 - Janitorial Equipment, Supplies & Office Copy Paper
 - IECC 2008-2009 Catalog
 - Projectors
 - WVC
 - Radio/TV Broadcasting Equipment
10. District Finance
 - A. Financial Report Browning
 - B. Approval of Financial Obligations Browning
11. Chief Executive Officer's Report Bruce

- 12. Executive Session Bruce
- 13. Approval of Executive Session Minutes..... Bruce
 - A. Written Executive Session Minutes
 - B. Audio Executive Session Minutes
- 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 Foundation Hall, at Frontier Community Valley College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, June 17, 2008.

AGENDA #1 – “Call to Order & Roll Call” – Chairman George Andrew Fischer called the meeting to order at 7:00 p.m. and directed the Board Secretary, Harry Hillis, Jr., to call the roll.

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

Brenda K. Culver, George Andrew Fischer, William C. Hudson “Jr.,” Walter L. Koertge, Larry Rost, Marilyn J. Wolfe. Also present was Terra Ochs, student trustee. Trustees absent: John D. Brooks. 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.
Jack Davis, President of Olney Central College.
Matt Fowler, President of Wabash Valley College.
Charles Novak, Interim President of Frontier Community College.
Roger Browning, Chief Finance Officer/Treasurer.
Tara Buerster, Director of Human Resources.
Christine Cantwell, Associate Dean of Academic & Student Support Services.
Alex Cline, Director of Information & Communications Technology.
Pamela Schwartz, Associate Dean of Institutional Development.

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
IECCEA – Illinois Eastern Community Colleges Education Association
LCC – Lawrence Correctional Center
LTC – Lincoln Trail College
OCC – Olney Central College
PHS – Protection, Health & Safety
RCC – Robinson Correctional Center
SURS – State Universities Retirement System
WED – Workforce Education
WVC – Wabash Valley College

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held Tuesday, May 20, 2008 were presented for disposition.

Correct Date: On Page 18 of the printed minutes of the May 20, 2008 regular meeting, it was noted that the date listed for employment of Mark Duncan as Custodian at LTC should be effective May 27, 2008, rather than August 14, 2008.

Board Action to Approve Minutes: Trustee William Hudson made a motion to approve minutes of the foregoing meeting as prepared with the correction noted. Trustee Walter Koertge seconded the motion. The

Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

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

#3-A. Visitors and Guests: Visitors and guests present were recognized. Suzanne Brooks, Coordinator of Registration and Records at Frontier Community College, will retire effective September 1. She was recognized at the meeting for her 34 years of service to the IECC District at FCC.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: Board of Trustees Chairman Andrew Fischer presented two plaques to CEO Terry Bruce, one for being presented the 2008 Outstanding Advocacy Award at the annual meeting of the Illinois Community College Trustees Association, and one for serving as Chairman of the Illinois Community College Presidents Council for 2007-2008.

#5-B. Report from Presidents: Informational reports were noted from each of the colleges.

#5-C. Report from Cabinet: None.

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

#6-A. Investment Policy 300.12: Currently the Board of Trustees allows the Treasurer, upon recommendation of the CEO, to invest funds of the District in amounts in excess of \$100,000 if a financial institution meets certain capitalization requirements. In addition, the financial institution must offer to the District pledged securities or a letter of credit from the Federal Home Loan Bank in the amount of the uninsured portion of invested funds. New statutory authority allows community colleges to invest in FDIC-insured certificate of deposits in excess of \$100,000 if the certificates of deposit are issued by banks and savings associations through the Reciprocal Transactions of the Certificate of Deposit Account Registry Service (CDARS) and the funds are placed through a bank located in the State of Illinois. This new law will enable local financial institutions meeting the district’s capitalization requirements to successfully bid in amounts in excess of \$100,000 by joining with other financial institutions in the RTCDARS without a pledge of securities or a letter of credit, thus allowing more participation by local financial institutions.

Recommendation: The CEO recommended approval of the following Investment Policy 300.12 to incorporate these new statutory provisions. It was noted that this is an amended policy to replace the copy published in the board mailing.

BUSINESS PROCEDURES - 300

Investment Policy (300.12)

The Board of Trustees shall cause the investment of District funds in accordance with the Illinois Public Community College Act and the Investment of Public Funds Act with the exception that the Board shall prohibit investments in short-term obligations of U.S. corporations. The Board authorizes the Treasurer, upon recommendation by the Chief Executive Officer and the Chief Finance Officer, to invest funds of the District. The District shall assemble a list of interested and qualified bidders on a quarterly basis, and said bidders shall invest funds in an amount over \$100,000 in a financial institution which has a capital to asset ratio of not less than eight percent (8%); or meets the requirements set forth in the Bank Audit Guide (AAG-BNS 2.47) relative to the definition of a “well-capitalized” financial institution (namely Tier 1 capital to average assets of not less than 5% and Tier 1 capital to risk-weighted assets of not less than 6% and total capital to risk-weighted assets of not less than 10%); in no case shall the staff invest funds in any single institution to exceed thirty percent (30%) of the capital structure of said institution.

Pursuant to 30 ILCS 235/6.5 funds may be invested in fully FDIC-insured certificates of deposits issued by banks and savings associations (located nationwide) through Reciprocal Transactions of the Certificate of

Deposit Account Registry Service (CDARS), provided that (1) the funds are placed through a bank or savings association (custodial bank) located in the State of Illinois; and (2) the other requirements of this Policy have been satisfied.

The Board shall be provided a report on District Investments each month.

Pledged securities ~~or a Letter of Credit from the Federal Home Loan Bank~~ shall be required in the amount of the uninsured portions of the invested funds.

The Treasurer, upon recommendation of the Chief Executive Officer and the Chief Finance Officer, is further authorized to make discretionary investments, without bidding, for the purpose of supporting economic and community development. Such investments shall be made in amounts not to exceed \$100,000; at a rate not less than the Federal Reserve Discount Rate, plus 1%; for a term not to exceed one year; with interest to be paid quarterly; and shall not exceed \$100,000 per institution. The Board of Trustees shall be provided a report of such investments each month.

Board Action to Amend: Trustee Brenda Culver made a motion to approve the amendment to the policy as published in the board mailing. Trustee Larry 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 carried.

Board Action: Trustee Larry Rost made a motion to waive second reading and adopt the revised and amended Board Investment Policy 300.12 as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 6 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. RAMP Document FY2010: Chris Cantwell reviewed IECC’s Resource Allocation and Management Plan (RAMP) for FY 2010, which includes four capital project requests in ranking order, as follows:

Olney Central College
Project Name: Applied Technology Center
District Priority No.: 1 of 4
Total Building Budget: \$1,917,173

Wabash Valley College
Project Name: Technology/Student Support Expansion to Main Hall
District Priority No.: 2 of 4
Total Building Budget: \$7,043,975

Lincoln Trail College
Project Name: Center for Technology
District Priority No.: 3 of 4
Total Building Budget: \$9,420,640

Frontier Community College
Project Name: Student Center
District Priority No.: 4 of 4
Total Building Budget: \$3,683,775

Recommendation: The CEO recommended approval of the RAMP document for submission to the Illinois Community College Board.

Board Action: Trustee Marilyn Wolfe made a motion to approve IECC's Resource Allocation and Management Plan for FY2010 as recommended. Student Trustee Terra Ochs seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. 2+2 Articulation Agreement with McKendree University: Chris Cantwell reviewed an updated 2 + 2 Program Articulation Agreement between IECC and McKendree University for the following degrees:

Bachelor of Business Administration in Business Administration
Bachelor of Business Administration in Marketing

This agreement is to serve as a formal arrangement for those students who complete a degree with one of the four Illinois Eastern Community Colleges to transfer with ease into the McKendree University AiM Program. The AiM Program (Accelerated Instruction with McKendree) is designed for students whose local commitments make them unable to attend McKendree University's Lebanon campus. The CEO recommended approval of this agreement.

Board Action: Trustee Walter Koertge made a motion to approve the updated 2 + 2 Program Articulation Agreement between IECC and McKendree University as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Inter-Fund Loans Resolution: During each fiscal year, transfers are required to be made between existing designated funds to meet obligations of the District. Each year the Board of Trustees is asked to approve a resolution authorizing these inter-fund loans and transfers. These inter-fund loans, from any fund to any other fund maintained by the Board, are for the purpose of meeting the ordinary and necessary expenditures of the district. The CEO recommended adoption of the following resolution which authorizes the Treasurer of the District to make inter-fund loans as required during fiscal year 2009, and that such inter-fund loans be repaid and retransferred to the proper fund no later than June 30, 2009.

Inter-Funds Loan Resolution

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges District No. 529 desires to affect certain inter-fund loans for fiscal year 2009, pursuant to 110 ILCS 805/3-34, and

WHEREAS, these inter-fund loans, from any fund to any other fund maintained by the Board, are for the purpose of disbursing such funds to be used in meeting the ordinary and necessary expenditures of the District.

SO BE IT RESOLVED, that the Board of Trustees hereby authorizes the Treasurer of the District to make inter-fund loans as required for fiscal year 2009, and to make the necessary transfers therefor.

BE IT FURTHER RESOLVED, that each such inter-fund loan must be repaid and retransferred to the proper fund no later than June 30, 2009.

Board Action: Trustee Marilyn Wolfe made a motion to adopt the foregoing Inter-Fund Loans Resolution as recommended. Student Trustee Terra Ochs seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Building and Maintenance Fund Resolution: State statute requires that the Board of Trustees approve by a resolution the granting of authority to budget and expend funds collected from tax revenues for the purpose of operations and maintenance of the district campuses and properties. The following resolution authorizes the Chief Executive Officer of the District to budget and expend funds from a tax levied for operations, building and maintenance purposes, for the payment of salaries of maintenance and grounds workers, custodial employees, or any other operations and maintenance staff, engineers or such other contractors as required, and all costs of fuel, lights, gas, water, and custodial supplies and equipment or the cost of a

professional survey of the condition of school buildings or of any one or more of the preceding items. The CEO recommended approval.

Building and Maintenance Fund Resolution

WHEREAS, expenses payable from taxes levied for operations, building and maintenance purposes and for the purchase of school grounds are subject to 110 ILCS 805/3-20.3,

WHEREAS, funds expended for obligations incurred for the improvement, maintenance, repair or benefit of buildings and property, including cost of interior decorating and the installation, improvement, repair, replacement and maintenance of building fixtures, for the rental of buildings and property for community college purposes or for the payment of all premiums for insurance upon buildings and building fixtures shall be paid from tax levied for operations, building and maintenance purposes and the purchase of school grounds,

WHEREAS, payment of all salaries for maintenance and grounds workers, custodial employees, or any other operations and maintenance staff, engineers, or such other contractors as required, and all costs of fuel, lights, gas, water, and custodial supplies and equipment, or the cost of a professional survey of the conditions of school buildings, or any one or more of the preceding items may not be paid from tax levied for operations, building and maintenance purposes and the purchase of school grounds without resolution of the Board of Trustees,

SO BE IT RESOLVED, that the Board of Trustees of the Illinois Eastern Community College District No. 529 by resolution authorizes the Chief Executive Officer of the District to budget and expend funds from a tax levied for operations, building and maintenance purposes for the payment of salaries for maintenance and grounds workers, custodial employees, or any other operations and maintenance staff, engineers, or such other contractors as required, and all costs of fuel, lights, gas, water, and custodial supplies and equipment or the cost of a professional survey of the condition of school buildings or of any one or more of the preceding items.

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

#8-E. Working Cash Fund Resolution: The Board of Trustees is required to approve a resolution authorizing the transfer of interest earned in the Working Cash Fund to the General Fund for the purpose of paying general obligations of the District. The Treasurer of the District has or will transfer approximately \$100,000 from the Working Cash fund to the General Fund prior to June 30, 2008. Only interest is transferred and the principal of the Working Cash Fund remains intact. If for any reason the principal was spent and the District was unable to repay it, the Working Cash Fund would be depleted. A Working Cash Fund could only be reestablished by approval of a voter referendum. The CEO recommended adoption of the following resolution authorizing the Treasurer to permanently transfer approximately \$100,000 Working Cash Fund interest to the General Fund on or before June 30, 2008.

Working Cash Fund Resolution

WHEREAS, the Board of Trustees approved the permanent transfer of interest earned on the Working Cash Fund monies to the General fund on or before June 30, 2008;

WHEREAS, the Board of Trustees initiated this transfer pursuant to 110 ILCS 805/3-33.6 for the purpose of disbursing such funds to be used in meeting the ordinary and necessary expenditures of the district;

WHEREAS, the Board used these funds for aforesaid purposes and no repayment of this money is required;

SO BE IT RESOLVED that the Board of Trustees authorizes the Treasurer of the District to permanently transfer approximately \$100,000 Working Cash Fund interest to the General Fund, said transfer to be made on or before June 30, 2008.

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

#8-F. FY09 Budget Resolution: The Board is required to establish a budget for each fiscal year. The following resolution sets forth the fiscal year, dates for publication of the notice of a public hearing on the budget, establishes a date by which a tentative budget will be available for public inspection, establishes a public hearing on the budget for September 16 at Wabash Valley College, and states that the budget will be adopted by the Board on September 16, 2008 following the hearing. The CEO recommended approval of the following budget resolution.

FY2009 Budget Resolution

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges District No. 529 of the State of Illinois, that the following requirements are hereby established relative to the budget for said community college district for the 2009 fiscal year:

1. Date of Fiscal Year: July 1, 2008 - June 30, 2009.
2. Publication of Notice of Public Hearing on Budget: On or before August 8, 2008.
3. Tentative Budget to be available for Public Inspection at the District Business Office: On and after August 8, 2008.
4. Mailing Tentative Budget to Board of Trustees: August 8, 2008.
5. Public Hearing on Budget: September 16, 2008 at the hour of 6:00 p.m. to 6:30 p.m., local time, Wabash Valley College, 2200 College Drive, Mt. Carmel, IL 62863.
6. Adoption of Budget: September 16, 2008 following the Public Hearing.

Board Action: Trustee Larry Rost made a motion to adopt the foregoing FY09 Budget Resolution as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. Prevailing Rate of Wages: The CEO presented and recommended adoption of "An Ordinance of the Board of Trustees of Illinois Eastern Community Colleges Ascertain the Prevailing Rate of Wages for Laborers, Mechanics and Other Workers Employed in any Public Works of Said District." The ordinance is the same as adopted one year ago and includes attachments listing the prevailing rate of wages for Crawford, Richland, Wabash and Wayne Counties, Illinois, as determined by the Illinois Department of Labor under date of June 2008. The determination is to be on file in the District Office and available to any interested party, attached to all contract specifications, and copies are to be mailed to the Secretary of State Index Division and Illinois Department of Labor. A notice of the determination must be published.

Board Action: Trustee Marilyn Wolfe made a motion to adopt the Ordinance Ascertain the Prevailing Rate of Wages as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H. Payment of Accrued Bills: The District's fiscal year ends on June 30, and under general accounting rules, the District may pay accrued bills for a short period following the end of FY08. The accrual period runs from July 1 and ends on July 11. On July 11, all FY08 obligations received during this run-out period will be paid. Therefore, these accrued bills will be paid before the Board approves them. At each regular Board meeting, the Board receives an electronic copy of bills for review and payment. At the July Board meeting, that electronic report will include current bills for approval plus all the bills that were paid in the accrual period. Each of these accrual period payments will be designated with an A (for accrual) beside the vendor. This procedure has been followed in prior years. The CEO recommended approval to pay the FY08 accrued bills prior to Board approval, with the understanding that these bills will be made available electronically for Board review at the July Board meeting.

Board Action: Trustee Marilyn Wolfe made a motion to approve payment of accrual bills as recommended. Student Trustee Terra Ochs seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-I. Academic Calendar 2009-2011: In preparation for approval of the two year catalog, a two year academic calendar must be considered and adopted by the Board of Trustees. Under contract guidelines, the District is to consult with the Illinois Eastern Community College Education Association on the academic calendar. Pam Schwartz of the District Office met with Kristi Urfer, the association's designated representative and discussed the proposed calendar. Following that discussion, a completed calendar was submitted to Dan Tahtinen, the Association President, for his review and comment. No objections to the proposed academic calendar have been raised. The CEO recommended that the Academic Calendar for 2009-2011 be approved as presented.

Board Action: Trustee Brenda Culver made a motion to approve the Academic Calendar for 2009-2011 as presented and recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-J. Affiliation Agreement with Rachel A. Winters, M.D. – Medical Assistant: IECC wishes to enter into a new affiliation agreement with Rachel A. Winters, M.D. in Lawrenceville, Illinois. This affiliation agreement is for the LTC Medical Assistant Program and is the standard affiliation agreement utilized by the District.

#8-K. Affiliation Agreement with Sarah Bush Lincoln Health Center – ADN Program: IECC wishes to enter into a new affiliation agreement with Sarah Bush Lincoln Health Center located in Mattoon, Illinois. This affiliation agreement is for the Associate Degree Nursing Program and is the standard affiliation agreement utilized by the District.

Board Action: Trustee Larry Rost made a motion to approve an affiliation agreement with Rachel A. Winters, M.D. for the Medical Assistant Program and with Sarah Bush Lincoln Health Center for the Associate Degree Nursing Program as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-L. International Transportation Fee: The District currently charges International Students \$150.00 per semester for transportation to and from the college from the student's place of residence. The transportation fee also covers transportation to special and cultural events. Because of the increased price of gasoline, this fee needs to be increased to \$175.00 per semester. The CEO recommended approval for this fee increase.

Board Action: Student Trustee Terra Ochs made a motion to approve the International Student fee increase to \$175.00 per semester as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-M. Building Lease Agreements: The CEO recommended consideration and approval of the following lease agreements with changes and revisions as noted. Some of the agreements do not require approval at this time, but all such building lease agreements are listed for the Board's information.

1. OCC Cosmetology Lease – amendment to lease for the Cosmetology program property located at 104 E. Main, Olney, IL extends the lease through June 30, 2009. Monthly rent to remain at \$1,100.00.
2. IECC/Elvan Wallace and A. Carol Wallace – lease for the Frontier Newton Center located at 207 E. Jourdan St., Newton, IL expiring on June 30, 2010, the monthly rent is \$875.00. No Board of Trustee action is required.
3. OCC Phlebotomy and Massage Therapy Lease – lease for the Phlebotomy and Massage Therapy programs located at 108 East Main Street, Olney, IL. A three year lease began September 1, 2005 and has extended to August 31, 2010. The monthly rent is \$1,500.00 per month.

4. IECC and Janet E. David Trust Lease – Lease commencing April 1, 2004 and ending on March 31, 2008 for Career and Technical Education and Small Business Development Center Offices located at 702 West High Street, Olney, IL. The lease is hereby extended from July 1, 2008 on a month to month basis. The rent remains the same at \$1,000.00 per month.

5. IECC/LTC and City of Robinson - Intergovernmental Agreement between IECC/LTC and the City of Robinson for the Lease, Operation and Use of a Fitness Center located at 501 South Cross Street. This agreement is currently under review with the City of Robinson.

6. IECC/FCC Foundation Hall Lease – Lease by IECC/FCC of a building commonly known as Foundation Hall owned by Frontier Community College Foundation and located adjacent to the campus of Frontier Community College. Lease began October 18, 2005 and was extended to June 30, 2010. In lieu of rent, IECC agrees to provide maintenance to the building's interior and exterior, provide janitorial services, telephone, insurance, and utility services.

7. IECC/FCC/and Frontier Community College Foundation Extension Building Sublease – The Frontier Community College Foundation currently leases a building located at 2-B Frontier Drive, Fairfield, IL, commonly known as the Extension Building to the University of Illinois Board Of Trustees. IECC subleases from the Foundation reasonable access and use of the facility for college purposes. Sublease began March 20, 2001 and was extended to June 30, 2009. In lieu of rent, IECC agrees to provide maintenance to the building's interior and exterior, provide janitorial services, telephone, insurance, and utility services. No Board of Trustee action is required.

8. IECC/FCC Flora Center Lease – IECC/FCC pays the Flora Chamber of Commerce \$100 per month for shared space within the Chamber Office. The lease began on December 1, 2007. This lease extension would begin July 1, 2008 and end on June 30, 2009, without any change in the monthly payment.

9. IECC/WVC Foundation Lease – Wabash Valley College Administration occupies approximately 1,600 square feet of the Foundation Building at 2201 College Drive. In exchange for this use, the College District provides mowing, snow clearing and routine maintenance of the building. The term of the new lease would be from July 1, 2008 through June 30, 2010, without change in the terms of the lease.

Board Action: Trustee Walter Koertge made a motion to accept the foregoing summary of building lease agreements and to approve those agreements requiring Board of Trustees approval as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

#9-A. IECC – FY09 Property, Casualty and Worker’s Compensation Insurance: The CFO presented the recommendation of the Bid Committee to accept the low bid meeting all specifications for FY09 property, casualty and worker’s compensation insurance from Wells Fargo Insurance, Champaign, IL, as follows: Property and Casualty Insurance, total bid \$215,417.00; Worker’s Compensation Insurance, total bid of \$143,400.00.

Property and Casualty Insurance bid is broken down as follows: Property \$78,273; General Liability \$36,860; Crime \$1,300; Boiler & Machinery \$4,409; Automobile \$46,805; Fiduciary \$1,200; Umbrella \$27,524; Foreign Liability \$3,500; School Board Legal Liability \$7,898; Cyber Liability \$7,648. Total \$215,417.00.

Source of Funds: Operating and LPS Funds. Department; District-Wide Insurance Coverage. It was noted that for the second consecutive year these rates are lower than for the previous year.

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

Board Action: Trustee Larry Rost made a motion to approve the bid of Wells Fargo Insurance for the District’s general insurance and worker’s compensation for FY09 as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-B. WED – Enclosed Dual Axle Trailer: The CFO presented the recommendation of the Bid Committee to accept the low bid that meets all specifications for an enclosed dual axle trailer for the Workforce Education Department from Midway Trailers, Inc., Benton, MO, for a total bid of \$5,380.00.

Source of Funds: Community Based Job Training Grant. Department: Workforce Education. Purchase is contingent upon approval from the Illinois Department of Labor.

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

Board Action: Trustee Walter Koertge made a motion to approve the bid of Midway Trailers, Inc. for an enclosed dual axle trailer as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-C. WED – Hydraulic Training Panel: The CFO presented the recommendation of the Bid Committee to accept the low bid that meets all specifications for a hydraulic training panel for the Workforce Education Department from Fluid Power Training Institute, West Valley City, UT, for a total bid of \$32,050.00.

Source of Funds: Community Based Job Training Grant. Department: Workforce Education. Purchase is contingent upon approval from the Illinois Department of Labor.

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

Board Action: Trustee Marilyn Wolfe made a motion to approve the bid of Fluid Power Training Institute for a hydraulic Training Panel as recommended. Student Trustee Terra Ochs seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. 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 \$4,523,888.59, as of May 31, 2008.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for June 2008, totaling \$1,002,487.06, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for June 2008, in the amounts listed, and payments from the revolving fund for May 2008. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

1. **Construction Change Orders:**
 - A. LTC Light Diffuser - \$4,300.
 - B. OCC Floor Leveling Solution - \$7,000 - \$8,000.
 - C. WVC Classroom Remodeling - \$18,000.
 - D. LTC Professional Annex Building and WVC Main Hall Phone Jacks and Data Drops - \$3,036.
2. **Lineman Training** Twenty-five students are registered for the Fall Semester

with a waiting list of eleven. FCC is attempting to find a part-time instructor for the course.

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

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

#13-A. Written Executive Session Minutes: No executive session was held during the regular meeting, Tuesday, May 20, 2008.

#13-B. Audio Recordings of Executive Session: No executive session was held during the regular meeting, Tuesday, May 20, 2008.

#13-C. Semi-Annual Review of Executive Session Minutes: The Board of Trustees having conducted a semi-annual review of executive session minutes as mandated by Section 2.06 of the Open Meetings Act, the CEO presented the following report and recommendations:

A. The following written executive session minutes were reviewed in December 2007 and the decision was made at that time to keep them closed:

1. Tuesday, June 20, 1995.
2. Tuesday, August 15, 1995.
3. Tuesday, September 19, 1995.
4. Friday, August 2, 1996.
5. Tuesday, January 20, 1998.
6. Tuesday, June 15, 1999.
7. Tuesday, July 20, 1999.
8. Tuesday, February 20, 2001.
9. Tuesday, March 20, 2001.
10. Tuesday, June 19, 2001.
11. Tuesday, July 17, 2001.
12. Tuesday, August 21, 2001.
13. Tuesday, September 18, 2001.
14. Tuesday, June 18, 2002.
15. Tuesday, July 16, 2002.
16. Tuesday, August 20, 2002.
17. Tuesday, September 17, 2002.
18. Tuesday, December 10, 2002.
19. Tuesday, February 18, 2003.
20. Tuesday, June 17, 2003.
21. Tuesday, August 19, 2003.
22. Tuesday, September 16, 2003.
23. Tuesday, August 17, 2004.
24. Tuesday, December 14, 2004.
25. Tuesday, June 21, 2005.
26. Tuesday, July 19, 2005.
27. Tuesday, August 16, 2005.
28. Tuesday, April 18, 2006.
29. Tuesday, November 21, 2006.
30. Tuesday, January 16, 2007.

B. The following written executive session minutes have been approved, but remain closed, and are being subjected to the semi-annual review for the first time in June 2008:

1. None.

C. The following written executive session minutes have been approved and opened to the public record:

1. Wednesday, April 9, 2008.

D. Audio recordings of previously approved executive sessions will remain closed to the public record and these audio executive session recordings will remain in the custody of the Board Secretary until 18 months following the executive session at which the audio recordings were made:

1. Tuesday, January 16, 2007.
2. Wednesday, April 9, 2008.

E. As part of the Board of Trustees semi-annual review of executive sessions, the Board notes that the audio tape recordings of the following meetings have been held by the Secretary for more than the 18 months required, and the Secretary is directed to destroy these recordings after this meeting:

1. Tuesday, November 21, 2006.

F. As part of the Board of Trustees semi-annual review of executive session minutes, the Board notes that executive sessions were not held on the following dates:

1. Tuesday, December 11, 2007.
2. Tuesday, January 15, 2008.
3. Tuesday, February 19, 2008.
4. Tuesday, March 18, 2008.
5. Tuesday, April 15, 2008.
6. Monday, April 21, 2008.
7. Tuesday, May 20, 2008.

G. It is recommended that the following previously approved closed meeting minutes be open to the public record:

1. None.

H. It is recommended that the following previously approved closed meeting minutes remain closed to the public record;

1. None.

Board Action: Trustee Marilyn Wolfe made a motion to adopt the foregoing report and recommendations as outlined, for minutes of executive sessions held on the dates listed. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

400.1. Employment of Personnel

A. Faculty

1. Michael Conn, Art Instructor, effective August 14, 2008.
2. Harold Dale Harris, Electrical Distribution Systems Instructor, effective August 14, 2008.

B. Classified

1. Robert Tice, Custodian, OCC, effective June 30, 2008.

400.2. Change in Status

A. Faculty

1. Lisa Benson, Dean of Instruction, OCC, to Mathematics Instructor, IECC, effective August 14, 2008.

400.3. Intent to Renew CEO Contract

The Board of Trustees notified Terry L. Bruce, Chief Executive Officer/Chief Operating Officer, that his two-year contract will be extended for an additional year.

400.4. Notice of Intent to Renew President Contracts

The Board of Trustees gave notice of intent to renew the contracts of Jack Davis, President of Olney Central College; Matt Fowler, President of Wabash Valley College; and Beverly Turkal, President of Lincoln Trail College.

400.5. Reemployment of IECC/LTC Correctional Center Non-Bargaining Unit Employees for FY09. Employment is completely dependent upon funding from the Department of Corrections.

A. Administrative

1. Glen Donaldson, Associate Dean/RCC/LCC
2. Tim Watson, Correctional Site Director/LCC

B. Classified

1. Lori Watts, Records Assistant/RCC/LCC

400.6. Special Assignments for FY08-09

Frontier Community College

Academic

1. Jeff Cutchin, Lead Inst Information Systems Tech, \$450
2. Kathy Doty, Lead Inst Office Occupations, \$450
3. Rodney Maxey, Lead Inst Auto Tech, \$450
4. Dale Harris, Lead Inst Electrical Distribution, \$450

Extra-Curricular

1. Kathy Doty, College Bowl Team Advisor, \$400
2. Jeannette Wiles, Phi Theta Kappa Advisor, \$400

Other

1. Galen Dunn, O & M Team Leader, \$5,825

Lincoln Trail College

Academic

1. Bea Abernathy, Lead Inst Admin Inform Tech, \$475
2. Travis Matthews, Lead Inst Microcomputer Support Specialist, \$450
3. Paul Stouse, Lead Inst Horticulture, \$450

Athletic

1. Mitch Hannahs, Athletic Director, \$3,500

Extra-Curricular

1. Carrie Mallard, Scholastic Bowl Coordinator, \$350

2. Carrie Mallard, Student Senate Advisor, \$500
3. Lonnie Devin, Student Senate Advisor, \$500
4. Susan Polgar, Phi Theta Kappa Advisor, \$350
5. Yvonne Newlin, Performing Arts Coordinator, \$1,500

Other

1. Dan Leggitt, O & M Team Leader, \$5,825

Olney Central College

Academic

1. Mark Fitch, Lead Inst Collision Repair Tech, \$475
2. Brian Wick, Lead Inst CRT Auto Service Tech, \$475
3. Russ Jausel, Lead Inst Industrial Maint Tech, \$550
4. Amie Mayhall, Lead Inst Office Technology, \$550
5. Kristi Urfer, Lead Inst Accounting, \$450
6. Penny Campbell, Lead Inst Massage Therapy, \$450

Academic – Nursing

1. Janet Kinkade, Dept Head, Nursing/FCC, \$3,000 + 12 hrs. rel. time
2. Anne Hustad, Dept Head, Nursing/OCC, \$3,000 + 12 hrs. rel. time
3. Tamara Fralicker, Dept Head, Nursing/LTC, \$3,000 + 12 hrs rel. time
4. Kathleen Nelson, Dept Head, Nursing/WVC, \$3,000 + 12 hrs. rel. time

Athletic

1. Nicholas Short, Head Women's Softball Coach, \$8,000

Extra-Curricular

1. Carmen Jones, Phi Theta Kappa Advisor, \$300
2. Kelly Payne, Asst. Phi Theta Kappa Advisor, \$200
3. Suzanne Downes, Performing Arts Coordinator, \$1,000
4. Laurel Cutright, WYSE Coordinator, \$350
5. Rob Mason, Asst WYSE Coordinator, \$200
6. TBD, Asst WYSE Coordinator, \$200

Other

1. Ed Wright, Coordinator of Food Services, \$12,500
2. Larry Gangloff, O & M Team Leader, \$5,825

Wabash Valley College

Academic

1. Judy Neikirk, Lead Inst Social Services, \$450
2. Byford Cook, Lead Inst Industrial Studies, \$450
3. Kyle Peach, Lead Inst Radio/TV \$ 450; Director of Broadcasting, \$8,000
4. Mark Pettigrew, Lead Inst Machine Shop Tech, \$450
5. Larry Hoeszle, Lead Inst Diesel Equipment, \$500
6. Linda Kolb, Lead Inst Early Child Dev, \$450; Small World, \$2,400
7. Steve Hnetkovsky, Lead Inst Agriculture Production, \$450
8. Doug Robb, Lead Inst Agriculture Business, \$450
9. Cathy Robb, Lead Inst Admin Inform Tech, \$500
10. David Wilderman, Lead Inst Marketing, \$450
11. Gary Wise, Lead Inst Manufacturing Tech, \$450
12. Jay Carter, Lead Inst Electronics, \$450

Athletic

1. Clyde Buck, Head W Basketball Coach, \$6,000
2. TBD, Asst. Women's Basketball Coach, \$4,000

Extra-Curricular

1. Brenda Phegley, Phi Theta Kappa Advisor, \$400

Other

1. Ron Martin, O & M Team Leader, \$5,825

District Office

Extra-Curricular

1. Nixie Hnetkovsky, Faculty Director of Student Learning Assessment, \$10,000 + 6 hrs. rel. time
2. Amie Mayhall, Faculty Coordinator of Student Learning Assessment – FCC/OCC, \$2,000
3. Kimberly Stevens, Faculty Coordinator of Student Learning Assessment – LTC, \$2,000
4. Kelly Payne, Faculty Coordinator of Student Learning Assessment – OCC, \$2,000
5. Mark Pettigrew, Faculty Coordinator of Student Learning Assessment – WVC, \$2,000

Other

1. Diane Lutes, Coordinator, Coal Mining Grant, \$3,400
2. Amie Mayhall, Office Careers Internship/Tech Prep, \$1,800

400.7. Administrative Guidelines Changes

A. Administrative Guidelines Changes for Full-Time Bargaining Unit Faculty

1. Internships and Independent Study (Fall and Spring Semesters)

<u>Rate</u>	<u>Effective Date</u>
\$30.00 per student, per credit hour	Current (AY2007/2008)
\$37.00 per student, per credit hour	Fall 2008
\$39.00 per student, per credit hour	Fall 2009
\$41.00 per student, per credit hour	Fall 2010
\$43.00 per student, per credit hour	Fall 2011

2. Internships and Independent Study (Summer Semester)

<u>Rate</u>	<u>Effective Date</u>
\$42.00 per student, per credit hour	Summer 2008
\$44.00 per student, per credit hour	Summer 2009
\$46.00 per student, per credit hour	Summer 2010
\$48.00 per student, per credit hour	Summer 2011
\$50.00 per student, per credit hour	Summer 2012

B. Administrative Guidelines Changes for Part-Time Faculty

1. Rate of Pay

<u>Rate</u>	<u>Effective Date</u>
\$300 per equated hour (load hour)	Current (AY2007-2008)
\$317 per equated hour (load hour)	Fall 2008
\$335 per equated hour (load hour)	Fall 2009
\$354 per equated hour (load hour)	Fall 2010
\$374 per equated hour (load hour)	Fall 2011

2. Internships and Independent Study for Summer Term Only

<u>Rate</u>	<u>Effective Date</u>
\$42.00 per student, per credit hour	Summer 2008
\$44.00 per student, per credit hour	Summer 2009
\$46.00 per student, per credit hour	Summer 2010
\$48.00 per student, per credit hour	Summer 2011
\$50.00 per student, per credit hour	Summer 2012

3. Internships and Independent Study for Fall and Spring Semesters

<u>Rate</u>	<u>Effective Date</u>
\$30.00 per student, per credit hour	Current (AY2007/2008)
\$37.00 per student, per credit hour	Fall 2008

\$39.00 per student, per credit hour	Fall 2009
\$41.00 per student, per credit hour	Fall 2010
\$43.00 per student, per credit hour	Fall 2011

400.8. Minimum Wage Change

The IECC District will be in compliance with the minimum wage change.

400.9. FMLA Leave Request

A. Classified

1. Erin Koertge, Library Assistant, OCC, amended FMLA Leave effective June 10, 2008, with up to 12 weeks of intermittent unpaid leave. The requested leave is unpaid, with benefits, with allowance of substitution of paid leave time.

400.10. Request for Approval of Non-College Employment

A. Faculty

1. Cheryl Dill, Richland Memorial Hospital, Olney, IL, approximate time per academic year 36 days.

2. Shirley Smithenry, Richland Memorial Hospital, Olney, IL, approximate time per academic year 50 days.

400.11. Leave of Absence Approved by CEO since May 20, 2008

A. None.

400.12. Resignation

A. Classified

1. Sheri Georges, Program Advisor, ETS, DO, effective August 1, 2008.

400.13. Retirement

A. Professional/Non-Faculty

1. Suzanne Brooks, Coordinator of Registration & Records, FCC, effective September 1, 2008.

Personnel Report Addendum

400.14. Temporary Employment

A. Classified

1. Tressie Facculy-n-Gous, Library Assistant, OCC, temporary, full-time contractual employee, effective June 18, 2008.

#14-A. Board Action to Amend Personnel Report: Trustee Brenda Culver made a motion to amend the Personnel Report, to add an addendum containing Section 400.14 as recommended. Student Trustee Terra Ochs seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

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

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” – Trustee Walter Koertge made a motion to adjourn. Trustee Larry 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. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:00 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

Agenda Item #4

Public Comment

Agenda Item #5

Reports

A. Trustees

B. Presidents

C. Cabinet

Coal Mining Technology/Telecom

Agenda Item #6

Policy First Reading (and Possible Approval)

Electronic Device Usage 400.25

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2008
RE: Electronic Device Usage Policy 400.25

Recent safety studies have shown that use of cell phones and other electronic devices while driving should be discouraged. The district has not yet drafted a policy on use of electronic devices while driving and with the expanding usage of such devices; a policy needs to be put into place.

The proposed policy would prohibit the use of such electronic devices while driving a district owned motor vehicle or a personally owned motor vehicle being operated for district business. The policy also requires that district employees pull off to the side of the road and safely stop the vehicle before placing or taking phone calls. The policy further states that employees are not expected to make calls or do other district work while driving.

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

TLB/rs

Attachment

Electronic Device Usage (400.25)

Date Adopted: July 15, 2008

Employees should not use district-owned or employee-owned electronic devices, including, but not limited to, cell phones and computers, while driving on district business. This policy prohibits talking, texting, and e-mailing while operating a district owned motor vehicle or a personally owned motor vehicle being operated for district purposes.

Should an employee need to make a district related call while driving, they should locate a lawfully designated area to park and make the call. Regardless of the circumstances, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Employees are not expected to make calls and do other district work while driving. Under no circumstances are employees allowed to place themselves at risk while driving to fulfill district business needs.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

2008-2009 Marketing and Information Plan

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2008
RE: IECC Marketing and Information Plan

Mr. Chairman, I recommend the Board approve the 2008-2010 IECC Marketing/Information Plan. The Directors of Information and Marketing, Recruitment, and Office of Institutional Development compiled this plan.

Because of its length, the document has been sent to you in a separate e-mail. Printed copies will be available at the Board meeting.

TLB/rs

Agenda Item #8B

2008-2009 IECC Catalog

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2008
RE: 2007-2008 IECC Catalog

IECC currently prints an annual catalog setting forth all the courses, programs, degrees and certificates along with the policy that applies to the operation of the district. From time to time throughout the year, the Board is asked to make changes in the catalog. Those changes are added to the electronic version of our catalog on the IECC website and become the binding document for our relationship with students, faculty, and staff.

Over the past year, the Board has approved changes to the catalog and these changes have been incorporated into the catalog electronically. The listing of the changes follows.

I am asking for the Board's approval to print a new version of the catalog incorporating these already approved changes.

TLB/rs

Attachment

ADDITIONS/CHANGES/DELETIONS TO 2008-2009 CATALOG

Revised Collision Repair Technology program description – OCC.....	7/07
Added Parenting Certificate – WVC	7/07
Corrected course title in Course Descriptions (AUM 1200)	8/07
Added statement “*Portfolio Development – “This is a required course for graduation at Olney Central College.” to Administrative Information Tech Degree	11/07
Replaced Appeals and Procedures in Financial Information section.....	11/07
Removed Hardware A+ Certificate – LTC.....	12/07
Removed Programming Certificate – LTC.....	12/07
Added ADJ: Corrections Degree – OCC	12/07
Added Health Information Management Certificate – LTC.....	12/07
Removed Legal Secretary/Court Reporting Certificate – WVC.....	1/08
Changed Legal Secretary/Court Reporting Degree to Legal Secretary Degree – WVC	1/08
Removed Microsoft Computer System Eng (MCSE) Certificate – LTC	1/08
Updated Allied Health requirements	1/08
Revised Perkins description (Student Services section - pg. 36).....	1/08
Added Real Estate Certificate – WVC.....	2/08
Revised Social Services Specialist Degree – WVC.....	3/08
Revised Welding and Cutting Certificate – OCC	3/08
Revised Admissions Procedures statement on page 14 - #4. Seventeen years of age. (Effective June 1, 2008).....	3/08
Title change – Associate Degree in Nursing – OCC	3/08
Title change – Practical Nursing Certificate – OCC.....	3/08
Updated Radiography Degree – OCC.....	4/08
Added Automotive Technology Degree – FCC.....	4/08
Added Health Information Management Degree – LTC	4/08
Added Entrepreneurship Certificate – OCC	4/08
Added Entrepreneur Certificate – WVC.....	4/08
Inactivated Building Trades – LTC	4/08
Added MS Office Specialist Certificate – all four colleges.....	4/08
Changed Early Childhood Development title to Early Childhood Education – WVC.....	4/08
Added Gunsmithing Degree – WVC	5/08

Agenda Item #8C

New IECC Program Requests

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2008
RE: New IECC Program Requests

The colleges wish to expand their program offerings by adding three programs. The three new programs include:

OCC - Medical Laboratory Technology (MLT) Degree Program

The Medical Laboratory Technology program is a 67-hour degree program. The Medical Laboratory Technician is employed in clinical laboratories of hospitals, clinics, physician's offices, and other health care facilities performing various laboratory procedures and diagnostic tests. The MLT works under the direct supervision of a physician and/or medical technologist in the areas of blood banking, clinical chemistry, hematology, microbiology, urinalysis, coagulation, and immunology.

LTC – Sports Ground Maintenance Certificate Program

The Sports Ground Maintenance program is a 29-hour certificate that is a Reasonable & Moderate Extension of the Horticulture Degree Program. The courses for this program provide a specialization in landscape design, construction, installation, and maintenance as well as a focus on turf grass management.

FCC-LTC-OCC-WVC – Certificate in General Studies Program

The Certificate in General Studies is a 29-hour certificate and is intended for students who wish to explore their individual interests within an academic structure. The program incorporates general education hours, area of concentration hours, which can be transfer or career and technical courses, and electives giving students the flexibility to design their own program.

I ask the Board's approval to submit these new programs to the Illinois Community College Board for its consideration.

TLB/rs

Agenda Item #8D

Annual Program Review

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2008
RE: FY2008 Annual Program Review Report

The IECC Annual Program Review Report contains transfer and occupational program reviews based on quality, cost, and need. This report also includes a review of administrative, academic and support services.

The report was approved by the Cabinet on July 9, 2008 and will be filed with the Illinois Community College Board on August 1, 2008. The first four pages summarize the report and are included immediately following this memorandum.

The entire document is being sent to you separately by e-mail because of its length. Printed copies of the Annual Program Review will be available at the Board meeting.

I ask the Board's approval for submission of this report to the Illinois Community College Board.

TLB/rs

Attachment

**Illinois Eastern Community Colleges
Annual Program Review
Overview and Summary
FY2008**

Purpose

The Illinois Community College Board (ICCB) Program Review System recognizes that individual colleges have the primary responsibility to evaluate instructional programs, to make decisions about improvement and continuation, assure that program review results are considered in college planning and budget development, and to report results to the ICCB. In addition, the purposes of Statewide Program Review are:

1. To support college-level planning and decision-making related to:
 - Assuring the continuing need and improving the quality and cost-effectiveness of instructional programs;
 - Assessing, improving, and updating programs on a regular basis;
 - Discontinuing programs when there is no longer sufficient demand, quality cannot be maintained at an acceptable level, or they are no longer cost-effective.
2. To demonstrate the accountability of the community college system in maintaining high quality, cost-effective programs that is responsive to the needs of students, businesses and industries in Illinois.
3. To identify best practices, exemplary innovations, and program issues that need to be addressed at the state-level by the ICCB.

The ICCB annually provides a 5-Year Review Schedule for Career and Technical Education (CTE) Programs listed by CIP (classification of instructional programs) code. Subsequently, IECC reviews and includes in this report an Overall 5-Year Plan that lists not only the specified state program reviews, but also a review of services, structures, and processes. All programs and services reviewed for each college, as well as District programs and services are included in the Report.

Program Review is a process that helps Illinois Eastern Community Colleges focus on their mission and priorities encompassing instruction, public service, and all academic areas including student services, and administrative functions.

Illinois Eastern Community Colleges' process for the review of career and technical education programs addresses the following:

- Objectives;
- Need;
- Quality; and
- Cost

Program Objectives: IECC utilizes advisory councils, labor market information and demand, business and industry training, and student and employer surveys to determine if a CTE program provides appropriate skill training, utilizes appropriate equipment, technology, instructional materials, etc. The objectives and measureable student learning outcomes for CTE programs are posted and monitored and

are included in the District's assessment planning process. Student learning outcomes and continuous quality improvement are major program objectives.

Program Need utilizes a variety of indicators and includes enrollment and graduation trends, national, state, and local occupational demand, and program relationship to the District's mission. For example, business and industry services/workforce education is a priority to IECC and its mission to serve the education and training needs of area businesses and industries. Toward this effort, we continue to provide mine training that meets the ever-changing federal rules and regulations; OSHA, computer applications, such as Excel, and leadership and human resource management workshops.

Program Quality analyzes indicators that examine student success factors, such as program completions, job placements, transfer rates, licensure examination passage rates, and students' and employers' levels of satisfaction with their education and/or employment. In addition, program quality reflects faculty and staff qualifications and condition and use of facilities and equipment. The IECC Students First! Assessment Project, will serve to direct the District's assessment processes for overall institutional effectiveness and continuous quality improvement of programs and services to students.

The District's Students First! Project, which is under the Higher Learning Commission's Assessment Academy and for which an institution must apply and be accepted prior to admittance and participation is summarized in the following statement:

“The goal of the Students First! Project is to engage all facets of the institution to ensure shared responsibility for student success. The project plans include holding events, improving communication patterns, and making this an institution-wide effort to ensure student success.

Each employee of Illinois Eastern Community Colleges plays a distinct role in the success of every student in our district. We feel, through the implementation of this project, that we can help everyone recognize exactly how they impact student learning, and think of ways to improve departments to ensure student success.”

IECC continues to implement an assessment plan for assessment of student learning. The District's assessment team leaders are five faculty members (2 CTE and 3 Transfer), one from each college and a coordinator, who plan and coordinate all assessment activities for the District and 4 colleges. Examples of the activities include:

- Assessment Workshops for all faculty, CTE and Transfer;
- Individual meetings within disciplines, program clusters, etc;
- Development and maintenance of a Web-based Assessment Tool Kit;
- Listings of measurable program outcomes; and
- Angel e-Portfolio for Student Portfolios.

The IECC's assessment planning and tools are located on our website at <http://www.iecc.edu/assessment/>. The Tool Kit is designed to assist faculty and other program representatives in constructing or remodeling existing assessment plans/tools. An Assessment Tool example is as follows:

General Education Learning Outcomes

- Students will be able to read and comprehend college level work.
- Students will be able to explain and defend ideas orally and in writing.
- Students will be able to examine ideas using critical thinking and reasoning.
- Students will be able to solve problems using logic, mathematics, technology, and creative thinking.
- Students will be able to demonstrate information and technology literacy.
- Students will be prepared to engage in lifelong learning and to participate as responsible members of a culturally diversified global society.

Also for assessment, the District conducted the Second Annual Students First! Retreat with 40 IECC employees representing faculty and staff from every department, division, college, district office, etc. The two-day retreat was to inform and involve IECC in making assessment and student success the primary focus of what IECC is and does.

Program Costs are examined for appropriateness of cost relative to student demand, student/faculty ratios, or the need for frequent technological/equipment changes. Cost-effectiveness of programs is determined through the utilization of unit cost analysis, cost revenue analysis, or cost per program enrollee and completer. College programs are compared to statewide program costs or averages; these programs should not vary significantly from the statewide average expenditures.

Program Review Process

The Program Review process at Illinois Eastern Community Colleges is a systematic, ongoing, college-wide and district-wide process that evaluates instructional, student and academic support services, public service, administrative functions, and overall academic productivity relative to program objectives, quality, need, and cost on a 5-year basis. A continuous semester-to-semester and year-to-year review process for IECC uses various evaluation methods and processes, documents, and materials to determine IECC's overall institutional effectiveness; these include meetings and workshops with administration, staff, and faculty, and development and review of instructional materials, services, evaluation instruments, and college/district annual reports, surveys, and data.

Annually, courses are reviewed and revised (descriptions, credit/contact hours, outcomes), particularly career and technical education courses to ensure these courses continue to meet program and workplace requirements. Similarly, transfer courses are reviewed and revised relative to on-going IAI policies and articulation requirements for high school requirements as well as for baccalaureate transfer requirements.

Enrollments in courses/programs are closely monitored to determine if courses are offered and scheduled to meet student need and whether these offerings are cost-effective, relative to the scheduling (days, times, sections). Program completions, job placements, and continuing education of graduates are also monitored and reviewed relative to program quality and need.

IECC continues to conduct Student Satisfaction Surveys every fall and spring semester of all students. This survey provides information about the colleges and programs from a student perspective.

IECC emphasizes student retention and completion of programs. The District has developed and implemented a degree audit system, which is now entering the fourth year and provides a data base to track students' progress to program completion. With improved student data, the District is improving students' program retention and completion.

Degree and certificate programs are evaluated using trend data analyses for enrollments, completions, and/or job placements/transferability, as well as other information for quality and need of programs such as exploration and review of industry skill standards, licensure, and certification; labor market information from the Illinois Department of Employment Security - Illinois Job Outlook in Brief and One Source – Workforce and Career Information, America's Job Bank, ICCB Data and Characteristics, ICCB Occupational Follow-up Study, etc. Enrollments, completion data, labor market trends, and business and industry advisory councils are all utilized and analyzed to maintain program viability within the IECC District. Additionally, IECC analyzes national and state labor market information and trends as well as local business and industry trends and needs for the development and implementation of new degrees, certificates, and courses, as well as the identification of new services, business and industry training, and to identify the newest technologies and equipment.

The identification of new and emerging career and technical programs is an on-going process that begins with local business and industry and advisory council input. IECC also reviews national reports and data for new CTE programs, innovations, and projects.

CTE Program Review

In summary, a total of 37 career and technical education programs (degrees and certificates) were reviewed for fiscal year 2008. Twenty-two of these programs will be continued; three will be discontinued; two will be significantly modified during the coming year; and two are scheduled for further review during FY09. Based on last year's review, eight programs were again reviewed during this cycle. Of those reviewed last year and again this year, three will remain inactive, three that had previously been withdrawn will be reviewed again for possible reuse, a degree program that had been deactivated will be withdrawn, and a new degree program was added. This year's review also included Adult Education (ABE/ASE) and ESL, Math, Scholarship, and Outside Agencies.

Agenda Item #8E

Blue Cross Blue Shield Insurance Renewal

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2008
SUBJECT: Blue Cross Blue Shield Renewal

District employees are presently covered for health and dental benefits under a contract with Blue Cross Blue Shield (BCBS) of Illinois. The current contract will expire on August 31, 2008 and BCBS has submitted a proposal for a renewal for one year of the existing contract.

BCBS has requested a 10% increase in medical and dental premiums combined.

As submitted, the proposal includes an 11.3% increase in health insurance premiums, and a 6.0% decrease in dental premiums.

The BCBS renewal rates proposed mirror the anticipated increase in health care costs nationwide.

The District has had a very favorable experience with BCBS since its initial contract which began in September 2003. Since that initial contract, BCBS has provided the District's health care at the following rates:

9-1-03	-	Initial Premium
9-1-04	15%	Increase
9-1-05	(7.3%)	Decrease
9-1-06	4.8%	Increase
9-1-07	8.9%	Increase
9-1-08	10%	Increase Proposed

The District currently pays \$468.33 per month for employee health and dental coverage. These rates would increase to \$516.35 if the Board accepts the BCBS proposal.

Open enrollment under the new contract will need to occur in August. Therefore, I recommend that the Board accept the renewal proposal from BCBS and authorize me to contract with BCBS for the medical plan of Illinois Eastern Community Colleges pursuant to the health and dental renewal rates outlined above.

TLB/rs

Agenda Item #8F

Department of Corrections Contract for FY2009

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2008
RE: Department of Corrections Contract for FY2009

The Department of Corrections has indicated that they wish to contact with Illinois Eastern Community College/LTC for the provision of education services to the Robinson Correctional Facility and to the Lawrence Correctional Facility. This contract offer is subject to the General Assembly appropriating sufficient funds to operate the educational programs.

I would ask that the Board accept the Department of Corrections offer of a contract for the Fiscal Year 2009.

TLB/rs

Agenda Item #8G

Higher Learning Commission Approval for On-Line Program

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2008
RE: HLC Approval for On-Line Degrees and Certificates

On July 3, 2008, the Higher Learning Commission (HLC) notified the district that at its June 27th meeting, the Commission Board had approved IECC's On-Line Associate in Science and Arts Transfer Degree, the Associate in General Studies Degree, the Associate in Science Transfer Degree, the Associate in Applied Science Degree, and other degrees and certificates. The effective date of this approval was July 3, 2008.

I am asking the Board to approve the action taken by the Higher Learning Commission and that the administration be directed to verify the information in all documents submitted to the district by the commission in a timely fashion.

TLB/rs

Agenda Item #8H

Telecommunications Fee Increase

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2008
RE: Telecommunications Fee Increase

Students in the Telecommunications Program offered at Lincoln Trail College presently pay a fee of \$748.00 over the two year program to pay for consumable products that they use. It has been more than ten years since we increased the fees in the overall program.

The entire program has been reviewed and revisions made to curricular offerings based upon the advisory committee that works closely with the program. Courses were modified or combined with others, course content was adjusted to meet the new needs of our students, and new courses have been identified and are being offered.

Because of the change of courses and the increased cost, there is a need to increase the fees. The total increase for the eleven courses offered will be \$403.00, which means the student will pay a total of \$1,151.00 during his or her two years in the program.

I ask the Board's approval of this course fee increase.

TLB/rs

Attachment

**Student Fees Adjustment – LTC
Telecommunications Program**

Course	Current Course Fee	Fee Change	Requested Course Fee
TEL 1266 Fundamentals of Telecom	\$43	Decreased \$12	\$31
TEL 1271 Outside Plant Cable Splicing	\$366	No Change	\$366
TEL 1272 Business Communication Systems I	\$45	Increased \$49	\$94
TEL 1274 Station Installation	\$10	Increased \$14	\$24
TEL 1276 Working Aloft	\$52	No Change	\$52
TEL 2282 TDM Switching Technology	\$48	Increased \$48	\$94
TEL 2288 Computer Telephony I	---	New Fee	\$46
TEL 2291 OSP Cable Maintenance	\$139	Decreased \$43	\$96
TEL 2292 Business Communication Systems II	---	New Fee	\$39
TEL 2293 Advanced Switching Technology	\$45	Removed Fee	---
TEL 2298 Computer Telephony II	---	New Fee	\$55
TEL 2299 Advanced Cable Splicing	---	New Fee	\$254
	\$748.00	Increase of \$403.00	\$1,151

Agenda Item #8I

ADN Student Handbook

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2008
RE: ADN Student Handbook

Periodically the Nursing Student Handbook needs to be completely reviewed and rewritten where needed. The General Assembly passed a new Illinois Nurse Practice Act and state licensing bodies had made other changes.

The changes required include: changes in licensure application and legal issues; information pertaining to the Practical Nurse Program was removed; information concerning computerized exit competency exam requirement was added; requirements on progress and remediation to attain entry level status was added; the drug calculation score was increased; the criminal background check was changed to read "Background Check"; a requirement was added that no open toe or open heel shoe was appropriate for clinical experiences; information about latex allergies was removed; the curriculum design was changed to reflect the movement of the knowledge and skills needed in the profession at particular levels; and, the fee page was updated to reflect the change in tuition.

I ask the Board's approval of this revised Student Nursing Handbook. The Student Nursing Handbook will be sent electronically in a separate e-mail and be available in a hard copy version for review at the Board meeting.

TLB/rs

Agenda Item #9

Bid Committee Report

BID COMMITTEE REPORT

JULY 15, 2008

IECC

1. Janitorial Equipment, Supplies & Office Copy Paper
2. IECC 2008-2009 Catalog
3. Projectors

Wabash Valley College

1. Radio/TV Broadcasting Equipment

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Janitorial Equipment, Supplies and Office Copy Paper
DATE: July 15, 2008

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 low bids received to meet specifications listed on the attached bid tabulation sheet. The grand total of all janitorial bids is \$34,423.80.

Respectfully submitted,

Terry Bruce
Galen Dunn
Harry Hillis, Jr.
Dan Leggitt
Ron Martin
Carl Sager

Source of Funds: Operations & Maintenance and Educational Fund

Department: Maintenance

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

JANITORIAL EQUIPMENT, SUPPLIES AND OFFICE COPY PAPER

July 15, 2008

Item #	EQUIPMENT	Qty	All American Poly Spring Valley, NY	AMSAN Peoria, IL	Black & Company Effingham, IL	CMS Vincennes, IN	Corporate Express St. Louis, MO	Grainger Indianapolis, IN	HP Products Indianapolis, IN	Lorenz Supply Mattoon, IL	Office Connection Vincennes, IN	Pro-Tex-All Evansville, IN	Royal Wholesale Mt. Vernon, IL	Quill Corp Lincolnshire, IL	Universal Inc. Glen Ellyn, IN
1	18" UPRIGHT VACUUM	3	no bid	\$1,720.62	\$1,304.67	no bid	\$1,650.00	\$1,278.72	\$1,827.81	\$1,516.05	no bid	\$1,777.50	no bid	no bid	no bid
2	STACKABLE AIRMOVER	3	no bid	506.25	807.78	no bid	664.29	no bid	487.11	598.00	no bid	477.00	no bid	no bid	no bid
3	15 GALLON WET/DRY VACUUM	1	no bid	469.00	418.92	no bid	327.14	239.87	1,603.56	550.00	no bid	535.00	917.85	no bid	no bid
4	MOTOR SCRUBBER, MODEL MS1000-HH,	3	no bid	1,085.10	no bid	no bid	no bid	no bid	964.53	1,350.00	no bid	930.00	1,001.16	no bid	no bid
5	20 INCH, 1500 RPM HIGH SPEED BURNISHER	1	no bid	997.65	953.07	no bid	784.29	945.38	711.91	799.00	no bid	870.00	1,430.25	no bid	no bid
Item #	SUPPLIES	Qty													
1	5" x 24" DUST MOP HEAD	36	no bid	155.52	no bid	no bid	280.44	no bid	247.32	no bid	no bid	273.24	no bid	no bid	no bid
2	BOWL MOP	12	no bid	6.12	no bid	no bid	9.60	10.32	5.64	no bid	no bid	7.32	7.80	no bid	no bid
3	28OZ DAMP MOP HEAD	24	no bid	142.80	no bid	no bid	140.64	no bid	137.04	no bid	no bid	96.00	141.12	no bid	133.20
4	13" GREEN LIGHT SCRUBBING PADS	2	no bid	18.16	no bid	no bid	22.26	26.54	20.08	no bid	no bid	4.26	35.86	no bid	no bid
5	21" 3M TOPLINE AUTOSCRUBBER PAD, #5000	6	no bid	186.60	no bid	no bid	129.24	no bid	114.00	no bid	no bid	no bid	no bid	no bid	no bid
6	13" BLACK STRIPPING PADS, 3M #7200	1	no bid	9.80	no bid	no bid	11.13	21.93	6.28	no bid	no bid	2.13	15.36	no bid	no bid
7	REUSABLE RUBBER GLOVES X-LARGE	6	no bid	3.36	no bid	no bid	5.57	5.70	13.98	no bid	no bid	3.66	no bid	no bid	no bid
8	BROWN JERSEY KNIT GLOVES, 9OZ	108	no bid	43.92	29.16	no bid	142.74	154.44	52.92	no bid	no bid	no bid	150.12	no bid	no bid
9	LARGE DISPOSABLE POWDER FREE GLOVES	14	no bid	85.68	no bid	no bid	890.40	no bid	693.00	no bid	no bid	84.56	88.48	77.84	no bid
10	LAMBS WOOL DUSTER	18	no bid	85.32	no bid	no bid	127.80	no bid	67.32	no bid	no bid	111.60	no bid	89.10	no bid
11	O CEDAR MAXI-ANGLER BROOM 13" WIDE	18	no bid	93.24	104.40	no bid	264.78	no bid	84.96	138.42	no bid	91.80	no bid	no bid	no bid
12	LEV-R-MATIC DISPENSER #09706, KIMBERLY CLARK OR EQUIVALENT	8	no bid	348.00	no bid	no bid	897.60	no bid	824.16	no bid	no bid	no bid	950.40	no bid	no bid

Item #	SUPPLIES	Qty	All American Poly Spring Valley, NY	AMSAN Peoria, IL	Black & Company Effingham, IL	CMS Vincennes, IN	Corporate Express St. Louis, MO	Grainger Indianapolis, IN	HP Products Indianapolis, IN	Lorenz Supply Mattoon, IL	Office Connection Vincennes, IN	Pro-Tex-All Evansville, IN	Royal Wholesale Mt. Vernon, IL	Quill Corp Lincolnshire, IL	Universal Inc. Glen Ellyn, IN
26	EXHAUST FILTER FOR WINDSOR VSP-14, PART#1878	6	no bid	40.62	no bid	no bid	no bid	no bid	29.16	no bid	no bid	no bid	no bid	no bid	no bid
27	DRIVE BELT FOR WINDSOR VSP-14, PART#2049	6	no bid	51.90	no bid	no bid	no bid	no bid	87.66	no bid	no bid	no bid	no bid	no bid	no bid
28	DRIVE BELT FOR WINDSOR VSE 1-3, PART#4024	6	no bid	69.20	no bid	no bid	no bid	no bid	28.14	no bid	no bid	no bid	no bid	no bid	no bid
29	BAG FILTER FOR WINDSOR VERSAMATIC VSE, PART#2003	4	no bid	73.20	no bid	no bid	49.84	no bid	47.56	no bid	no bid	no bid	no bid	no bid	no bid
30	WASTEBASKET, RECTANGULAR, RUBBERMAID#2543	18	no bid	539.10	no bid	no bid	622.26	308.52	407.16	555.84	no bid	495.00	588.24	no bid	no bid
31	CADDY BAG	2	no bid	58.10	no bid	no bid	63.72	39.90	46.48	60.14	no bid	53.40	59.60	67.16	no bid
32	WASTEBASKET, RECTANGULAR, RUBBERMAID #2957	6	no bid	51.54	no bid	no bid	61.44	35.70	33.18	51.60	no bid	47.04	54.60	51.06	no bid
33	44 GALLON ROUND CONTAINER	2	no bid	75.30	no bid	no bid	82.58	58.50	52.28	77.96	no bid	71.08	74.00	no bid	no bid
34	WITH MOLDED IN GRADUATIONS	6	no bid	60.72	no bid	no bid	75.00	40.50	45.96	61.26	no bid	54.54	60.90	no bid	no bid
35	HEAVY DUTY PLASTIC DUST PAN, RUBBERMAID #RCP2005CHA	6	no bid	12.72	no bid	no bid	18.54	13.50	9.36	19.92	no bid	17.70	14.88	no bid	no bid
36	PROTECTIVE LINERS FOR STURDY STATION 2, RUBBERMAID PART #7817	2	no bid	143.50	no bid	no bid	144.30	90.00	111.06	148.60	no bid	131.80	120.48	no bid	no bid
37	8" CHEMICAL RESISTANT TRIGGER SPRAYER	72	no bid	71.28	no bid	no bid	41.04	56.88	72.72	no bid	no bid	71.28	84.96	no bid	no bid
38	4' X 6' CARPETED INDOOR MAT	6	no bid	360.00	no bid	no bid	657.78	186.00	431.52/ 221.64	no bid	no bid	381.42	378.54	no bid	no bid
39	44 GALLON ROUND CONTAINER, YELLOW RUBBERMAID #2643	4	no bid	150.60	no bid	no bid	190.04	111.80	99.40	155.20	no bid	142.16	154.16	no bid	no bid

Item #	SUPPLIES	Qty	All American Poly Spring Valley, NY	AMSAN Peoria, IL	Black & Company Effingham, IL	CMS Vincennes, IN	Corporate Express St. Louis, MO	Grainger Indianapolis, IN	HP Products Indianapolis, IN	Lorenz Supply Mattoon, IL	Office Connection Vincennes, IN	Pro-Tex-All Evansville, IN	Royal Wholesale Mt. Vernon, IL	Quill Corp Lincolnshire, IL	Universal Inc. Glen Ellyn, IN
40	QUIET DOLLY FOR 44 GALLON ROUND CONTAINER	6	no bid	228.10	no bid	no bid	393.84	245.52	58.98	321.60	no bid	286.32	276.00	230.52	no bid
41	24 OUNCE ROUND PLASTIC SPRAY BOTTLE	42	no bid	20.16	20.58	no bid	20.58	42.00	17.64	no bid	no bid	17.64	18.48	no bid	no bid
42	BLADE KIT TO FIT CONVERTAMAX 26" AUTOSCRUBBER	1	no bid	35.00	no bid	no bid	no bid	no bid	24.23	no bid	no bid	28.00	no bid	no bid	no bid
43	BLADE KIT TO FIT ADVANCE 20" AUTO SCRUBBER	1	no bid	42.11	no bid	no bid	no bid	no bid	27.69	no bid	no bid	32.00	no bid	no bid	no bid
44	ERGO DUST PAN/BROOM	22	no bid	594.00	no bid	no bid	659.12	no bid	no bid	693.00	no bid	364.32	684.42	no bid	no bid
45	TAMPAX TAMPONS	1	no bid	61.95	56.32	no bid	51.23	49.31	47.23	67.83	no bid	68.84	64.26	73.76	no bid
46	SWIFTER DUSTER REFILLS	6	no bid	251.76	no bid	no bid	448.56	no bid	237.78	577.44	no bid	no bid	521.40	301.32	no bid
47	UNGER ORIGINAL STRAP WASHER	2	no bid	no bid	no bid	no bid	23.42	no bid	no bid	20.84	no bid	25.80	18.10	no bid	no bid
48	24" FLOOR SWEEP BROOM, WEILER #42166 OR EQUIV	4	no bid	45.60	41.56	no bid	37.32	no bid	34.60	no bid	no bid	46.40	no bid	no bid	no bid
49	INSTAND HAND SANITIZER WITH ALOE	2	no bid	147.30	no bid	no bid	201.12	no bid	71.34	166.40	no bid	no bid	166.34	no bid	no bid
50	BLOODBORN PATHOGEN CLEANUP KIT	6	no bid	373.99	no bid	no bid	90.84	no bid	68.22	84.00	no bid	no bid	84.90	75.54	no bid
51	SUPER SORB LIQUID SPILLS ABSORBENT	6	no bid	154.92	no bid	no bid	192.96	no bid	178.02	193.32	no bid	178.80	190.80	no bid	no bid
52	BI-LEVEL SCRUB BRUSH, 10"	3	no bid	12.12	no bid	no bid	32.82	no bid	22.35	26.82	no bid	23.85	22.41	no bid	no bid

Item #	SUPPLIES	Qty	All American Poly Spring Valley, NY	AMSAN Peoria, IL	Black & Company Effingham, IL	CMS Vincennes, IN	Corporate Express St. Louis, MO	Grainger Indianapolis, IN	HP Products Indianapolis, IN	Lorenz Supply Mattoon, IL	Office Connection Vincennes, IN	Pro-Tex-All Evansville, IN	Royal Wholesale Mt. Vernon, IL	Quill Corp Lincolnshire, IL	Universal Inc. Glen Ellyn, IN
53	TWIN 9" JUMBO TISSUE DISPENSER	6	no bid	134.40	115.44	no bid	106.08	no bid	no bid	144.90	no bid	no bid	142.08	258.00	no bid
54	DISPOSABLE URINAL FLOOR MAT, 17 X 20 3/8"	4	no bid	131.60	192.40	no bid	157.16	104.64	144.24	188.92	no bid	21.76	158.40	167.28	no bid
55	13" BLACK TAMPICO COUNTER BRUSH	6	no bid	11.40	28.92	no bid	24.54	18.42	42.60	26.88	no bid	19.20	23.70	no bid	no bid
Item #	CONSUMABLES	Qty													
1	JUMBO JUNIOR TOILET PAPER	245	no bid	6,558.65	6,703.20	no bid	6,274.45	6,102.95	5,473.30	5,828.55	no bid	no bid	6,004.95	no bid	no bid
2	PETITE BATH TISSUE, 2 PLY	2	no bid	77.50	67.70	no bid	122.92	100.00	72.30	60.00	no bid	no bid	61.06	no bid	no bid
3	ROLL PAPER TOWELS	170	no bid	4,241.50	6,662.30	no bid	6,378.40	4,875.60	5,791.90	3,447.60	no bid	no bid	5,485.90	no bid	no bid
4	MULTI-FOLD TOWELS	20	no bid	394.00	410.00	no bid	750.00	498.00	372.40	367.20	no bid	no bid	431.40	no bid	no bid
5	9" X 13" WYPALL TOWELS	20	no bid	523.00	no bid	no bid	608.80	no bid	1,063.80	no bid	no bid	no bid	1,337.40	no bid	no bid
6	43" X 48" TRASH BAGS	13	\$611.52	315.90	no bid	no bid	358.02	332.15	265.59	396.37	no bid	no bid	359.97	no bid	no bid
7	33" X 40" TRASH BAGS	49	1,240.68	1,266.65	1,187.76	no bid	1,151.01	1,022.63	1,067.71	1,592.50	no bid	no bid	1,424.43	no bid	no bid
8	38" X 60" TRASH BAGS	140	4,134.20	3,598.00	3,430.00	no bid	4,254.60	3,395.00	3,316.60	4,713.80	no bid	no bid	4,008.20	no bid	no bid
9	24" X 33" TRASH BAGS	110	2,814.90	2,756.60	3,074.50	no bid	1,481.70	2,956.80	1,784.20	no bid	no bid	no bid	2,769.80	no bid	no bid
10	36" X 58" 27 MICRON TRASH BAG	4	72.08	102.60	97.80	no bid	91.68	89.16	no bid	no bid	no bid	no bid	see #8	no bid	no bid
11	46" X 50" TRASH BAGS	12	225.00	400.32	no bid	no bid	299.64	no bid	283.92	359.40	no bid	no bid	347.16	no bid	no bid
12	DOUBLE WAXED PAPER BAGS, 9 3/4" X 2 3/4" X 9 7/8"	6	no bid	116.10	104.88	no bid	83.28	56.94	71.22	no bid	no bid	120.66	95.52	no bid	no bid
13	HAND CLEANER W/SCRUBBERS	1	no bid	84.00	no bid	no bid	76.28	no bid	75.82	no bid	no bid	no bid	73.60	no bid	no bid
14	CONCENTRATED LAUNDRY DETERGENT	4	no bid	101.60 25lb	81.44	no bid	185.48	100.00	76.60	no bid	no bid	91.76	no bid	no bid	no bid
15	D' ALKALINE BATTERY	24	no bid	16.56	16.08	no bid	20.92	178.56	186.96	no bid	21.36	no bid	no bid	9.60	no bid
16	DOUBLE "A"ALKALINE BATTERY	148	no bid	37.37	37.00	no bid	57.60	1,036.00	1,269.84	no bid	57.72	no bid	no bid	62.53	no bid
17	TRIPLE "A" ALKALINE BATTERY	72	no bid	19.62	18.00	no bid	30.87	378.00	604.08	no bid	28.08	no bid	no bid	27.30	no bid
18	9-VOLT ALKALINE BATTERY	36	no bid	39.60	37.44	no bid	54.00	293.40	501.84	no bid	46.44	no bid	no bid	51.57	no bid
19	"C" ALKALINE BATTERY	74	no bid	39.96	40.70	no bid	50.40	518.00	557.22	no bid	65.86	no bid	no bid	57.30	no bid
20	DOUBLE "A"ALKALINE BATTERY	24	no bid	no bid	no bid	no bid	215.16	45.54	no bid	no bid	63.15	no bid	no bid	no bid	no bid

Item #	CONSUMABLES	Qty	All American Poly Spring Valley, NY	AMSAN Peoria, IL	Black & Company Effingham, IL	CMS Vincennes, IN	Corporate Express St. Louis, MO	Grainger Indianapolis, IN	HP Products Indianapolis, IN	Lorenz Supply Mattoon, IL	Office Connection Vincennes, IN	Pro-Tex-All Evansville, IN	Royal Wholesale Mt. Vernon, IL	Quill Corp Lincolnshire, IL	Universal Inc. Glen Ellyn, IN
21	URINAL SCREENS, FLAT	8	no bid	80.00	96.64	no bid	74.32	80.00	57.84	12.00	120.24	94.80	69.60	no bid	no bid
22	CHLORINE BLEACH GALLON JUGS	3	no bid	21.24	22.20	no bid	50.01	40.23	21.57	34.56	no bid	29.64	26.94	no bid	no bid
23	INSTANT HAND SANITIZER, 4 OUNCE BOTTLE	2	no bid	71.00	no bid	272.00	88.24	62.00	67.02	78.72	108.50	76.50	79.92	no bid	no bid
24	GOJO LUXURY FOAM HANDWASH	90	no bid	2,943.00	2,995.20	5,175.00	3,679.20	3,150.00	4,658.40	3,600.00	5,329.80	2,695.50	3,142.80	no bid	no bid
25	STAINLESS STEEL PRETREATED POP UP DISPENSER	6	no bid	362.70	no bid	816.00	298.26	30.00	no bid	no bid	no bid	no bid	328.86	no bid	no bid
26	FOAMING INSTANT HAND SANI	4	no bid	186.20	no bid	676.00	no bid	no bid	145.20	no bid	no bid	no bid	173.88	no bid	no bid
27	PARA URINAL SCREENS	5	no bid	85.00	104.50	570.00	62.65	55.00	63.30	90.00	127.50	no bid	92.65	no bid	no bid
	COPY PAPER														
	8.5X11" White Copy Paper	920	no bid	no bid	no bid	no bid	no bid	no bid	27,747.20	no bid	32,154.00	no bid	no bid	no bid	no bid
	TOTALS		\$297.08	\$2,461.08	\$137.68		\$1,653.52	\$765.48	14,696.87	427.20		4,609.14	9,375.75		

The following companies submitted lower bids but were rejected for the following reasons:

Equipment

- | | | |
|----|-------------------|--|
| #1 | Grainger | Bid does not meet specs on the vacuum motor. They bid a 750 watt motor instead of the 1000 watt motor. |
| | Black & Company | They bid a 14" upright vacuum instead of an 18" upright vacuum. |
| | Lorenz Supply | They bid a 15" vacuum instead of a 18" vacuum. |
| | Corporate Express | No manufacturer or data sheet was provided. |
| | Amsan | Bid does not meet specs on vacuum motor. They bid a 750 motor we specified a 1000 watt motor. |
| | Pro-Tex-All | Their bid does not meet specs, they bid a 750 watt motor we specified a 1000 watt motor. |
| #2 | | Reject all bids. They do not meet specifications. |
| #3 | Grainger | Bid does not meet specs on water lift recovery tank size. |
| | Corporate Express | No manufacturer or data sheet provided. |
| | Amsan | Bid does not meet specs on vacuum motor, vacuum hose length, water lift. |
| | Lorenz | Bid does not meet specs on the vacuum motor, hose length and water lift. |
| | Black & Company | Bid does not meet specs on water lift and vacuum motor. |
| #5 | H.P. Products | Item bid does not fold for storage and is too heavy. |
| | Corporate Express | Item bid does not fold for storage. |
| | Lorenz Supply | Item bid does not fold for storage. |

Supplies

- | | | |
|-----|---------------|--|
| #4 | Pro-Tex-All | Price was for 2 pads, not 2 cases. Their price was for 2 cases would be \$21.30. |
| #6 | Pro-Tex-All | Bid 1 pad at \$2.13 instead of 1 case of pads. Their cost for 1 case would be \$10.65. |
| #9 | | All of the following vendors bid 14-100 count boxes instead of 14-1000 count cases. Their pricing for each based on pack size and their bid price and all the following were still too high: Quill, Amsan, Royal Wholesale, Pro-Tex-All. |
| #12 | Amsan | Bid does not meet specs because it only has a plastic housing. |
| | H.P. Products | They bid a dispenser that does not have steel housing. |
| #30 | | Reject all bids. |
| #44 | Pro-Tex-All | Bid does not meet specs because it is not Ergo Dust type dust pan. |

Consumables

#3		Reject bids from Lorenz Supply, Amsan and Grainger because they all bid roll paper towels that were packed 6 rolls per case and had a length of 800' per roll. We specified 12 rolls per case with 600' per roll.
#5	Amsan	They bid a 13 x 13 towel with 800 towels per case. We specified a 9 x 13 towel with 1008 towels per case.
#7	Grainger	They bid a .75 mil bag, we requested a 20 micron bag.
#13		Reject all bids. This item is not needed.
#9	Corporate Express H.P. Products Amsan	They bid a case that has 250 bags per case instead of 500. Their bid does not meet specs on the microns. Their bid does not meet specs on the microns.
#15	Quill Corporation	They bid 12 batteries instead of 24.
#21	Lorenz Supply	They bid 8 units instead of 8 cases. Their cost for 8 cases would be \$144.00.
#25		Reject all bids.
Paper	H.P. Products Office Connections	They bid virgin copy paper and we required a 30% recycled content paper. Their bid price of \$34.95 per case is higher than the pricing through the Illinois Community College System Procurement Consortium which is \$31.94 per case effective 7-1-08.

SECTION A

JANITORIAL EQUIPMENT

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
1. 18" UPRIGHT VACUUM with pull out wand with handle and on board accessory tools (upholstery nozzle, crevice nozzle) 120v, 2 motor-vac-1,000 watt vacuum motor, 200 watt brush motor, 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. (FCC 1, LTC 2) – EACH	<u>3</u>	_____	_____
2. STACKABLE AIRMOVER, 3 speed, ½ hp motor, 115v, with 25' power cord 18/3, blue in color, 3500 rpm, 6.25 amps, standard adjustable front legs, CRUSADER MODEL 3500B, or equivalent; (LTC 1, OCC 2) - EACH	<u>3</u>	_____	_____
3. 15 GALLON WET/DRY VACUUM Airflow 05 orifice 100 CFM, water lift at sealed orifice 120 inches, 1.6 hp vacuum motor, vacuum motor 10.7 amps, vacuum motor diameter 5.7 inches, 3 stage vacuum motor, vacuum motor 120 volts, vacuum motor 1242 watts, 15 gallon recovery tank capacity, vacuum bag capacity 1/3 bushel, power cord length 50 ft., 10' x 1 ½" vacuum hose, standard hose drain, one cloth and one paper filter bag, contractor tool kit: dual blend aluminum wand, length 29", width 15 ½", height 37 ½", net weight 44 lbs. with the 26" front mount squeegee attachment kit. (FCC 1) – EACH	<u>1</u>	_____	_____
4. MOTOR SCRUBBER, MODEL MS1000-HH, 12V DC, with 15" handle, with MS 1046 pad driver, 1 polishing pad, 1 strip pad, aggressive duty brush with splash guard, battery pack and charger, (FCC 1, OCC 1, WVC 1) EACH	<u>3</u>	_____	_____
5. 20 INCH, 1500 RPM HIGH SPEED BURNISHER, 1 1/2 h.p. motor, 110 Volt, cable length 50 feet safety yellow, 13.5 amps, safety lock-out switch, flexible pad driver, large rear transport wheels, handle mounted circuit breaker, folding handle for easy storage, handle mounted, handle release, weight less than 90 lbs. (WVC 1) EACH	<u>1</u>	_____	_____
SECTION A GRAND TOTAL			\$ _____

SECTION B
JANITORIAL SUPPLIES

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
1. 5" x 24" DUST MOP HEADS, high-grade four ply cotton, cut ends, launderable, keyhole square end with snap fasteners, polyester backing for fast drying (LTC 1, OCC 2) – EACH	<u>3</u>	_____	_____
2. BOWL MOP, w/ 12" plastic handle 4 1/2", acid resistant polypropylene mop head (FCC 6, LTC 6) – EACH	<u>12</u>	_____	_____
3. 28 OZ. DAMP MOP HEAD, large, 5" headband, blend cotton/synthetic, looped ends, double-sewn tail bands, green in color, Zephyr Blend Up #28333 or equivalent, (OCC 24) – EACH	<u>24</u>	_____	_____
4. 13" GREEN LIGHT SCRUBBING PADS, 3M #5000 or equivalent, 5 per box (FCC 2) – BOX	<u>2</u>	_____	_____
5. 21" 3M TOPLINE AUTOSCRUBBER PAD, #5000, 1" thickness, green, 5 per box, (OCC 6) – CASES	<u>6</u>	_____	_____
6. 13" BLACK STRIPPING PADS, 3M #7200 or equivalent, 5 per box, (FCC 1) - BOX	<u>1</u>	_____	_____
7. REUSABLE RUBBER GLOVES, nitrile flock lined, chemical & abrasion resistant, 18 mm thickness, x-large (LTC 6) – PAIR	<u>6</u>	_____	_____
8. BROWN JERSEY KNIT GLOVES, 9 oz., w/ wrist cuff, one size fits all (FCC 36, LTC 24, OCC 24, WVC 24) – PAIR	<u>108</u>	_____	_____
9. 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 (OCC 12, WVC 2) –CASE	<u>14</u>	_____	_____
10. LAMBS WOOL DUSTER, Duster Cats, part #DUSL360 or equivalent, washable, w/ metal extendable handle to 48" (FCC 6, LTC 6, OCC 6) – EACH	<u>18</u>	_____	_____

SECTION B (CONTINUED)
JANITORIAL SUPPLIES

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
11. O CEDAR MAXI-ANGLER BROOM, 13" wide, 51" long handle (FCC 6, LTC 6, OCC 6,) – EACH	<u>18</u>		
12. LEV-R-MATIC DISPENSER #09706, KIMBERLY CLARK OR EQUIVALENT, 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. (FCC 3, LTC 3, WVC 2) – EACH	<u>8</u>		
13. 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 (FCC 2, LTC 2) – CASE	<u>4</u>		
14. TIME MIST OZIUM 3000 AIR SANITIZER, #TMS031 COUNTRY FRESH fragrance, 12 refills per case - (LTC 6, OCC 16) – CASE	<u>22</u>		
15. TIME MIST-ULTRA CONCENTRATED METERED AIR FRESHENER REFILLS, 7 oz., 12 refills per case, cinnamon, must fit Time Mist-plus Metered Aerosol Dispenser, (FCC 3) – CASE	<u>3</u>		
16. TIME MIST – ULTRA CONCENTRATED AIR FRESHENER REFILLS, 7 oz, 12 refills per case, baby powder fragrance, must fit Time Mist Metered Aerosol Dispenser, (FCC 1, WVC 4) - CASE	<u>5</u>		
17. TIME MIST – ULTRA CONCENTRATED AIR FRESHENER REFILLS, 7 oz, 12 refills per case, fresh scent fragrance, must fit Time Mist Metered Aerosol Dispenser, (FCC 1) - CASE	<u>1</u>		
18. 32 OZ. MEASURING CUPS, polycarbonate in construction, with ounce markings (FCC6, OCC 12) – EACH	<u>18</u>		

SECTION B (CONTINUED)
JANITORIAL SUPPLIES

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
19. COTTON WASHCLOTHS, 11.5" X 11.5" (FCC 20, OCC 100, LTC 200, WVC 40) – EACH	<u>360</u>	_____	_____
20. COTTON CLOTH HEAVYWEIGHT TERRI TOWEL (FCC 24, LTC 24, OCC 12) – EACH	<u>60</u>	_____	_____
21. BAG FILTERS FOR WINDSOR VERSAMATIC VSP, (PAPER BAG “SENSOR” FILTERS), part #5300, must fit & work properly, 10 per pack (FCC 1, LTC 5, OCC 12) – PACK	<u>18</u>	_____	_____
22. EXHAUST FILTER for WINDSOR VSE 1-3, part #1534, must fit and work properly, (LTC 3) - EACH	<u>3</u>	_____	_____
23. POWER CABLE FOR WINDSOR VERSAMTIC VSP, part #23011 (LTC 2) – EACH	<u>2</u>	_____	_____
24. CIRCUIT BOARD FOR WINDSOR VERSAMATIC VSE 1-3, part #2572 ER, (LTC 1) – EACH	<u>1</u>	_____	_____
25. FILTER FOR WINDSOR VERSAMATIC PLUS, part #1825, (LTC 6, WVC 6) – EACH	<u>12</u>	_____	_____
26. EXHAUST FILTER FOR WINDSOR VSP-14, part # 1878, Must fit and work properly, (WVC 6) – CASE	<u>6</u>	_____	_____
27. DRIVE BELT FOR WINDSOR VSP-14, part #2049, Must fit and work properly; (WVC 6) – EACH	<u>6</u>	_____	_____
28. DRIVE BELT FOR WINDSOR VSE 1-3, part #4024, Must fit and work properly. (WVC 6) - EACH	<u>6</u>	_____	_____
29. BAG FILTER for Windsor Versamatic VSE, part #2003, must fit and work properly, 10 per pack, (WVC 4) PACK	<u>4</u>	_____	_____
30. WASTEBASKET, RECTANGULAR, RUBBERMAID # 2543 or equivalent, 28 1/8 quart, 11 3/8" x 10 1/4" x 15", brown in color (LTC 12, OCC 6) - EACH	<u>18</u>	_____	_____

SECTION B (CONTINUED)
JANITORIAL SUPPLIES

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
31. CADDY BAG, Rubbermaid #2642 or equivalent, yellow, (LTC 2) – EACH	<u>2</u>		
32. WASTEBASKET, rectangular, Rubbermaid #2957 or equivalent, 41 ¼ quart, 15 ¼ x 11 x 19 7/8, gray in color, (LTC 6) – EACH	<u>6</u>		
33. 44 GALLON ROUND CONTAINER, gray, Rubbermaid #2643 or equivalent, 24” diameter x 31 ½ high, (OCC 2) – EACH	<u>2</u>		
34. 14 QUART PLASTIC BUCKET WITH MOLDED IN GRADUATIONS FOR ACCURATE MEASURING, wide pour spout, Rubbermaid #RCP2614GRA or equivalent. (OCC 6)- EACH	<u>6</u>		
35. HEAVY DUTY PLASTIC DUST PAN, Rubbermaid #RCP2005CHA or equivalent (OCC 6) – EACH	<u>6</u>		
36. PROTECTIVE LINERS FOR STURDY STATION 2, Rubbermaid part #7817 or equivalent, 320 liners per case. (LTC 1, OCC 1) – CASE	<u>2</u>		
37. 8” CHEMICAL RESISTANT TRIGGER SPRAYER, must fit 24 oz. bottle. (FCC 24, OCC 24, LTC 12, WVC 12) – EACH	<u>72</u>		
38. 4’ x 6’ CARPETED INDOOR MAT with rubber edges, gray in color, with condensation resistant backing, (LTC 6) - EACH	<u>6</u>		
39. 44 GALLON ROUND CONTAINER, yellow, Rubbermaid #2643 or equivalent, 24” diameter x 31 ½” high, (LTC 2, OCC 2) – EACH	<u>4</u>		
40. QUIET DOLLY FOR 44 GALLON ROUND CONTAINER, Rubbermaid #2640-43 or equivalent, (FCC 4, OCC 2) – EACH	<u>6</u>		
41. 24 OUNCE ROUND PLASTIC SPRAY BOTTLE with quantity graduations, (FCC 12, LTC 12, OCC 6, WVC 12) – EACH	<u>42</u>		
42. BLADE KIT to fit Convertamax 26” auto scrubber, p.n. 391342 or equivalent, oil resistant, (FCC 1) – EACH	<u>1</u>		

SECTION B (CONTINUED)
JANITORIAL SUPPLIES

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
43. BLADE KIT to fit Advance 20" auto scrubber, p.n. 393396 or equivalent, oil resistant, (FCC 1) – EACH	<u>1</u>	_____	_____
44. ERGO DUST PAN/Broom, Unger model # EDPBR, or Equivalent, (FCC 5, OCC 12, WVC 5) – EACH	<u>22</u>	_____	_____
45. TAMPAX TAMPONS, packaged in vending tube, Regular absorbency, 500 per case, (WVC 1)- CASE	<u>1</u>	_____	_____
46. SWIFTER DUSTER REFILLS – must fit Swifter Duster Handle #PGC44750, ten dusters per box, 6 boxes per case, (OCC 6) – CASE	<u>6</u>	_____	_____
47. UNGER ORIGINAL STRAP WASHER with handle, part #UNG WC25U, one handle and one washable fabric sleeve, (OCC 2) – EACH	<u>2</u>	_____	_____
48. 24" FLOOR SWEEP BROOM, WEILER #42166, or equivalent, (OCC 4) – EACH	<u>4</u>	_____	_____
49. INSTANT HAND SANITIZER with ALOE, 800ml, GOJO ITEM #9637, 12 refills per case, (LTC 2)	<u>2</u>	_____	_____
50. BLOODBORN PATHOGEN CLEANUP KIT, GALAXY #GLX 7351, (LTC 6) – EACH	<u>6</u>	_____	_____
51. SUPER SORB LIQUID SPILLS ABSORBENT from FRESH PRODUCTS, FRS-6-14SS, 6 per case, (LTC 6) CASE	<u>6</u>	_____	_____
52. BI-LEVEL SCRUB BRUSH, 10" LENGTH, RUBBERMAID #RCP6337, BLU, (LTC 3)-EACH	<u>3</u>	_____	_____
53. TWIN 9" JUMBO TISSUE DISPENSER, holds 2-9" Jumbo rolls of tissue, transparent or smoke in color, Palmer PX-R27TS or equivalent. (LTC 6)-EACH	<u>6</u>	_____	_____
54. DISPOSABLE URINAL FLOOR MAT, size 17 x 20 3/8", 6 per case, (LTC 4) - CASE	<u>4</u>	_____	_____
55. 13" BLACK TAMPICO COUNTER BRUSH, natural fibers, (WVC 6) - EACH	<u>6</u>	_____	_____

SECTION B GRAND TOTAL

\$ _____

SECTION C
CONSUMABLES

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTA 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 50, OCC 110, WVC 70) – CASE	<u>245</u>	<u> </u>	<u> </u>
*2. PETITE BATH TISSUE, 2-PLY, 500 sheets per roll, 3 3/4" x 4.15", 96 rolls per case, (FCC 2) – CASE	<u>2</u>	<u> </u>	<u> </u>
*3. 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 30, OCC 100, WVC 25) – CASE	<u>170</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 20) – CASE	<u>20</u>	<u> </u>	<u> </u>
*5. 9" x 13" WYPALL TOWELS, must contain at least 30% recycled content, 1,008 per package (FCC 5, LTC 0, OCC 5, WVC 10) – PACKAGE	<u>20</u>	<u> </u>	<u> </u>
*6. 43" x 48" TRASH BAGS, 22 micron, coreless rolls, 200 per case, natural or clear in color, (OCC 7, WVC 6) - CASE	<u>13</u>	<u> </u>	<u> </u>
*7. 33" x 40" TRASH BAGS, 20 micron (min), must be on rolls – not loose, 250 per case (LTC 40, OCC 9) – CASE	<u>49</u>	<u> </u>	<u> </u>
*8. 38" x 60" TRASH BAGS, 22 micron (min), must be on rolls – not loose, 150 per case,(FCC 10, LTC 20, OCC 60, WVC 50) – CASE	<u>140</u>	<u> </u>	<u> </u>
*9. 24" x 33" TRASH BAGS, 16 micron (min), must be on rolls – not loose, 500 per case,(FCC 10, LTC 25, OCC 50,WVC 25) – CASE	<u>110</u>	<u> </u>	<u> </u>
*10. 36" x 58" 27 MICRON TRASH BAG, must be on a roll, 100 per case. (WVC 4) – CASE	<u>4</u>	<u> </u>	<u> </u>

SECTION C (CONTINUED)

CONSUMABLES

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
*11. 46" x 50" TRASH BAGS, 1.7 mil thickness on bag, black, must be on roll not loose, 100 per case, (LTC-12)-CASE	<u>12</u>	<u> </u>	<u> </u>
*12. DOUBLE WAXED PAPER BAGS, 9 3/4" x 2 3/4" x 9 7/8", 250 per case (FCC 1, LTC 5) - CASE	<u>6</u>	<u> </u>	<u> </u>
13. HAND CLEANER W/ SCRUBBERS, 8-liter size, must fit Sani-Tuff Industrial Hand Care System dispenser, 2 boxes per case,(WVC 1) – CASE	<u>1</u>	<u> </u>	<u> </u>
14. CONCENTRATED LAUNDRY DETERGENT, summit advantage plus, SUM A59040P,low suds, 40 lb. bucket with bale, powder,(FCC 1, OCC 3,) – EACH	<u>4</u>	<u> </u>	<u> </u>
15. "D" ALKALINE BATTERY (FCC 12, OCC 12) – EACH	<u>24</u>	<u> </u>	<u> </u>
16. DOUBLE "A" ALKALINE BATTERY (FCC 36, LTC 16, OCC 24, WVC 72) – EACH	<u>148</u>	<u> </u>	<u> </u>
17. TRIPLE "A" ALKALINE BATTERY (FCC 24, OCC 12, WVC 36) – EACH	<u>72</u>	<u> </u>	<u> </u>
18. 9-VOLT ALKALINE BATTERY (FCC 12, OCC 12, WVC 12)) – EACH	<u>36</u>	<u> </u>	<u> </u>
19. "C" ALKALINE BATTERY (FCC 12, LTC 12, OCC 50) – EACH	<u>74</u>	<u> </u>	<u> </u>
20. DOUBLE "A" ENERGIZER LITHIUM BATTERIES, (LTC 24) - EACH	<u>24</u>	<u> </u>	<u> </u>
21. URINAL SCREENS, flat, cherry scented, protects & deodorizes, molds to the shape of any urinal, 12 per box (OCC 4, WVC 4) – BOX	<u>8</u>	<u> </u>	<u> </u>
22. CHLORINE BLEACH, gallon jugs, 6 per case (LTC 2, OCC 1) – CASE	<u>3</u>	<u> </u>	<u> </u>

SECTION C (CONTINUED)

CONSUMABLES

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
23. INSTANT HAND SANITIZER, 4 ounce bottle with flip cap. (24 per case) (LTC 1, OCC 1) – CASE	<u>2</u>	_____	_____
24. GOJO LUXURY FOAM HANDWASH, 1250ml size, must fit and work properly with GOJO 1250ml dispenser, 3 units per case (FCC 10, LTC 40, OCC 40) – CASE	<u>90</u>	_____	_____
25. STAINLESS STEEL, PRE TREATED, POP UP DISPENSER, CLEANING CLOTHS, 75 cloths per dispenser, 6 dispensers per case (LTC 6) CASE	<u>6</u>	_____	_____
26. FOAMING INSTANT HAND SANITIZER REFILLS, 6-1000 MI per case, must fit and work Properly in KUTOL Dispensor #9941GRA, (LTC 4) CASE	<u>4</u>	_____	_____
27. PARA URINAL SCREENS with deodorizer block cherry fragrance, 12 per case, (OCC - 5) CASE	<u>5</u>	_____	_____
SECTION C GRAND TOTAL			\$ _____

SECTION D
OFFICE COPY PAPER

Item#

1. 8.5 X 11" White Copy Paper, 30% recycled content, 20 lb. weight, 500 sheets per ream, 10 reams per case, Brightness of 92. Successful bidder will deliver shipments to each location. There will be deliveries in the following months: July 2008 and November 2008.

Listed below are the locations with quantities indicated for each shipment. Send a one (1) ream Sample to each location**.

**Locations

Frontier Community College Attn: Galen Dunn 2 Frontier Drive Fairfield, IL 62837	
<u>Deliveries to FCC</u>	
July 2008	75 cases
November 2008	75 cases

Lincoln Trail College Attn: Dan Leggitt 11220 State Highway 1 Robinson, IL 62454	
<u>Deliveries to LTC</u>	
July 2008	100 cases
November 2008	100 cases

Olney Central College Attn: Carl Sager 305 North West Olney, IL 62450	
<u>Deliveries to OCC</u>	
July 2008	120 cases
November 2008	120 cases

Wabash Valley College Attn: Ron Martin 2200 College Drive Mt. Carmel, IL 62863	
<u>Deliveries to WVC</u>	
July 2008	120 cases
November 2008	120 cases

Olney Central College For IECC District Office/Chris Raley 1040 W. St. John's St. Olney, IL 62450	
<u>Deliveries to OCC</u>	
July 2008	45 cases
November 2008	45 cases

DISTRICTWIDE	PER	ITEM
<u>QUANTITY</u>	<u>UNIT</u>	<u>TOTAL</u>
	<u>BID</u>	<u>BID</u>
920 CASES	_____	_____

SECTION D 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: Dan Leggitt
11220 State Highway 1
Robinson, IL 62454

(OCC) Olney Central College
Attn: Carl Sager
305 North West
Olney, IL 62450

(WVC) Wabash Valley College
Attn: Ron Martin
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.
- Vendors must submit manufacturer's spec sheet on any items in the equipment section of the bid sheet.
- Please submit the catalog number and a copy of your newest catalog on each item 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.
- Deliveries must be made to campuses on Monday - Friday prior to 3:00 p.m.

*We must receive samples on items #1 – 12 CONSUMABLES.

Samples should be labeled to match bid item number.

Samples and Bids should be sent together to IECC District Office ,233 E. Chestnut Street, Olney, IL 62450 no later than June 4th, 2008. Be sure your bid is marked " JANITORIAL EQUIPMENT, SUPPLIES & OFFICE COPY PAPER SEALED BID".

ALL FREIGHT, DELIVERY AND FUEL SURCHARGES 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.

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – IECC 2008-2009 Catalog
DATE: July 15, 2008

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 low bid received that meets all specifications from **United Graphics, Inc.** located in Mattoon, IL for **5,000 copies** for a total bid of **\$12,174.09**.

Respectfully submitted,

Terry Bruce
Harry Hillis, Jr.
Pam Schwartz

Source of Funds: Educational and Auxiliary Funds

Department: IECC District wide

Rationale for Purchase: Our current college catalog expires in 2008.

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

IECC Catalog (5,000 Copies)
 Bid Tabulation Sheet
 July 15, 2008

Vendors	Creasey Printing Services Springfield, IL	Phillips Brothers Printers Springfield, IL	The Papers, Inc. Milford, IN	United Graphics Mattoon, IL	Proforma McLaughlin Marketing Concepts Olney, IL
Base Bid per specs	\$13,575.00	\$14,316.53 - Price reflects trim size 8 3/8 x 10 5/8	312 Pages + Cover = \$15,007.00	\$12,174.09	
Additional Pages:	\$400.00 - add'l 8 pages	+\$ 459.00	316 Pages + Cover = \$15,114.00	+4 pages + \$253.45	+4 pages \$148.00
Fewer Pages:	\$-100.00 - less 8 pages	-\$ 144.00	308 Pages + Cover = \$14,927.00	-4 pages + \$114.45	-4 pages \$-164.00
Alteration Charges:	\$20.00 per page. Typesetting, if required, \$75.00 per hour	\$90.00 per hour.	\$77.65/Hour	+ \$61 page for text changes after proof stage	\$60 per hour
Each Halftone:	\$15.00. No charge If furnished on disk.	\$15.00 each.	\$7.25/Hour	+ \$8.50 to Scan & Place; \$2 to adjust	\$60 per hour
Cover Stock:	Productolith	9 pt. Sterling Gloss Cover.	80# White Gloss Text	8 pt. C25 Betalith	80# Gloss Cover
Text Stock:	Williamsburg	50# White Husky Offset vellum 92BR	50# White Offset	#50 Williamsburg	50# White opaque
Total Bid	\$13,575.00	\$14,736.53	312 pgs + Cover \$15,007.00 316 pgs + Cover \$15,114.00 308 pgs + Cover \$14,927.00	Base \$12,174.09	\$18,493.75

**ILLINOIS EASTERN COMMUNITY COLLEGES
 BID SPECIFICATIONS
 2008 - 2009 Catalog**

Printing of the 2008 - 2009 IECC Catalog	
Quantity	5,000 total printed copies (total equals 229 coated wire and 4,771 perfect bound copies): 1,209 perfect bound copies plus 35 coated wire copies for Frontier Community College (1,244 total); 1,214 perfect bound copies plus 30 coated wire copies for Lincoln Trail College (1,244 total); 1,164 perfect bound copies plus 80 coated wire copies for Olney Central College (1,244 total); 1,184 perfect bound copies plus 60 coated wire copies for Wabash Valley College (1,244 total); and 24 coated wire only copies for District Office (see "Binding Info").
Page Count	312 pages plus outside (1 & 4) and inside cover (2 & 3)
Page Size	8 ½" w x 11" h finished size
Prepress	Full-color, full bleed outside front and back (1 & 4) cover is in Photoshop format with 1 color photo and graphics. Perfect bound spine is in Photoshop format. Inside front and back covers (2 & 3) are in Word format. Title page is in Illustrator format. The divider pages are in Illustrator format and will have full-bleed grayscale with graphic (gray, black, and white) with black text. Grayscale, full-bleed with white text sidebars on front and back of text pages (no sidebar on front of divider pages) in Photoshop format. Contractor will be responsible for any editing of sidebars, if necessary, at no additional charge . Contractor will produce halftones for approximately 30 black and white photos and 1 color photo. Photos will be positioned into document. Contractor will be responsible for any editing of photographs, if necessary, at no additional charge .
Composition	All files, including graphics, photos, etc., will be submitted to contractor on CD for PC by July 22, 2008.
Text Stock	50# Offset Standard (Husky, Springhill or Williamsburg)
Cover Stock	80# Enamel; #2 Brightness
Text Ink	Black
Cover Ink	Outside cover (1 & 4) will have full-color, full-bleed with text in gold. Front cover (1) will have 1 color photo. Perfect bound spine will have full color, text in gold. Inside cover (2 & 3) text in black.
Divider Pages	19 divider pages; full-bleed (grayscale with horizontal black line); text in black; graphic (gray, black, and white); text stock; no sidebar on front.
Sidebars	Grayscale, full-bleed with white text placed in outside margin on front and back of inside text pages (no sidebar on front of divider pages). Contractor will be responsible for any editing of sidebars, if necessary, at no additional charge .
Photos	All photos (31) must be at least 133 line screen. Approximately 30 black and white photos on text pages; 1 color photo on front (1) cover. Contractor will be responsible for any editing of photographs, if necessary, at no additional charge .
Proofs	Laser proof of text made up into folded catalog form with pictures and matchprint proof of cover. Bid should include charges for alterations requested by colleges on laser proof and/or matchprint proof. If revisions are necessary, a second laser proof of text and/or matchprint proof of cover (to verify changes) must be submitted to the district coordinator, at no additional charge , for approval prior to printing. The district coordinator must have a minimum of three (3) full business days from receipt of proofs to review each laser proof and/or matchprint proof before approving and/or returning proofs to contractor. Faxed proofs will not be accepted.

Binding	Print flat, trim and perfect bind to finish size 4,771 copies (perfect bound spine will be in full color with gold text to match front (1) and back (4) covers); print flat, trim, and coated wire (white) bind 229 copies (see "Quantity") to finished size.
Packing	Cartons are not to exceed 40 pounds. Coated wire bound copies will be packaged separately with boxes clearly labeled "Coated Wire-Bound Catalogs."
Delivery	Freight/shipping paid by printing company, boxed, and quantity specified (see "Quantity") delivered to the Student Services Office at each college and twenty-four (24) coated wire bound copies will be delivered to the Institutional Development Office at the District Office. All coated wire-bound copies will be packaged separately with boxes clearly labeled as such (see "Packing Info"). Contact each college's Student Services Office and the District Office at least 24 hours prior to delivery. Printed catalogs should be delivered no later than September 15, 2008. Delivery and contact information is listed below.
Billing	Terms shall be Net 30 after receipt of invoice. Send invoice to IECC District Office, Accounts Payable, 233 E. Chestnut St., Olney, IL 62450-2601. IECC will not accept financial responsibility for production overage and full contracted quantity must be delivered. Printer agrees to 1% per day discount for late delivery.
Quality	This printing must be of the highest quality in all aspect of printing. IECC will reject unsatisfactory work.

Bids must be sealed and delivered to Illinois Eastern Community Colleges, Attn: Terry Bruce, 233 East Chestnut Street, Olney, IL 62450-2601, clearly labeled "**2008-2009 Catalog Bid**" before 2 p.m. on Tuesday, July 1, 2008. Bid packets must also include samples of the cover stock and text paper to be used in the printing, and a sample of catalogs produced for other colleges (not IECC information) or organizations.

Price, dependability, and quality of work will be considered. No work shall be subcontracted without IECC authorization. Paper stock used in final printing will be tested for correct brightness.

For questions regarding this project, call Pam Schwartz, District Coordinator, at 618/393-2982 or toll-free 866/529-4322, ext. 5540.

Ship To:

Frontier Community College

Student Services Office

2 Frontier Drive
Fairfield, IL 62837-2601
618/842-3711
Toll free: 877/464-3687

Olney Central College

Student Services Office

305 North West Street
Olney, IL 62450-1099
618/395-7777
Toll free: 866/622-4322

Lincoln Trail College

Student Services Office

11220 State Highway 1
Robinson, IL 62454-5707
618/544-8657
Toll free: 866/582-4322

Wabash Valley College

Student Services Office

2200 College Drive
Mt. Carmel, IL 62863-2699
618/262-8641
Toll free: 866/982-4322

IECC District Office

Institutional Development Office

233 East Chestnut Street
Olney, IL 62450-2601
618/393-2982
Toll free: 866/529-4322

**ILLINOIS EASTERN COMMUNITY COLLEGES
2008-2009 CATALOG
BID PROPOSAL**

The undersigned has read and understands all of the documents comprising the bid documents and any and all related addenda for this project and does hereby submit the following bid. Complete specifications for alternates must be submitted with bid. The bid as submitted should remain firm for 3 months.

Base Bid per Specifications:	
Cost for Additional Pages:	
Cost for Fewer Pages:	
Alteration Charges:	
Each Halftone:	
Cover Stock:	
Text Stock:	
Total Bid:	

Company Name: _____

Address: _____

Telephone: _____

Email: _____

Sample Included: _____

Date: _____

Contractor Signature: _____

Print Signature Name: _____

TO: Board of Trustees
 FROM: Bid Committee
 SUBJECT: Bid Recommendation –Projectors
 DATE: July 15, 2008

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 bids listed below that were the low bids to meet all specifications:

VENDORS	DESCRIPTION	QTY	UNIT	BID
CIM Audio Visual Evansville, IN	Sharp with Ceiling Mount Kit Item #1	10	\$1,288.32	\$12,883.20
CIM Audio Visual Evansville, IN	Replacement Lamp for Sharp Projectors Item #3	4	325.00	1,300.00
Dell Computers Round Rock, TX	Dell Portable Projectors with Carrying Case Item #4	2	926.71	1,853.42
Dell Computers Round Rock, TX	Replacement Lamp for Dell Projector Item #5	1	200.00	200.00
CIM Audio Visual Evansville, IN	Theater Projector Item #6	1	5,500.00	5,500.00
	Grand Total			\$21,736.62

A bid tabulation sheet is attached.

Respectfully submitted,

Terry Bruce
 Alex Cline
 Harry Hillis, Jr.

Source of Funds: Technology Plan and Educational Fund

Department: District Wide

Rationale for Purchase: Projectors for classrooms and Wabash Valley College Theater

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

**PROJECTOR BID TABULATION
JULY 15, 2008**

DESCRIPTION	QTY	CIM Audio Visual Evansville, IN	CIM Audio Visual Evansville, IN	CIM Audio Visual Evansville, IN	CDW Vernon Hills, IL	Beatty Televisual Springfield, IL	Dell Computers Round Rock, TX	Quill Corp., Lincolnshire, IL	
Item #1 Sharp with Ceiling Mount Kit	Per Unit 2-4 5-9 10+	Option #1 1,288.32 1,288.32 1,288.32 1,288.32	Option #2 1,288.32 1,288.32 1,288.32 1,288.32	Option #3 1,221.32 1,221.32 1,221.32 1,221.32	1,687.11 1,687.11 1,687.11 1,677.11	No-Bid	No-Bid	1,900.00 1,850.00 1,800.00 1,700.00	235.00 155.00 135.00 120.00
Item #2 Sharp with Carrying Case	Per Unit 2-4 5-9 10+	1,187.00 1,187.00 1,187.00 1,187.00	1,187.00 1,187.00 1,187.00 1,187.00	1,120.00 1,120.00 1,120.00 1,120.00	1,575.52 1,575.52 1,575.52 1,565.52	No-Bid	No-Bid	1,900.00 1,850.00 1,800.00 1,700.00	140.00 135.00 132.00 129.00
Item #3 Replacement Lamp for Sharp Projectors	Per Unit 2-4 5-9 10+	325.00 325.00 325.00 325.00	325.00 325.00 325.00 325.00	325.00 325.00 325.00 325.00	431.11 431.11 429.11 426.11	No-Bid	No-Bid	349.00 342.00 335.00 325.00	
Item #4 Dell Portable Projector w/Carrying Case	Per Unit 2-4 5-9 10+	1,054.00 1,054.00 1,054.00 1,054.00	1,054.00 1,054.00 1,054.00 1,054.00	1,054.00 1,054.00 1,054.00 1,054.00	1,689.00 1,689.00 1,684.00 1,684.00	No-Bid	926.71 926.71 926.71 926.71	No-Bid	
Item #5 Replacement Lamp for Dell Projector	Per Unit 2-4 5-9 10+	282.00 282.00 282.00 282.00	282.00 282.00 282.00 282.00	282.00 282.00 282.00 282.00	431.11 431.11 429.11 426.11	No-Bid	200.00 200.00 200.00 200.00	No-Bid	
Item #6 Theater Projector	Per Unit 2-4 5-9 10+	5,605.56 5,605.56 5,605.56 5,605.56	5,500.00 5,500.00 5,500.00 5,500.00	5,500.00 5,500.00 5,500.00 5,500.00	5,865.87 5,845.87 5,815.87 5,775.87	5,655.55 5,655.55 5,655.55 5,655.55	3,614.99 3,614.99 3,614.99 3,614.99	No-Bid	

The lower bid for item #1, 2 and 3 Option C - from CIM Audio Visual did not include an R-J-45 port as specified.

The lower bid for item 6 from Dell Computers bid only 5,000 lumens and we specified 5,200 lumens.

LCD PROJECTOR MINIMUM SPECIFICATIONS:

Item 1: Projector with Ceiling Mount Kit

Model: Sharp XG-F315X Multimedia Projector or equivalent
Resolution: true XGA (1024x 768), UXGA (1600 x 1200)
Brightness: 3000 Lumens
Compatibilities: SXGA, XGA, SVGA, VGA; PAL/PAL-M/PAL-N/SECAM/NTSC/NNTSC4.43
Sound Output: 2 watt mono
Remote Control: IR Remote
Lamp Life: 2000 hours
Inputs: 2 Computer(1, Composite Video (RCA), S-Video, Audio (RCA)
Outputs: Computer, Audio,
Other Connections: USB, RS 232 Serial, RJ-45
Projection Lamp: 350W User Replaceable (sealed optics)
Warranty: 3 year parts and labor; 90 days lamp

Included Accessories

Appropriate Ceiling Mount Kit
2'x2' Adjustable False Ceiling Plate
6" Ceiling Extension Tube
Audio/Video/15-pin computer
Cable extension, minimum 50'

Total - Item 1 **Per Unit** _____ **2-4 Units** _____ **5-9 Units** _____
10+ _____

Item 2: Projector with Carrying Case

Model: Sharp XG-F315X Multimedia Projector or equivalent
Resolution: true XGA (1024x 768), UXGA (1600 x 1200)
Brightness: 3000 Lumens
Compatibilities: SXGA, XGA, SVGA, VGA; PAL/PAL-M/PAL-N/SECAM/NTSC/NNTSC4.43
Sound Output: 2 watt mono
Remote Control: IR Remote
Lamp Life: 2000 hours
Inputs: 2 Computer(1, Composite Video (RCA), S-Video, Audio (RCA)
Outputs: Computer, Audio,
Other Connections: USB, RS 232 Serial, RJ-45
Projection Lamp: 350W User Replaceable (sealed optics)
Warranty: 3 year parts and labor; 90 days lamp

Included Accessories

Travel Case with Wheels

Total - Item 2 **Per Unit** _____ **2-4 Units** _____ **5-9 Units** _____
10+ _____

Item 3: Replacement Lamp for Sharp XG-F315X Multimedia Projector

Model: AN-F310LP / AN-F310LP 275 Watt DC type (end-user replaceable)

Total - Item 3 **Per Unit** _____ **2-4 Units** _____ **5-9 Units** _____
10+ _____

Item 4: Portable Projector with Carrying Case

Model: Dell 2400MP Multimedia Projector or equivalent
Resolution: true XGA (1024x 768), compressed SXGA+ (1600x1200)
Brightness: 3000 Lumens
Compatibilities: NTSC, PAL-B/G, PAL-N, PAL-M, PAL-I, NTSC 4.43, PAL-D, SECAM L, PAL-H, SECAM K1, SECAM D/K, SECAM B/G

Sound Output: 2 watt mono
Remote Control: IR Remote
Lamp Life: 2000 hours
Inputs: RGB, S-Video, composite video, component video
Expansion: 1 x composite video input - RCA | 1 x S-video input - 4 pin mini-DIN | 1 x audio line-in - mini-phone stereo 3.5 mm | 1 x audio line-out - mini-phone stereo 3.5 mm | 1 x component video / RGB input - 15 pin HD D-Sub (HD-15) | 1 x VGA output - 15 pin HD D-Sub (HD-15) | 1 x USB - 4 pin USB Type B | 1 x serial RS-232 (management)

Outputs RGB
Projection Lamp: 260 Watt
Warranty: 3 year parts and labor; 90 days lamp

Included Accessories

Hard Carry Case

PROJECTORS

Warranty and Support:

Vendor is to be IECC support contact on all warranty issues. Vendor shall have the sole responsibility to contact any and all manufacturers with warranty issues during warranty period. Warranty issues are to be resolved within two weeks or unit(s) will be subject to return for credit or replacement with unit(s) of same or better value. Shipping, delivery, handling, and any restocking fees charges on units(s) returned for credit or replacement shall be the responsibility of the vendor. Vendor shall determine method of shipment. Warranty shall include 30 day unconditional return privilege, 3 Years parts/labor, 90 day lamp warranty and emergency overnight exchange while under warranty.

Failure to give detailed explanation/documentation of proposed equipment being supplied will be possible cause for rejection of bid. Complete documentation for all hardware and software must be provided. Failure to provide shall constitute reason for unconditional return of the system /systems with no restocking charge.

Any exception to warranty & support requirements or failure to provide shall constitute reason for unconditional return of the system/systems with no restocking charge. Any exception to warranty & support requirements or failure to comply will be considered non-responsive.

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

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Radio/TV Broadcasting Equipment
DATE: July 15, 2008

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 low bids received listed below that meet all specifications:

		<u>Total Bid</u>
Digital Arts Bloomington, IN	Item #1	\$11,515.00
Roscor Corp. Mt. Prospect, IL	Item #2	10,686.00
B & H Photo New York, NY	Item #3	12,038.00
Roscor Corp. Mt. Prospect, IL	Item #4	1,914.00
Digital Arts Bloomington, IN	Item #5	8,870.00
	Grand Total	\$45,023.00

Respectfully submitted,

Terry Bruce
Matt Fowler
Harry Hillis, Jr.
Kyle Peach

Source of Funds: Career & Technical Education

Department: Radio/TV Broadcasting Equipment Program at Wabash Valley College

Rationale for Purchase: This equipment will allow out students to work in an all digital video environment while allowing us to begin the transition to high definition

technology. This equipment will replace equipment that is in some cases 10 years old while also allowing expansion of the services we offer. This also allows us to facilitate the recent expansion of our TV coverage area to Wayne, Edwards, White and Hamilton counties. In the past, we only served Wabash County. This expansion along with this equipment will allow us to offer programs specific to these new communities we now serve.

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

Radio/TV Broadcasting Equipment
 Bid Tabulation Sheet
 July 15, 2008

	Beatty Televisual Springfield, IL	B & H Photo New York, NY	Digital Arts Bloomington, IN	Prompter People Campbell, CA	Roscor Corporation Mt. Prospect, IL
<u>Item #1</u> Turn Key System	No-Bid	No-Bid	\$11,515.00	No-Bid	No-Bid
<u>Item #2</u> Tightrope Media Server	No-Bid	No-Bid	No-Bid	No-Bid	10,686.00
<u>Item #3</u> (2) Camcorders	14,214.70 24.00	12,038.00	No-Bid	No-Bid	13,446.00
<u>Item #4</u> (2) LCD Teleprompter Systems	No-Bid	No-Bid	No-Bid	2,997.00	1,914.00
<u>Item #5</u> New Tek Tricaster Pro-Fx	No-Bid	No-Bid	8,870.00	No-Bid	No-Bid

ITEM #1

TURN-KEY NEW TEK VIDEO TOASTER (VT5) SYSTEM

System Requirements:

2.66 GHz, Core2 Duo, P4 CPU, 1333 MHz/4MB Cache

(2) 1-GIG DDR2-800 (2 GIG Total)

ATA-133, 5 Serial ATA Onboard, External Option

(2) 32 bit PCI, (1) PCI-e 16x, and (3) PCI-e 1x Slots

512MB NVidia Dual Head PCI-e Graphics Card

160G System Drive

18x DVD +/- RW

16-bit Sound on Board

Gigabit Ethernet, USB 2.0, Firewire Onboard

Windows XP Professional

550w Power Supply

Keyboard, Mouse,

Backup

Video Drives:

(2) 500GIG, 16MB Cache

Monitors:

(2) 20" Widescreen LCD Panels (1680x1050)

Additions:

TMPGEnc 4.0 Express

10' mouse, keyboard and monitor extensions

750v uninterruptible power supply

Lightwave 3D 9.3

Arsenal Creation Content Kit

DVD – Class On Demand – Complete Training for VT5

SX-84 SWITCHER AND BREAKOUT BOX

SX-SDI ANALOG 8-INPUT SDI SWITCHER

RS-8 EXTERNAL SWITCHER CONTROLLER

Lifetime System Support

TOTAL BID FOR ITEM #1 _____

ITEM #2

TIGHTROPE MEDIA SYSTEMS CABLECAST SX2 SERVER

-- Two channel decode, one channel encode, multi-format server with 2.0tb of RAID 5 storage, SDI and composite with balanced audio. Supports main and high level MPEG-2, several variations of Windows Media and Quick Time, Includes Carousel Framework.

--- Bid should include a spare video drive for the SX Video Server and warranty Package for 1 year for the Cablecast System.

TOTAL BID FOR ITEM #2 _____

ITEM #3

(2) Canon XH G1 Camcorders

Canon XH-G1 3CCD HDV Camcorder, with HD-SDI "Jackpack"

Additions:

(2) Varizoom VZ-Rock Compact Variable Rocker LANC Camera Control for Canon XH G1 Camcorders

Include Varizoom VZ-P54 Pouch

TOTAL BID FOR ITEM #3_____

ITEM #4

(2) LCD Teleprompter Systems

Each with a 15" viewable area, including LCD monitor, mirror assembly, hood, camera riser (sufficient to use Canon XH G1 Camcorders with this system), Prompt Software, VGA cable, mouse controller.

TOTAL BID FOR ITEM #4_____

ITEM #5

NEW TEK TRICASTER PRO-FX

Keyboard, Mouse

VM External Switcher Controller

Carrying Case

Instant Replay

Speed Edit

20" Widescreen Black LCD Panel (1680x1050)

TOTAL BID FOR ITEM #5_____

ALL FREIGHT, DELIVERY AND/OR INSTALLATION CHARGES ARE INCLUDED IN BID. BID QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGS.

SIGNATURE_____

PRINT NAME_____

COMPANY_____

ADDRESS_____

TELEPHONE_____

FAX_____

NOTE: 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 June 30, 2008

(Prior to the accrual run and year-end adjusting journal entries)

FUND	BALANCE
Educational	\$2,426,040.17
Operations & Maintenance	\$473,907.71
Operations & Maintenance (Restricted)	\$723,913.18
Bond & Interest	\$114,734.43
Auxiliary	\$291,904.76
Restricted Purposes	\$0.00
Working Cash	\$60,546.19
Trust & Agency	\$371,268.90
Audit	\$28,377.18
Liability, Protection & Settlement	\$486,142.17
TOTAL ALL FUNDS	\$4,976,834.69

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
June 30, 2008

(Prior to the accrual run and year-end adjusting journal entries)

	ALL FUNDS
	Fiscal Year 2008
ASSETS:	
CASH	4,976,835
IMPREST FUND	21,500
CHECK CLEARING	12,000
INVESTMENTS	13,341,706
RECEIVABLES	4,733,546
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	163,484
INVENTORY	481,698
OTHER ASSETS	467,562
TOTAL ASSETS AND OTHER DEBITS:	24,198,331
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	-
ACCOUNTS PAYABLE	12,920
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	2,329,762
OTHER LIABILITIES	760,601
TOTAL LIABILITIES:	3,103,283
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	1,638,073
PR YR BDGTD CHANGE TO FUND BALANCE	940,868
 FUND BALANCES:	
FUND BALANCE	16,072,296
RESERVE FOR ENCUMBRANCES	2,443,811
TOTAL EQUITY AND OTHER CREDITS	21,095,048
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 24,198,331

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF June 30, 2008

(Prior to the accrual run and year-end adjusting journal entries)

ALL FUNDS

	FY 2008 YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	8,407,829
STATE GOVT SOURCES	15,390,338
STUDENT TUITION & FEES	11,744,070
SALES & SERVICE FEES	3,651,406
FACILITIES REVENUE	33,431
INVESTMENT REVENUE	614,149
OTHER REVENUES	195,731
TOTAL REVENUES:	40,036,954
 EXPENDITURES:	
INSTRUCTION	11,534,154
ACADEMIC SUPPORT	525,037
STUDENT SERVICES	1,263,945
PUBLIC SERV/CONT ED	41,364
OPER & MAINT PLANT	2,754,543
INSTITUTIONAL SUPPORT	8,607,747
SCH/STUDENT GRNT/WAIVERS	5,500,044
AUXILIARY SERVICES	3,984,778
TOTAL EXPENDITURES:	34,211,612
 TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0
 NET INCREASE/DECREASE IN NET ASSETS	 5,825,342

**ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY06-08**

(Prior to the accrual run and year-end adjusting journal entries)

College	Category	FISCAL YEAR 2006			FISCAL YEAR 2007			FISCAL YEAR 2008			
		Annual Budget	Spent Thru June	% of Bdgt	Annual Budget	Spent Thru June	% of Bdgt	Annual Budget	Spent Thru June	% of Bdgt	% of Year
Frontier	Bills		\$1,882,782			\$1,990,666			\$1,958,244		
	Payroll		2,021,274			2,020,488			1,988,043		
	Totals	\$3,835,099	3,904,056	102%	\$3,997,563	4,011,154	100%	\$4,164,105	3,946,287	95%	100%
Lincoln Trail	Bills		1,265,467			1,367,887			1,433,736		
	Payroll		2,246,547			2,321,257			2,417,414		
	Totals	3,527,579	3,512,014	100%	3,706,404	3,689,144	100%	3,901,902	3,851,150	99%	100%
Olney Central	Bills		1,889,501			1,927,586			2,053,903		
	Payroll		4,079,919			4,247,510			4,247,582		
	Totals	5,863,445	5,969,420	102%	6,182,009	6,175,096	100%	6,363,670	6,301,485	99%	100%
Wabash Valley	Bills		1,823,186			1,928,637			2,101,090		
	Payroll		2,918,486			2,917,514			3,083,419		
	Totals	4,640,749	4,741,672	102%	4,848,688	4,846,151	100%	5,186,736	5,184,509	100%	100%
Workforce Educ.	Bills		1,887,045			1,973,527			1,886,359		
	Payroll		1,527,276			1,558,549			1,573,687		
	Totals	2,997,567	3,414,321	114%	3,374,520	3,532,076	105%	3,366,390	3,460,046	103%	100%
District Office	Bills		227,614			245,777			260,926		
	Payroll		888,056			885,736			916,049		
	Totals	1,233,158	1,115,670	90%	1,240,904	1,131,513	91%	1,295,077	1,176,975	91%	100%
District Wide	Bills		1,865,103			1,678,826			1,959,634		
	Payroll		695,339			779,391			854,078		
	Totals	3,120,535	2,560,442	82%	3,010,420	2,458,217	82%	4,329,787	2,813,712	65%	100%
GRAND TOTALS		\$25,218,132	\$25,217,595	100%	\$26,360,508	\$25,843,351	98%	\$28,607,667	\$26,734,164	93%	100%

Excludes DOC

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
June 30, 2008

	Amount	% of Total
Salaries	15,080,272	56.41%
Employee Benefits	1,673,640	6.26%
Contractual Services	654,084	2.45%
Materials	1,587,671	5.94%
Travel & Staff Development	228,500	0.85%
Fixed Charges	378,616	1.42%
Utilities	1,199,040	4.49%
Capital Outlay	346,675	1.30%
Other	5,585,666	20.89%
	<u>26,734,164</u>	<u>100.00%</u>

(Prior to the accrual run and year-end adjusting journal entries)

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive's Session Minutes

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

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: July 11, 2008

RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1, 400.2. and 400.3. will be mailed under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. FMLA Leave Request (External Report)**
- 400.3. Request for Approval of Proposed Non-College Employment (External Report)**
- 400.4. Leave of Absence Approved by CEO since June 17, 2008**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Christopher Teague, Telecommunications Instructor, effective August 14, 2008

B. Classified

1. Leslie Scott, Emergency Preparedness Technician, FCC, effective July 17, 2008

400.2. FMLA Leave Request (External Report)

400.3. Request for Approval of Proposed Non-College Employment (External Report)

400.4. Leave of Absence Approved by CEO since June 17, 2008

A. None

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 9

	Estimated Budget										
Districtwide Plumbing & Electrical Survey	\$38,500										
Install / Expand Energy Mgt System - FCC	\$173,700										
Districtwide ADA Compliance Work	\$467,800										
HVAC Replacements & Upgrades, LTC, OCC	\$1,149,500										
Roof Replacement - LTC, OCC	\$471,800										
Combustible Wall Panel Replacement, LTC	\$150,300										
Toilet Replacement & Upgrade, LTC	\$90,800										
Districtwide Asbestos Abatement	\$515,900										
Site Lighting Upgrade, OCC	\$198,500										
Door & Window Replacement, LTC & OCC	\$219,900										
Carpet Replacement, WVC	\$32,700										
Storm Water Remediation, WVC	\$121,000										
GRAND TOTAL	\$3,630,400		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

6/30/2008