

ILLINOIS EASTERN COMMUNITY COLLEGES

**BOARD OF TRUSTEES
MONTHLY MEETING**

July 21, 2009



Location:

**Olney Central College
305 North West Street
Olney IL 62450**

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

The mission of Illinois Eastern Community College District 529 is to provide excellence in teaching, learning, public service, and economic development.

**Illinois Eastern Community Colleges
Board Agenda**

**July 21, 2009
7:00 p.m.
Olney Central College**

1. Call to Order & Roll Call..... Chairman Fischer
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
 - Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
 - A. None
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Employee Health and Dental Insurance Renewal Bruce
 - B. 2009-2010 IECC Catalog..... Bruce
 - C. Advanced Manufacturing Building Lease Bruce
 - D. Department of Corrections Contracts Bruce
 - E. 2 + 2 Agreements with Eastern Illinois University..... Bruce
 1. Communication Studies
 2. History
 3. Foreign Language
 4. Journalism
 - F. Affiliation Agreement with Sikorski Chiropractic – Health Information Management.... Bruce
 - G. Affiliation Agreement with Crawford Memorial Hospital - Phlebotomy Bruce
 - H. Affiliation Agreement with Fairfield Memorial Hospital - Phlebotomy Bruce
 - I. Affiliation Agreement with Gibson General Hospital - Phlebotomy Bruce

J. Affiliation Agreement with Good Samaritan Hospital - Phlebotomy	Bruce
K. Affiliation Agreement with Lawrence County Memorial Hospital - Phlebotomy	Bruce
L. Affiliation Agreement with Paris Community Hospital - Phlebotomy	Bruce
M. Affiliation Agreement with Richland Memorial Hospital - Phlebotomy	Bruce
N. Affiliation Agreement with Salem Township Hospital - Phlebotomy.....	Bruce
O. Affiliation Agreement with Weber Medical Clinic - Phlebotomy.....	Bruce
9. Bid Committee Report	Bruce
<u>IECC</u>	
Janitorial Equipment, Supplies & Office Copy Paper	
IECC 2009-2010 Catalog	
 <u>Lincoln Trail College</u>	
Classroom Table & Chairs	
 <u>Wabash Valley College</u>	
Advanced Manufacturing Technology 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	
A. Written Executive Session Minutes	Bruce
B. Audio Executive Session Minutes.....	Bruce
14. Approval of Personnel Report	Bruce
15. Collective Bargaining	Bruce
16. Litigation.....	Bruce
17. Acquisition and Disposition of Property.....	Bruce
18. Other Items	
19. Adjournment	

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, June 16, 2009.

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

John D. Brooks, Michael K. Correll, Brenda K. Culver, George Andrew Fischer, William C. Hudson “Jr.,” Walter L. Koertge, Marilyn J. Wolfe. Also present was Carter Wilkinson, student trustee. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Jack Davis, President of Olney Central College.
Matt Fowler, President of Wabash Valley College.
Timothy Taylor, President of Frontier Community College.
Beverly Turkal, President of Lincoln Trail 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.
Renee Smith, Executive Assistant to CEO.
George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office
DOC – Department of Corrections
FCC – Frontier Community College
HLC – Higher Learning Commission
ICCB – Illinois Community College Board
ICCTA – Illinois Community College Trustees Association
IECC – Illinois Eastern Community Colleges
IECEA – Illinois Eastern Colleges Education Association
LCC – Lawrence Correctional Center

LTC – Lincoln Trail College
LWIB – Local Workforce Investment Board
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 19, 2009 were presented for disposition.

Board Action to Approve Minutes: Trustee Walter Koertge made a motion to approve minutes of the foregoing meeting as prepared. Student Trustee Carter Wilkinson 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 & Guests” –

#3-A. Visitors & Guests: Visitors & guests present were recognized, including several staff members from Lincoln Trail College and representatives from the LTC Foundation.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Presidents: Informational reports were presented from each of the colleges. WVC’s softball team finished with the sixth best grade point average in the nation among NJCAA teams and best in the Great Rivers Athletic Conference.

#5-C. Report from Cabinet: George Woods presented photographs showing use of the Mobile Training Gallery Van recently purchased by the Board of Trustees.

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

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

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

#8-A. RAMP Document FY2011: Chris Cantwell reviewed IECC's Resource Allocation and Management Plan (RAMP) for FY 2011, 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: \$1,989,219

Wabash Valley College
Project Name: Technology/Student Support Expansion to Main Hall
District Priority No.: 2 of 4
Total Building Budget: \$8,052,887

Lincoln Trail College
Project Name: Center for Technology
District Priority No.: 3 of 4
Total Building Budget: \$9,825,985

Frontier Community College
Project Name: Student Center
District Priority No.: 4 of 4
Total Building Budget: \$3,841,115

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

Board Action: Trustee John Brooks made a motion to approve IECC's Resource Allocation and Management Plan for FY2011 as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Joint Agreement with Kaskaskia College: Chris Cantwell reviewed the Joint Agreement between Illinois Eastern Community Colleges District #529, and Kaskaskia College District #501. Changes to this agreement from last year's are:

Kaskaskia College removed:	
Industrial Maintenance HVAC I	Certificate
Surgical Technology	Certificate

Under the agreement, Illinois Eastern Community Colleges District #529 agrees to accept students from Kaskaskia College District #501 in the following programs:

- Coal Mining Technology, AAS/Certificate
- Diesel Equipment Technology, AAS
- Horticulture, AAS/Certificate
- Industrial Manufacturing Technology, AAS
- Machine Shop Technology, AAS/Certificate
- Pharmacy Technician, Certificate
- Radio-TV Broadcasting, AAS
- Telecommunications Technology, AAS/Certificate

Under the agreement, Kaskaskia College District #501 agrees to accept students from Illinois Eastern Community Colleges District #529 in the following programs:

- Dental Assisting, Certificate
- Diagnostic Medical Sonography, Certificate
- Nail Technology, Certificate
- Network Security, Certificate
- Occupational Therapy Assistant, AAS
- Personal Fitness Trainer, Certificate
- Physical Therapist Assistant, AAS
- Respiratory Therapy, AAS
- Veterinary Tech, AAS

The CEO recommended approval to renew the Joint Agreement with Kaskaskia College District #501 for one year beginning July 1, 2009.

Board Action: Trustee Brenda Culver made a motion to renew the Joint Agreement with Kaskaskia College District No. 501 as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. FY2009 Annual Program Review Report: In the absence of Kathy Pampe, Chris Cantwell reviewed the IECC FY2009 Annual Program Review Report. The report contains transfer and occupational program reviews based on quality, cost, and need. The report also includes a review of administrative, academic and support services. The report was approved by the Cabinet on June 3, 2009 and will be filed with the Illinois Community College Board on August 1, 2009. 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.

In summary, a total of nine career and technical education programs (degrees and certificates) were reviewed. Eight programs from last year's review were scheduled for further review and were reviewed again this year and included in this report, and one certificate program that was reactivated during FY09 was also reviewed during this cycle. Only one certificate program, Legal Secretary/Court Reporting, will be discontinued. All other programs that were reviewed in 2009 will be continued with minor changes. This year's Program Review Report also includes the following reviews: Instructional areas: Online Education and Assessment of Student Learning; Academic Support: Libraries/Learning Resource Centers; Learning Skills Centers/Remedial/Tutoring; Student Services: Admissions/recruiting; Registration, Records and Entrata; Career Planning and Job Placement; Student Activities; Academic Disciplines; Physical & Life Sciences.

The CEO recommended that the FY2009 Annual Program Review Report be approved for submission to the Illinois Community College Board.

Board Action: Trustee Marilyn Wolfe made a motion to approve the FY2009 Annual Program Review Report for submission to the ICCB as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. 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 FY2010, and that such inter-fund loans be repaid and retransferred to the proper fund no later than June 30, 2010.

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 2010, 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 2010, and to make the necessary transfers therefore.

BE IT FURTHER RESOLVED, that each such inter-fund loan must be repaid and retransferred to the proper fund no later than June 30, 2010.

Board Action: Trustee Walter Koertge made a motion to adopt the foregoing Inter-Fund Loans Resolution as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. 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 Brenda Culver made a motion to adopt the foregoing Building and Maintenance Fund Resolution as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks,

Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. 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 \$45,000 from the Working Cash fund to the General Fund prior to June 30, 2009. 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 \$45,000 Working Cash Fund interest to the General Fund on or before June 30, 2009.

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, 2009;

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 \$45,000 Working Cash Fund interest to the General Fund, said transfer to be made on or before June 30, 2009.

Board Action: Student Trustee Carter Wilkinson 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: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. FY2010 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 15 at Frontier Community College, and states that the budget will be adopted by the Board on September 15, 2009 following the hearing. The CEO recommended approval of the following budget resolution.

FY2010 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 2010 fiscal year:

1. Date of Fiscal Year: July 1, 2009 - June 30, 2010.
2. Publication of Notice of Public Hearing on Budget: On or before August 7, 2009.
3. Tentative Budget to be available for Public Inspection at the District Business Office: On and after August 7, 2009.
4. Mailing Tentative Budget to Board of Trustees: August 7, 2009.
5. Public Hearing on Budget: September 15 2009 at the hour of 6:00 p.m. to 6:30 p.m., local time, Frontier Community College, 2 Frontier Drive, Fairfield, IL 62837.
6. Adoption of Budget: September 15, 2009 following the Public Hearing.

Board Action: Student Trustee Carter Wilkinson made a motion to adopt the foregoing FY2010 Budget Resolution as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H. Prevailing Wage: The CEO presented and recommended adoption of “An Ordinance of the Board of Trustees of Illinois Eastern Community Colleges Ascertaining 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 2009. 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: Student Trustee Carter Wilkinson made a motion to adopt the Ordinance Ascertaining the Prevailing Rate of Wages as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-I. 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 FY09. The accrual period runs from July 1 and ends on July 14. On July 14, all FY09 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 FY09 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: Student Trustee Carter Wilkinson made a motion to approve payment of accrued bills as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-J. FY2010 General Insurance: The District's current insurance carrier (Wells Fargo) has provided renewal rates for FY2010. These renewal rates represent a 6% increase over the current premiums. The insurance premium for IECC's package coverage for property, general liability, errors and omissions, inland marine, terrorism, broadcast, automobile, umbrella liability, workers' compensation, cyber liability, boiler coverage, crime, fiduciary, and foreign liability had a net increase of approximately \$22,500. The majority of the increase (over \$14,000) was due to an increase in the workers' compensation premium. This increase was attributable to three major factors. First, overall payroll was up and workers' compensation premiums are based on employers' payroll. Second, the District's Experience Mod Factor was increased from 1.18 to 1.23 due to two large claims that were paid. Third, the Illinois State "Rate Classifications" were increased for the Professional and Clerical classifications by 6.7% and the Maintenance and Food service classifications increased by 7.5%. In FY2009, the District's renewal premium was reduced by \$16,000 over the District's FY2008 premium. District premiums will have increased by \$6,500 or a 1.6% increase in premiums over the two fiscal years. The CEO recommended that the general insurance renewal rates be accepted as presented.

Board Action: Trustee William Hudson made a motion to accept the renewal rates for the District's general insurance as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-K. Appointment of Audit Committee: The Board of Trustees has established an Audit Committee comprised of two Board members to review the annual audit with the District's auditors. The Audit Committee submits a report to the Board concerning the annual audit and following this review, the full audit is presented to the Board for its consideration and approval. Members of the Audit Committee serve until such time as they are replaced. Trustees Marilyn Wolfe and Larry Rost were last appointed to be members of the committee. When Trustee Rost left the Board a vacancy occurred. The CEO recommended that the Board of Trustees appoint two trustees to serve as members of the Audit Committee.

Board Action: Trustee Brenda Culver nominated Trustees John Brooks and Marilyn Wolfe to serve as members of the Board's Audit Committee. Trustee Walter Koertge made a motion that nominations be closed and that Trustees John Brooks and Marilyn Wolfe be appointed members of the Board of Trustees Audit Committee by acclamation. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John

Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-L. FY2010 Contract with Department of Corrections: The Department of Corrections has indicated that they wish to contract with Illinois Eastern Community Colleges/LTC for the provision of education services to the Robinson Correctional Facility and to the Lawrence Correctional Facility. The contract that the Department has offered the District requires a reduction in administrative fees and an increase in salaries. The Presidents of community college districts that provide educational services are working with the Department of Corrections to establish a contract that would adequately compensate community colleges for the services that they are expected to provide. The CEO recommended that he be authorized to negotiate an acceptable contract with the Department of Corrections for fiscal year 2010. Any contract negotiated would be subject to the General Assembly appropriating sufficient funds to operate the educational programs of the Department of Corrections.

Board Action: Following discussion, Trustee Marilyn Wolfe made a motion to authorize the CEO to negotiate a contract with the Illinois Department of Corrections for fiscal year 2009-2010, and that the IECC/LTC educational programs be continued at the correctional facilities. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-M. Local Workforce Investment Area 23 CEO Agreement: The Chief Elected Officials (CEOs) of the Local Workforce Investment Area 23 comprised of the County Board Chairs of the counties of Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Lawrence, Marion, Moultrie, and Richland have asked Illinois Eastern Community College District #529 (IECC) to serve as Grant Recipient and Fiscal Agent for the Local Workforce Investment Area 23. The CEOs (Chief Elected Officials) of the fourteen county region have designated IECC as Grant Recipient/Fiscal Agent (GR/FA) to act on their behalf pursuant to the Workforce Investment Act of 1998 (WIA). The Chief Elected Officials have presented an agreement to the IECC Board for its acceptance to become the GR/FA. The agreement sets forth the CEOs (Chief Elected Officials) authority and responsibilities, and sets forth the CEOs (Chief Elected Officials) expectations of IECC, as relates to procedure, service, and reporting. The agreement sets forth the separation of duties between the CEOs (Chief Elected Officials), IECC, and the Local Workforce Investment Board. The agreement sets forth that IECC will be accountable for costs and expenditures that violate WIA requirements. The CEOs (Chief Elected Officials) agreed to reimburse IECC for necessary and reasonable administrative costs for performing the duties of GR/FA. The agreement shall become effective July 1, 2009 and continue from year to year unless either the CEOs (Chief Elected Officials) or IECC initiate steps to terminate by giving a sixty day notice.

(A copy of the complete agreement was presented and is by this reference made a part of the permanent records of this community college district).

CEO Terry Bruce recommended approval of the Local Workforce Investment Area 23 CEO (Chief Elected Officials) and Grant Recipient/Fiscal Agent Agreement as presented.

Board Action: Trustee John Brooks made a motion to approve the Local Workforce Investment Area 23 CEO and Grant Recipient/Fiscal Agent Agreement as presented and recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-N. Local Workforce Investment Area 23 Transition Agreement: The current Grant Recipient/Fiscal Agent (GR/FA) for LWIA 23 is the Crossroads Workforce Investment Board (CWIB). The Chief Elected Officials of LWIA 23 (CEOs) have chosen Illinois Eastern Community Colleges (IECC) to become the GR/FA effective July 1, 2009. The Illinois Department of Commerce and Economic Opportunity (DCEO) has submitted a Transition Agreement to CWIB asking that certain duties be performed by CWIB during the transition period from CWIB to IECC. Although the agreement sets forth mainly the duties of CWIB, the final paragraph of the agreement asks that IECC cooperate during the transition to IECC. IECC has been and will continue to cooperate with all the requirements of the transition plan.

Transition Agreement

WHEREAS the Crossroads Workforce Investment Board, Inc. (hereinafter "CWIB, Inc.") has been acting as the Grantee for the Local Workforce Investment Area 23 (hereinafter "LWIA 23") to administer grants awarded by the Illinois Department of Commerce and Economic Opportunity (hereinafter "DCEO") under the Workforce Investment Act of 1998 (WIA);

WHEREAS CWIB, Inc. has accepted various grants awarded by DCEO;

WHEREAS the Chief Elected Officials (CEOs) in LWIA 23 voted on April 20, 2009 to designate Illinois Eastern Community Colleges (IECC) to serve on their behalf in the future as the Grant Recipient/Fiscal Agent under WIA, effective on July 1, 2009;

NOW THEREFORE, CWIB, IECC and DCEO agree as follows:

1. CWIB shall continue to perform its duties as Grantee of all currently executed grants through midnight on June 30, 2009, at which time these duties will transfer to IECC;
2. CWIB's status as Grant Recipient/Fiscal Agent for LWIA 23 shall be terminated as of midnight on June 30, 2009 with the transfer of Grant Recipient/Fiscal Agent responsibilities to IECC;
3. CWIB is responsible for payment of all costs incurred through June 30, 2009;
4. CWIB shall transfer to IECC by July 31, 2009 all unexpended grant funds as of the end of the business day on June 30, 2009, coincident with the transfer of Grant Recipient/Fiscal Agent responsibilities to IECC;
5. CWIB acknowledges that it has continuing duties under the respective grant agreements, irrespective of the actual grant expiration dates, as a result of its prior status as recipient of grant funds;

6. CWIB shall be responsible for closing out all grants expiring on June 30, 2009 pursuant to close out requirements DCEO has established.
7. CWIB shall continue to comply with all grant terms and conditions, as they relate to CWIB's performance of those terms and conditions, for acts undertaken prior to and on June 30, 2009 at which time their responsibilities and duties as the grantee and Grant Recipient/Fiscal Agent will cease, and
8. CWIB and IECC agree to cooperate fully in the execution of all steps and activities necessary to effect the transition of Grant Recipient/Fiscal Agent responsibilities to IECC prior to the beginning of the business day on July 1, 2009. These steps and activities are summarized in a transition plan.

The CEO recommended approval of the Transition Agreement between DCEO, CWIB, and IECC as presented.

Board Action: Trustee Marilyn Wolfe made a motion to approve the Transition Agreement between DCEO, CWIB, and IECC as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-O. Affiliation Agreement with Clay County Hospital – Phlebotomy: IECC wishes to enter into an affiliation agreement with Clay County Hospital, located in Flora, Illinois. This affiliation agreement is for the Phlebotomy Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the Phlebotomy Program with Clay County Hospital, Flora, as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-P. Affiliation Agreement with Sikorski Chiropractic – Medical Assistant: IECC wishes to enter into an affiliation agreement with Sikorski Chiropractic, located in Robinson, Illinois. This affiliation agreement is for the Medical Assistant Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the Medical Assistant Program with Sikorski Chiropractic, Robinson, as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory

vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-Q. Affiliation Agreement with Crawford County Health Department – Medical Assistant: IECC wishes to enter into an affiliation agreement with the Crawford County Health Department, located in Robinson, Illinois. This affiliation agreement is for the Medical Assistant Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the Medical Assistant Program with Crawford County Health Department, Robinson, as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-R. Affiliation Agreement with Dr. David Rotman – Medical Assistant: IECC wishes to enter into an affiliation agreement with the Office of Dr. David Rotman, located in Robinson, Illinois. This affiliation agreement is for the Medical Assistant Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the Medical Assistant Program with the Office of Dr. David Rotman, Robinson, as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-S. Affiliation Agreement with Ridgeview Care Center – Medical Assistant: IECC wishes to enter into an affiliation agreement with the Ridgeview Care Center, located in Oblong, Illinois. This affiliation agreement is for the Medical Assistant Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the Medical Assistant Program with Ridgeview Care Center, Oblong, as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-T. Affiliation Agreement with CMH Rural Health Care Clinic – Medical Assistant: IECC wishes to enter into an affiliation agreement with the Crawford Memorial Hospital Rural Health Care Clinic, located in Robinson, Illinois. This affiliation agreement is for the Medical Assistant Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the Medical Assistant Program with Crawford Memorial Hospital Rural Health Care Clinic, Robinson, as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-U. Affiliation Agreement with Lathrop and Associates – Medical Assistant: IECC wishes to enter into an affiliation agreement with Lathrop and Associates, located in Robinson, Illinois. This affiliation agreement is for the Medical Assistant Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the Medical Assistant Program with Lathrop & Associates, Robinson, as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-V. Affiliation Agreement with Crawford Memorial Hospital – Health Information Management: IECC wishes to enter into an affiliation agreement with Crawford Memorial Hospital, located in Robinson, Illinois. This affiliation agreement is for the Health Information Management Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the Health Information Management Program with Crawford Memorial Hospital, Robinson, as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-W. Marathon Refinery Property Tax Settlement Agreement: The taxing bodies of Crawford County, including Illinois Eastern Community Colleges (IECC), have been working with the Marathon Petroleum Company and taxing officials of Crawford County to establish an appropriate property tax assessment for the Robinson Refinery. The agreement is between

Marathon Petroleum and the taxing bodies, which include Crawford County, Robinson Township Road District, Robinson Township Fire Protection District, Crawford County Airport Authority, Robinson Community Unit School District No. 2, Robinson Township, Robinson Public Library District, Crawford Hospital District, and IECC. The taxing authorities, Crawford County Board of Review and Supervisor of Assessments of Crawford County, have also agreed to the settlement. The parties have agreed that:

- The aggregate equalized assessed value of the Robinson Refinery shall be \$163,609,000.00 for the taxing years 2008-2013.
- For the tax year 2014 and thereafter, the value of the Refinery shall be determined using the Illinois Property Tax Code, which uses Fair Market Value.
- The Robinson Community Unit School District No. 2 is limited on the amount of dollars it shall receive from the Refinery. The School District is the only taxing body subject to a tax dollar limitation and there is no cap on other taxing bodies, including IECC.
- If during the terms of the agreement, the Refinery increases or reduces its crude capacity the value of the property shall be altered accordingly.
- Marathon has agreed not to file any tax rate objection cases against the School District during the term of the agreement, but reserves the right to challenge substantive non-procedural violations of the Illinois Truth in Taxation Law by any of the other taxing bodies, including IECC.
- All pending litigation will be dismissed with prejudice.
- No taxing body that received increased tax collections because of the 2007 increase in equalized assessed valuation will be required to make a repayment of taxes collected to Marathon.

(A copy of the complete agreement was presented and is by this reference made a part of the permanent records of this community college district).

The CEO recommended approval of the Marathon Refinery Property Tax Settlement Agreement as presented.

Board Action: Trustee Michael Correll made a motion to approve the Marathon Refinery Property Tax Settlement Agreement as presented and recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-X. Building Lease Agreements: The CEO presented the following lease agreements for the Board's information and approval as required.

1. OCC Cosmetology Lease – amendment to lease for the Cosmetology program property located at 104 E. Main, Olney, IL to extend the lease through June 30, 2010. Monthly rent is increased from \$1,100.00 to \$1,200.00. **Board of Trustees action is required.**

2. IECC/Elvin Wallace and A. Carol Wallace Lease.
3. OCC Phlebotomy and Massage Therapy Lease.
4. IECC and Janet E. David Trust Lease.
5. IECC/LTC and City of Robinson Fitness Center Lease.
6. IECC/FCC Foundation Hall Lease.
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. This sublease began March 20, 2001 and is proposed to be 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.

Board of Trustees action is required.

8. IECC/FCC Flora Center Lease.
9. IECC/WVC Foundation Lease.
10. IECC/WVC WVJC Radio Tower Land Lease.

Board Action: Trustee Marilyn Wolfe made a motion to approve the revised OCC Cosmetology Program Lease at 104 E. Main St., Olney, and the revised IECC/FCC/and Frontier Community College Foundation Extension Building Sublease at 2-B Frontier Drive, Fairfield, Illinois as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$4,590,428.10, as of May 31, 2009.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for June 2009, totaling \$971,454.77, 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 2009, in the amounts listed, and payments from the revolving fund for May 2009. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

1. Succession Graphs.
2. Enrollment Report – District Up 4% over one year ago.

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 19, 2009.

#13-B. Audio Recordings of Executive Session: No executive session was held during the regular meeting, Tuesday, May 19, 2009.

#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 2008 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 2009:

1. None.

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

1. None.

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. 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. None.

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 9, 2008.
2. Tuesday, January 20, 2009.
3. Tuesday, February 17, 2009.
4. Tuesday, March 17, 2009.
5. Tuesday, April 21, 2009.
6. Tuesday, May 19, 2009.

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 Walter Koertge made a motion to adopt the foregoing report and recommendations as outlined, for minutes of executive sessions held on the dates listed. Trustee Michael Correll 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.

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

400.1. Employment of Personnel

A. Professional/Non-Faculty

1. Michael Gill, Program Director, Business & Industry Services, DO, effective July 1, 2009, contingent upon continued grant funding.
2. Anthony Logue, Internal Auditor for Fiscal & Program Operations LWIA grant, DO, effective July 1, 2009, contingent upon continued grant funding.
3. Zach Loll, Head Women’s Basketball Coach, WVC, effective June 18, 2009.
4. Robert Stevenson, Business Services Representative LWIA grant, DO, effective July 1, 2009, contingent upon continued grant funding.

B. Faculty

1. Jill Stukenberg, English Instructor, effective August 13, 2009.

C. Classified

1. Joseph Clodfelter, Information Systems Technician LWIA grant, DO, effective July 1, 2009, contingent upon continued grant funding.
2. Jackie Deters, Customer Systems & Data Manager LWIA grant, DO, effective July 1, 2009, contingent upon continued grant funding.
3. Deborah Whitacre, Financial Assistant LWIA grant, DO, effective July 1, 2009, contingent upon continued grant funding.

400.2. Change in Status

A. Administrative

1. Gerry Schlechte, Transition Coordinator, DO, to Operations/Fiscal Manager LWIA grant, DO, effective July 1, 2009, contingent upon continued grant funding.

400.3. Intent to Renew CEO Contract

The Board of Trustees gave notice of intent to renew the contract of Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.

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; Timothy Taylor, President of Frontier Community College; and Beverly Turkal, President of Lincoln Trail College.

400.5. Special Assignments for FY2009-2010

Frontier Community College

Academic

1. Kathy Doty, Lead Inst Office Occupations, \$450
2. Rodney Maxey, Lead Inst Auto Tech, \$450
3. Steve Rafferty, 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
4. TBD, Lead Inst Health Programs, \$450
5. TBD, Lead Inst Process Technology, \$450

Athletic

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

Extra-Curricular

1. Carrie Mallard, Student Senate Co-Advisor, \$500
2. Lonnie Devin, Student Senate Co-Advisor, \$500
3. Kim Stevens, Phi Theta Kappa Co-Advisor, \$350
4. 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, \$450
2. Tyler Boyles, Lead Inst CRT Auto Service Tech, \$450
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. Tamara Fralicker, Dept Head, Nursing/LTC, \$3,000 + 12 hrs rel. time
3. Anne Hustad, Dept Head, Nursing/OCC, \$3,000 + 12 hrs. rel. time
4. Kathleen Nelson, Dept Head, Nursing/WVC, \$3,000 + 12 hrs. rel. time

Athletic

1. Nicholas Short, Women's Softball Coach, \$6,000

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. Lisa Benson, WYSE Coordinator, \$350
5. Laurel Cutright, Asst WYSE Coordinator, \$200
6. Rob Mason, 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. Larry Hoeszle, Lead Inst Diesel Equipment, \$500
5. Linda Kolb, Lead Inst Early Childhood Dev, \$450; Small World, \$2,400
6. Steve Hnetkovsky, Lead Inst Agriculture Production, \$450
7. Doug Robb, Lead Inst Agriculture Business, \$450
8. Cathy Robb, Lead Inst Admin Inform Tech, \$500
9. David Wilderman, Lead Inst Marketing, \$450
10. Gary Wise, Lead Inst Manufacturing Tech, \$450
11. Jay Carter, Lead Inst Electronics, \$450
12. Brian Wick, Lead Inst Gunsmithing, \$450
13. TBD, Lead Inst Machine Shop Tech, \$450

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. Kimberley Stevens, Faculty Coordinator of Student Learning Assessment – LTC, \$2,000
4. Kelly Payne, Faculty Coordinator of Student Learning Assessment – OCC, \$2,000
5. Scott Balding, Faculty Coordinator of Student Learning Assessment – WVC, \$2,000

400.6. Minimum Wage and Entry Level Wage Change

- A. Entry Level Changes /Minimum Wage

Clerk/Receptionist, effective 7/1/09, \$8.00/hour; effective 7/1/10, \$8.25/hour
Food Service Assistant, effective 7/1/09, \$8.00/hour; effective 7/1/10, \$8.25/hour

- B. Entry Level Change

Student Advantage Network Counselors, effective 9/1/09, \$12.26/hour

400.7. Request for Approval of Non-College Employment

- A. Faculty

1. Shirley Smithenry, Richland Memorial Hospital, Olney, IL, approximate time per academic year 72 days.

400.8. Leave of Absence Approved by CEO since May 19, 2009

- A. None

400.9. Resignation

- A. Faculty

1. Mark Pettigrew, Machine Shop Technology Instructor, effective June 12, 2009.

Personnel Report Addendum

400.10. Reemployment of IECC/LTC Correctional Center Non-Bargaining Unit Employees for FY10. Employment is dependent upon funding from the Department of Corrections, subject to approval of DOC contract.

A. Administrative

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

B. Professional/Non-Faculty

1. Mina Coleman, Youthful Offender Counselor/RCC
2. Karen Miller, Youthful Offender Counselor/LCC

C. Faculty

1. Marcie Burton, Job Preparedness Instructor/LCC
2. Alice Holtzouser, Business Management Instructor/RCC
3. Pamela Murphy, Horticulture Instructor/RCC
4. Harvey Ricker, Commercial Custodial Services Instructor/RCC
5. Jackie Shaffer, Job Preparedness Instructor/RCC
6. Lisa Shook, Food Service Technology Instructor/RCC
7. Brent Urfer, Job Preparedness Instructor/RCC

D. Classified

1. Beverly Hemrich, Office Assistant RCC/LCC
2. Lori Watts, Records Assistant/RCC/LCC

400.11. Reduction in Force and Adoption of Resolution

A. Professional/Non-Faculty

1. John Arabatgis, Academic Counselor, LTC/RCC/LCC, effective July 1, 2009

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges District Number 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, has the authority to dismiss any correctional center personnel employed by the Board; and

WHEREAS, the Board has been providing post-secondary educational and vocational programs and services to residents at the Robinson Correctional Center pursuant to a contract between the Board and the Illinois Department of Corrections School District 428.

WHEREAS, the Board was recently notified by the Department of Corrections that it is reducing funding as of July 1, 2009.

WHEREAS, the Board of Trustees has decided to dismiss, JOHN ARABATGIS, as a correctional center employee in and for this Community College District effective on the 1st day of July, 2009.

NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NUMBER 529, COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD CUMBERLAND, EDWARDS, HAMILTON, JASPER, LAWRENCE, WABASH, WAYNE AND WHITE, AND THE STATE OF ILLINOIS, as follows:

1. That the Board of Trustees has decided to and hereby does dismiss JOHN ARABATGIS as a correctional center employee in and for this Community College District effective on the 1st day of July, 2009.
2. That the dismissal of said individual constitutes honorable dismissal.
3. That the Chairman and Secretary of the Board are hereby empowered and directed to give notice to the said individual of the dismissal.
4. That this resolution shall be in full force and effective immediately upon its adoption.

#14-A. Board Action to Amend Personnel Report: Trustee William Hudson made a motion to amend the Personnel Report, to add an addendum containing Sections 400.10 and 400.11, as recommended. Trustee Marilyn Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

#14-B. Board Action to Approve Amended Personnel Report: Trustee William Hudson made a motion to approve the foregoing amended Personnel Report as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18– “Other Items” – None.

AGENDA #19 – “Adjournment” – Trustee Walter Koertge made a motion to adjourn. Student Trustee Carter Wilkinson 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 9:00 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)

None

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Employee Health and Dental Insurance Renewal

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 21, 2009
SUBJECT: Employee Health and Dental Insurance 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, 2009 and BCBS has submitted a proposal for a renewal for one year of the existing contract.

BCBS has requested a 14% increase in medical and dental premiums combined. As submitted, the proposal includes a 15% increase in health insurance premiums, and a 5.1% decrease in dental premiums.

The District had its initial contract with BCBS in September 2003. Since that initial contract, BCBS has provided the District's health insurance 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
9-1-09	14%	Increase Proposed

The District currently pays \$516.35 per month for employee health and dental coverage which makes a total FY2009 cost to the District of \$2,088,119.40. These rates would increase to \$588.66 if the Board accepts the BCBS proposal and the total FY2010 cost to the District would be \$2,380,475.76, an increase of \$292,356.36.

It is proposed that the Board not enter into a new twelve month contract with BCBS and that the District continue with BCBS on a month to month basis. BCBS has verbally agreed to continue coverage on this month to month basis. However, the proposed rates will go into effect on 09-01-09 under this month to month arrangement.

I would ask the Board to allow the District to begin the process of bidding employee health and dental insurance, utilizing professional consulting services as we have in the past, to identify any needed redesigns in our health plan that would recognize new trends and developments in the health care insurance industry. The bidding process will take several months and the goal is to have a recommendation to the Board for its consideration at the December 2009 meeting.

I ask the Board's approval to extend the current BCBS contract on a month to month basis and to begin the bidding process for health and dental insurance coverage for District employees.

TLB/rs

Agenda Item #8B

2009-2010 IECC Catalog

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 21, 2009
RE: 2009-2010 IECC Catalog

The District prints an annual catalog setting forth all the courses, programs, degrees and certificates, along with the district policy that applies to the operation of the district and its students. Throughout the year, the Board is asked to approve changes to the catalog. Those changes are added to the electronic version of the District's catalog on the IECC website and become the binding document for the District's relationship with students, faculty, and staff.

The Board approved changes to the catalog are set forth below and these changes have been incorporated into the catalog electronically.

Because of its length, the catalog has been mailed to you by UPS for review.

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 FOR 2009-2010 CATALOG

Added Health Careers Certificate – FCC, LTC, OCC, & WVC	8/08
Revised Financial Information section	10/08
Revised Industrial Management Degree – LTC	10/08
Revised Workplace Skills Certificate – LTC.....	10/08
Revised Manufacturing Skills Certificate – LTC	10/08
Revised Supervisory Skills Certificate – LTC.....	10/08
Revised Gunsmithing Degree – WVC.....	12/08
Revised Phlebotomy Certificate – OCC	2/09
Reactivated Welding Certificate – FCC	2/09
Added Certificate in General Studies – General Program Information section.....	3/09
Deleted Telecom Outside Plant Certificate – LTC	3/09
Added Quality Improvement Certificate – WVC	3/09
Revised ADJ: Corrections Degree – OCC.....	3/09
Revised Administration of Justice Degree – OCC	3/09
Revised Radio/TV Broadcasting Degree – WVC.....	3/09
Revised Crime Scene Technician Degree – OCC.....	3/09
Revised Automotive Service Tech Degree – OCC.....	3/09
Revised Telecommunications Technology Degree – LTC.....	3/09
Revised Practical Nursing Certificate – Allied Health	3/09
Revised Literacy Program description – Student Services section.....	3/09
Revised Administration of Justice Degree – OCC	3/09
Added Sport Grounds Maintenance Certificate – LTC	3/09
Revised Career and Technical Information section	3/09
Revised Agriculture Technology/Business Degree – WVC.....	4/09
Revised Agriculture Technology/Production Degree – WVC.....	4/09
Revised Real Estate Certificate – WVC	4/09
Deleted Associate in Fine Arts – Music Educ – General Program Information section	5/09
Deleted Associate in Fine Arts – Music Perf – General Program Information section.....	5/09
Added OSP Technician Certificate – LTC	5/09
Added Interconnect Technician Certificate – LTC.....	5/09
Added Computer Telephony Certificate – LTC	5/09
Revised Administrative Information Tech Degree – FLOW	5/09
Revised Pharmacy Tech Certificate.....	5/09
Revised Health Information Management Certificate	5/09
Revised Medical Assistant Certificate – LTC	5/09
Revised Industrial Management Degree – LTC	5/09
Revised Workplace Certificate – LTC.....	5/09
Revised Supervisory Skills Certificate – LTC.....	5/09
Revised Telecommunications Degree – LTC	5/09
Revised Office Management Degree – LTC	5/09
Revised Admission Information section – Student Information Check Sheet	5/09
Revised General Information section - Welcome.....	5/09

Revised Academic Information section	5/09
Credit	
Students Transferring to IECC	
Grading	
Academic Probation	
Course/College Withdrawal	
Graduation Requirements	
Deleted Constitution/Graduation Requirement	
Term Honors	
Issuance of Transcripts	
Revised Financial Information section – Textbook Policy	5/09
Revised General Program Information section – IAI road map #2 and Links to the Web..	5/09
Revised Associate in Science and Arts degree	5/09
Revised Associate in Arts degree	5/09
Added Process Technology Certificate – LTC	5/09
Added Process Technology Degree – LTC	5/09
Added Mine Electrical Maintenance III Certificate – WVC	5/09
Revised Allied Health section.....	5/09
Revised Health Information Management Degree – LTC	5/09
Deleted Web Design Certificate – LTC.....	5/09
Revised Web Design Certificate – OCC & WVC	5/09
Revised Sport Grounds Maintenance Degree – LTC	5/09
Revised Horticulture Certificate – LTC.....	5/09
Revised Horticulture Degree – LTC	5/09
Revised Microcomputer Support Specialist Degree – LTC	5/09

Agenda Item #8C

Advanced Manufacturing Building Lease

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 21, 2009
RE: Advanced Technology Manufacturing Building Lease

Illinois Eastern Community College District #529 (IECC) was awarded a Department of Labor grant in the amount of \$1,923,719.00 for the purpose of increasing the capacity of existing Career and Technical Education Programs related to Advanced Manufacturing.

The growth and demand in the manufacturing industries' new technologies has outpaced the colleges' ability to meet the need for skilled workers. This grant helps IECC revamp its Career and Technical Education Programs that educate and train students whose career path is in a manufacturing related field.

Grant funding will be used to develop new programs in Advanced Manufacturing and Energy Technology at Wabash Valley College and Process Technology at Lincoln Trail College. These new programs will require the purchase of state-of-the-art equipment and the District will need increased facilities to house the new equipment and to provide for classroom space.

The District has worked with Wabash Valley College Foundation to secure the property located at the corner of 3rd and Walnut Streets (formerly Patriot Motors) as a suitable location for meeting the needs of the new manufacturing training programs.

The Foundation has agreed to purchase the 9,038 square feet building and lease it to the District for a period of five years. The District has worked with the Foundation to prepare a lease that would meet the needs of both the Foundation and the District.

I ask the Board's approval of the lease with the Wabash Valley College Foundation.

TLB/rs

Attachment

LEASE AGREEMENT

THIS LEASE made the ____ day of July 2009, by and between Wabash Valley College Foundation, an Illinois Not For Profit Corporation, with principal offices located at 2201 College Drive, Box 11, Mt. Carmel, Wabash County, Illinois, hereinafter called "Foundation", and Illinois Eastern Community College District #529, 233 East Chestnut Street, Olney, Illinois 62450, hereinafter called "District".

WITNESSETH: That the parties hereto for the consideration hereinafter mentioned covenant and agree as follows:

1. Foundation hereby leases to District premises commonly known as 210-214 W. Third Street; 219 1/2 W. Fourth Street; and 230 W. Third Street, in the City of Mt. Carmel, Illinois having the following legal description, to wit:

The West Half of In Lot 171 in the City of Mt. Carmel, EXCEPTING a parcel of ground 70 feet in length off of the entire North end thereof, located in Section 20, Township 1 South, Range 12 West of the Second Principal Meridian, Wabash County, Illinois;

ALSO, In Lot Number One Hundred Sixty-seven (167) in the City of Mt. Carmel, as shown by recorded Plat in Plat Record C, at page 443, in the Records in the Office of the Recorder of Wabash County, Illinois;

ALSO, In Lot One Hundred Sixty-nine (169) in the City of Mt. Carmel, Illinois, according to the recorded Plat thereof;

ALSO, the East Half (E/2) of In Lot One Hundred Seventy-one (171) in the City of Mt. Carmel, Illinois, according to the recorded Plat thereof.

ALSO, Sixty-six (66) feet of uniform width off the entire South end of the East Half of Inlot Number 170 of the City of Mt. Carmel, Illinois;

herein referred to as the "Premises", to be used by District as an instructional area primarily for teaching and other activities that are required for the successful operation of instructional programs for a term commencing July 25, 2009 and terminating June 25, 2014. The final payment is due June 25, 2014, but shall be adjusted to reflect actual payment activity during the course of the contract. No penalty will be charged for prepayments. District is hereby given the option of purchasing the above referenced premises for an additional one dollar (\$1.00) to be paid with the final payment. The rental of \$5,100.00 per month will be payable on the 25th day of each month from July 25, 2009 to June 25, 2014.

District shall have the option to extend the lease for additional years. The rental from this extension will be agreed upon at the time of the extension with District having the ongoing option to purchase at any time after the final payment on this lease, provided the lease is still in full force and effect.

2. District hereby takes the lease to the said premises and agrees to pay the rent provided.

3. District covenants with Foundation that at the expiration of the term of this lease, or renewal hereof, District will yield up the premises to Foundation without further notice in as good condition as when same were entered upon by District, reasonable wear and tear and damage by fire and inevitable accident excepted.

4. District will arrange for and pay for all deposits and use for utility services for all utilities to be used on the premises, including but not limited to, water, sewer, natural gas, electricity and telephone.

5. During the term hereof, or renewal hereof, if any, District will at its expense maintain the exterior or outside and structural portion of the building and the major plumbing. During the term of this lease and any renewal hereof, District will, at its expense maintain in good repair all parts of the premises leased and shall keep all toilets and sink traps unstopped. District will pay for all cleaning and redecoration and will pay for all repairs necessary or desirable as a result of the activities and behavior of the occupants and the Districts invitees.

6. The District shall be solely responsible for selecting and installing all fixtures and shall maintain possession of all fixtures and other items installed by District upon the premises (whether or not said additional items are legally classified as fixtures) shall continue to be treated as in the possession of District including the right to remove all of said fixtures and said items so installed by District, upon termination or cancellation of this lease. This shall include, but not be limited to the following fixtures or items installed by the District:

- A. All plumbing materials and fixtures above the floor;
- B. All partitions;
- C. All conduits above the ceiling;
- D. All electrical fixtures purchased by District;
- E. The fire alarm system;
- F. All other appurtenances installed or attached to the premises by District in order to utilize the premises for its intended use.

7. District represents to Foundation that District has examined the physical condition of the demised premises prior to the execution and delivery of this lease and has found it to be satisfactory for all purposes hereof, including intended use, and District accepts the condition of the demised premises in its present condition "As Is". Foundation makes no representation or warranty with respect to the condition of the demised premises or its fitness or availability for any particular use, and Foundation shall not be liable for any latent or patent defect discovered therein. District acknowledges the terms and conditions of a "No Further Remediation Letter" dated April 30, 2008, a copy of which appears of record in Miscellaneous Book 125, Page 552, in the Office of the Recorder of Wabash County, Illinois.

8. District will pay real estate taxes on the premises which fall due during the term of this lease and renewal hereof, except that Foundation shall pay real estate taxes for 2008 payable in 2009 and one-half of real estate taxes for 2009 payable in 2010.

9. District and Foundation intend this lease to be a so-called "triple net lease" with District to pay all rents, repairs and maintenance, real estate taxes and insurance upon the premises during the terms of this lease or any extension thereof.

10. District agrees that it will not assign this lease or renewal hereof nor will it let or sublet the premises during the term of the lease or renewal hereof, without the prior written consent of Foundation, which will not be unreasonably withheld. District will not make any alterations or additions to the premises without prior written consent of Foundation; District shall in no event have any power, authority or right to incur or create any obligation in respect to the leased premises which shall create or constitute a lien or claim in favor of District or any third parties as against the right, title or interest of Foundation in or to the premises leased, and notice is hereby given to all persons furnishing labor or materials for improvements or construction that any liens therefore shall attach only to the lease hold interest of District hereunder and shall be subject and subordinate to all the rights, title and interest of the Foundation in and to said premises and building.

11. Foundation shall have free access to the premises hereby leased for the purpose of examining for appropriate use. However, Foundation agrees that it will not unreasonably exercise its access to said premises and Foundation will do nothing to violate the confidentiality of the clients of the District.

12. District shall commit no act of waste and shall take good care of the premises and the fixtures and appurtenances therein; District shall, in the use and occupancy of the described premises, conform to all laws, orders and regulations of the Federal, State and Local Governments, or any of their respective departments.

13. The provisions of this lease shall bind and inure to the benefit of the Foundation and District and their respective heirs, successors, legal representatives and assigns.

14. If default shall be made in payment of rent or in any of the covenants and agreements herein contained to be kept by District, it shall be lawful for Foundation to enter into and upon the premises hereby leased, either with or without process of law, and repossess the same and distrain for any rent that may be due thereof, at the election of Foundation; and in order to enforce a forfeiture of nonpayment of rent, it shall not be necessary to make demand on the same day the rent shall become due, but a demand and refusal or failure to pay at any time on the same day or at any time on any subsequent day, shall be sufficient; and after such default Foundation shall be able to pursue a remedy of forcible entry and detainer entry of the premises under statute and shall further have all rights and remedies as provided by law and under this contract. In the

event Foundation is required to employ an attorney to enforce its rights under this contract, it shall be entitled to receive from District its attorney fees and costs of suit.

Notwithstanding the foregoing, Foundation agrees to give the District 10 days written notice of default in rent and 30 days written notice of default of any other term or condition of this lease. Except for rent, District shall with reasonable dispatch make efforts to correct said default within the notice period and shall be given additional time if reasonable efforts are being made to cure such default.

15. If damage by fire or other casualty to the building on demised premises is so extensive as to amount to 50% or more total destruction of said building then District, at its option, may terminate this lease and rent shall be apportioned and paid to the day of such fire and casualty. In all other cases where the building is damaged by fire or other casualty, Foundation shall repair the damage with reasonable dispatch and rent shall be apportioned until the damage has been repaired. Delays caused by inability to procure materials and/or labor, riots, national emergency, acts of God, or of a public enemy, governmental laws and/or regulations, or other cause beyond Foundation's control shall be considered in determining what constitutes "reasonable dispatch".

District shall surrender the demised premises to Foundation within 5 days after party has given written notice of any termination hereunder to the other, and District shall remove all personnel and personal property from the premises within that time.

16. District agrees that during the term of this lease at their expense, they will carry liability insurance with a company acceptable to Foundation providing for a minimum of \$1,000,000.00 per person; \$1,000,000.00 per accident; \$500,000.00 for property for occurrence on the demised premises. District shall also provide and pay fire, wind damage and full coverage property insurance in an amount sufficient to pay to Foundation the unpaid balance on this lease and name the Foundation as an additional insured.

Foundation shall not be liable to the District or any other person for any injury, or damage to personal property to any kind that may be on the demised premises or in the building and improvements herein leased to District. Personal property herein referred to shall include, District's fixtures, furniture and equipment, even though the same may be attached or affixed to the building herein leased to District.

17. District shall not allow any intoxicating beverages or liquors to be served or used on said premises.

18. In case of default in payment of rent under this lease, Foundation may retain so much or all of the personal property that the District may then own situated on the above described real estate as is necessary to satisfy Foundation for all amounts due under this lease including future rentals. District shall not encumber, sell or otherwise dispose of any personal property that may be situated on the above-described premises unless at the time of such encumbrances, sale or disposal, the District is not in default in payment of rent hereunder.

19. Foundation covenants that District, on paying the rent and performing all the covenants hereof, shall have and may peaceably and quietly have, hold and enjoy the leased premises for the term herein mentioned and for any renewal hereof in accordance with the terms of this lease.

20. Any notices to be given by the parties shall be given to the parties at the address shown on page one of this lease. Either party may amend the address for giving notice at any time by delivery to the other party in writing a change of address delivered to the last stated address of the party.

21. A) If the totality of the premises leased under this lease is taken by public domain pursuant to the power of eminent domain, this lease shall terminate as of the date possession is taken by the public authority.

B) If less than the totality is taken pursuant to the power of eminent domain and in the opinion of Foundation is not economically feasible to continue this lease, Foundation may terminate this lease as of the date possession is taken by the public authority. If Foundation does not elect to terminate this lease, the Foundation shall make any changes, alterations, or reconstruction necessary to put the demised premises in a commercially proper condition to use for the purposes herein intended.

22. A) District shall conduct and cause to be conducted, all operations and activity (except for conduct, operations and activity of Foundation or its agents) at the premises in compliance with, and shall in all other respects applicable to the premises comply with all applicable federal, state and municipal statutes, ordinances, regulations, orders, directives and other requirements of law or common law concerning: (i) The generation, use, handling, treatment, storage, transportation, release, disposal, remediation or presence of any material including solid waste or hazardous substance in, on, under, from and connected with operation and activities at the premises; (ii) The emission of air pollutant; (iii) The presence or discharge of any pollutant in, on or under the premises or into surface or ground water; and (iv) Storage tanks and related facilities and connections; (herein collectively called "environmental statutes"). District shall obtain and maintain all permits, licenses or approval and shall prepare and make, maintain, and/submit all notifications, registrations, records, reports and other documents as required by environmental statutes in a timely manner. District shall at all times comply with the terms and conditions of such permits, licenses, approvals, notifications and registrations.

B) District shall provide to Foundation copies of any written notice of violation, summons, order, administrative, civil or criminal complaint which will materially adversely affect District's use of the premises.

C) District shall not cause or allow the use, generation, handling or storage of hazardous substances or solid waste in, on or under the premises, except; (i) construction materials, asbestos containing materials, polychloride biphenyl and area-formaldehyde, or any other banned or prohibited substance in construction, office equipment, furnishings and supplies, office maintenance materials that are or contain hazardous substance may be used, generated, handled or stored on the premises, provided such is incident to and reasonably necessary for needed construction, operation or maintenance of the premises for the authorized use set forth herein and is in compliance with applicable laws, (ii) if hazardous substances are required pursuant to the conduct of District's business, that it may be used, handled or stored on the premises if such

activity is incident to the authorized use of the premises and provided that such are packaged, labeled, stored or used in accordance with applicable laws and (iii) solid waste may be generated and stored temporarily by District on the premises provided such activities are performed in compliance with applicable law. District shall not cause or allow the release of hazardous substances or solid waste in, on or under the said premises except as provided in the previous sentence. Should any release of hazardous substances or solid waste occur at the premises the District shall immediately take all measures necessary to contain, remove and dispose of the premises all materials released or contaminated by the release and remedy and mitigate all threats to public health or the environment relating to such release all in accordance with Federal and State law and regulations. When conducting any such measures, the District shall comply with environmental requirements.

23. The parties acknowledge and agree that this lease is the entire agreement between parties hereto and there are no collateral or oral agreements or understandings. Foundation and District agree that no modification of this agreement shall be binding upon them unless such modification shall be in writing and duly accepted in writing by both parties and approved in writing by the parties.

24. Where necessary or appropriate the masculine, feminine or neuter shall be interchangeable, and the singular shall include the plural or vice-versa.

In witness whereof, the parties hereto have executed their signatures.

“FOUNDATION”

WABASH VALLEY COLLEGE FOUNDATION

BY: _____

ROBERT J. COLEMAN, PRESIDENT

DATE: _____

“DISTRICT”

ILLINOIS EASTERN COMMUNITY COLLEGE
DISTRICT #529

BY: _____

BOARD CHAIRMAN

DATE: _____

ATTEST:

SECRETARY, BOARD OF TRUSTEES

DATE: _____

Agenda Item #8D

Department of Corrections Contracts

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 21, 2009
RE: Department of Corrections Contracts

At the June 16, 2009 Board of Trustees meeting at Lincoln Trail College, there was much discussion of the FY 2010 contracts submitted to the District by the Department of Corrections (DOC) for its consideration in the offering of educational services to inmates of the Robinson Correctional facility and the Lawrence Correctional facility.

At that meeting, the Board directed me to continue offering educational services to those inmates under the proposed FY 2010 contracts, but I was authorized to seek more favorable contractual terms.

As indicated in my July 25th letter to members of the Board of Trustees, the DOC Director refused to make any changes and the FY 2010 contracts were approved as submitted and the District continues to offer educational services at both facilities. In that letter I indicated that I would review expenditures of the District and payments received from the Department of Corrections under the current FY 2009 contracts.

The concern expressed can be shown by the payment history under the existing FY 2009 contracts with the Department of Corrections. The District's contract with the Robinson Correctional Center is \$422,484 and for Lawrence Correctional Center is \$192,373 for a total of \$614,857. As of 06-30-09, the District was owed \$219,483.

Of the amount owed to the District, \$60,000 had been submitted for payment in February and \$25,000 was submitted in April. The State is currently paying bills over 5 months late and that amount of time is anticipated to increase to 6 months within a few weeks.

Therefore, the District is owed \$107,500 that was submitted and we are also owed \$111,983 that has not been submitted for payment. The District hopes to receive some part of the \$60,000 in July and the \$25,000 submitted in April in September. It is clear that the remaining \$111,983 will not be received until December of this year, if then. The District therefore, is currently owed \$219,483 of the \$614,857 and we will not likely receive this money in its entirety until sometime in 2010. I would point out that the District has expended these funds and is waiting reimbursement from the DOC.

The new proposed contracts total \$659,935. The Department of Corrections will not likely submit payments for the contractual service involved until much later in the year and the Board should anticipate that this money may not be received within FY 2010. If the final payment for FY 2009 is not received until February or March 2010 and payments under the FY 2010 contract are not starting to be received until May 2010, it is possible that the District will have expended in excess of \$442,000 by December of 2009 (\$112,000 remaining on the FY 2009 contract and \$330,000 spent on the FY 2010 contract) with anticipated repayment not to be received until after June 30, 2010.

The Board should also be aware that under the budget just signed by the Governor, the State of Illinois will delay over \$3 billion in payments to vendors for up to eleven months. IECC is a vendor to the State of Illinois and it is possible that no payments for services rendered during FY 2009 will be paid by DOC during FY 2010.

The budget problems of the State are affecting the District's ability to provide educational services to all students. Members of the Board will need to decide soon whether or not the District should continue employment of DOC employees providing such educational services to inmates.

TLB/rs

Agenda Item #8E

2 + 2 Agreements with Eastern Illinois University

- 1. Communication Studies**
 - 2. History**
 - 3. Foreign Language**
 - 4. Journalism**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 21, 2009
SUBJECT: Articulation Agreements with Eastern Illinois University

Illinois Eastern Community Colleges and Eastern Illinois University have formed a cooperative relationship through the following articulation agreements to better serve our students, to allow smoother transfers, to minimize duplication of instruction, and to build on community college and university learning experiences. The following 2 + 2 articulations agreements have been made between Illinois Eastern Community Colleges and Eastern Illinois University:

Program Articulation Agreement from A.A. Speech Communication Program at IECC to B.S. in Communication Studies Program at Eastern Illinois University

Program Articulation Agreement from A.A. History Program at IECC to B.S. in History B.A. Program at Eastern Illinois University

Program Articulation Agreement from A.A. Liberal Arts Program at IECC to B.A. in Foreign Language at Eastern Illinois University

Program Articulation Agreement from A.A. Journalism at IECC to B.A. in Journalism at Eastern Illinois University

I recommend the Board's approval of these agreements.

TLB/rs

Attachments

Articulation Agreement
Between
Eastern Illinois University
And

Illinois Eastern Community College

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

The two institutions agree to the following:

1. Any student who has completed a transferable associate in arts, associate in science or associate in science and arts degree at IECC consistent with the Illinois Articulation Initiative (with the required 2.00 GPA) and submits required application and supporting documentation will automatically be admitted to EIU at the junior level and will be deemed to have met EIU's lower division general education requirement.
2. Acceptance into a specific EIU program is based on the individual transferring student meeting the conditions and considerations listed for that program. Specifically, students completing the **Speech Communication A.A.** at IECC will be admitted to the baccalaureate **Communication Studies B.A.** at EIU.
3. The courses listed in the attached prescribed **IECC** check sheet(s) have been reviewed and accepted for transfer to EIU.
4. Relationships between IECC and EIU faculty and administration are in the spirit of cooperation and provide the basis for this agreement
5. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement.
6. This agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate in which case appropriate prior notice will be given to the operative academic personnel at the cooperating institution.
7. Appropriate publications and promotional materials regarding this agreement will be made available to all IECC students.
8. Either EIU or IECC may dissolve this agreement by giving one years' advance notice to the cooperating institution's president or academic vice president.
9. This agreement is effective with the **2009-2010** academic year and is subject to renewal quadrennially.

Eastern Illinois University

Illinois Eastern Community College

William Perry , President

Date

Terry L. Bruce, CEO

Date

Blair M. Lord, Provost and
Vice President for Academic

Date

Articulation Agreement
Between
Eastern Illinois University
And

Illinois Eastern Community College

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The two institutions agree to the following:

10. Any student who has completed a transferable associate in arts, associate in science or associate in science and arts degree at IECC consistent with the Illinois Articulation Initiative (with the required 2.00 GPA) and submits required application and supporting documentation will automatically be admitted to EIU at the junior level and will be deemed to have met EIU's lower division general education requirement.
11. Acceptance into a specific EIU program is based on the individual transferring student meeting the conditions and considerations listed for that program. Specifically, students completing the **History A.A.** at IECC will be admitted to the baccalaureate **History B.A.** at EIU.
12. The courses listed in the attached prescribed **IECC** check sheet(s) have been reviewed and accepted for transfer to EIU.
13. Relationships between IECC and EIU faculty and administration are in the spirit of cooperation and provide the basis for this agreement
14. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement.
15. This agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate in which case appropriate prior notice will be given to the operative academic personnel at the cooperating institution.
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18. This agreement is effective with the **2009-2010** academic year and is subject to renewal quadrennially.

Eastern Illinois University

Illinois Eastern Community College

William Perry , President

Date

Terry L. Bruce, CEO

Date

Blair M. Lord, Provost and
Vice President for Academic

Date

Articulation Agreement
Between
Eastern Illinois University
And

Illinois Eastern Community College

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The two institutions agree to the following:

19. Any student who has completed a transferable associate in arts, associate in science or associate in science and arts degree at IECC consistent with the Illinois Articulation Initiative (with the required 2.00 GPA) and submits required application and supporting documentation will automatically be admitted to EIU at the junior level and will be deemed to have met EIU's lower division general education requirement.
20. Acceptance into a specific EIU program is based on the individual transferring student meeting the conditions and considerations listed for that program. Specifically, students completing the **Liberal Arts A.A.** at IECC will be admitted to the baccalaureate **Foreign Language B.A.** at EIU.
21. The courses listed in the attached prescribed **IECC** check sheet(s) have been reviewed and accepted for transfer to EIU.
22. Relationships between IECC and EIU faculty and administration are in the spirit of cooperation and provide the basis for this agreement
23. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement.
24. This agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate in which case appropriate prior notice will be given to the operative academic personnel at the cooperating institution.
25. Appropriate publications and promotional materials regarding this agreement will be made available to all IECC students.
26. Either EIU or IECC may dissolve this agreement by giving one years' advance notice to the cooperating institution's president or academic vice president.
27. This agreement is effective with the **2009-2010** academic year and is subject to renewal quadrennially.

Eastern Illinois University

Illinois Eastern Community College

William Perry , President

Date

Terry L. Bruce, CEO

Date

Blair M. Lord, Provost and
Vice President for Academic

Date

Articulation Agreement
Between
Eastern Illinois University
And

Illinois Eastern Community College

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The two institutions agree to the following:

28. Any student who has completed a transferable associate in arts, associate in science or associate in science and arts degree at IECC consistent with the Illinois Articulation Initiative (with the required 2.00 GPA) and submits required application and supporting documentation will automatically be admitted to EIU at the junior level and will be deemed to have met EIU's lower division general education requirement.
29. Acceptance into a specific EIU program is based on the individual transferring student meeting the conditions and considerations listed for that program. Specifically, students completing the **Journalism A.A.** at IECC will be admitted to the baccalaureate **Journalism B.A.** at EIU.
30. The courses listed in the attached prescribed **IECC** check sheet(s) have been reviewed and accepted for transfer to EIU.
31. Relationships between IECC and EIU faculty and administration are in the spirit of cooperation and provide the basis for this agreement
32. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement.
33. This agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate in which case appropriate prior notice will be given to the operative academic personnel at the cooperating institution.
34. Appropriate publications and promotional materials regarding this agreement will be made available to all IECC students.
35. Either EIU or IECC may dissolve this agreement by giving one years' advance notice to the cooperating institution's president or academic vice president.
36. This agreement is effective with the **2009-2010** academic year and is subject to renewal quadrennially.

Eastern Illinois University

Illinois Eastern Community College

William Perry , President

Date

Terry L. Bruce, CEO

Date

Blair M. Lord, Provost and
Vice President for Academic

Date

Agenda Item #8F

**Affiliation Agreement with Sikorski Chiropractic
Health Information Management Program**

Agenda Item #8F

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 21, 2009
RE: Affiliation Agreement with Dr. Sikorski Chiropractic Clinic – Health Information Management Program

IECC wishes to enter into a new affiliation agreement with the Dr. Sikorski Chiropractic Clinic located in Robinson, Illinois.

This affiliation agreement is for the Health Information Management Program and is our standard affiliation agreement utilized by the District.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
LINCOLN TRAIL COLLEGE
HEALTH INFORMATION MANAGEMENT PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this ____ day of _____, 2009, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Health Information Management (HIM) Program (hereinafter referred to as LTC) and Dr. Sikorski Chiropractic Clinic – Robinson, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for practice by students of the HIM Program for the COLLEGE and

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

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

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2009.

AGENCY

LINCOLN TRAIL COLLEGE

Medical Services Director

Health Information Management
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/26/06

Agenda Item #8G

Affiliation Agreement with Crawford Memorial Hospital - Phlebotomy

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 21, 2009
RE: Affiliation Agreement with Crawford Memorial Hospital – Phlebotomy

IECC wishes to enter into a new affiliation agreement with the Crawford Memorial Hospital located in Robinson, Illinois.

This affiliation agreement is for the Phlebotomy Program and is our standard affiliation agreement utilized by the District.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment

**AFFILIATION AGREEMENT
BETWEEN**

**ILLINOIS EASTERN COMMUNITY COLLEGES,
District # 529**

Olney Central College Phlebotomy Program

AND

Crawford Memorial Hospital

1000 N Allen Street

Robinson, IL 62454-1167

THIS AGREEMENT made and entered into this 1st day of June 2009, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,

Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and Crawford Memorial Hospital (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical laboratory practice by students of the Phlebotomy Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 faculty will:

- be responsible for the teaching the didactic portion of the Phlebotomy Program;

- work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
- coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
- review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

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

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

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

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

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

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

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

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

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

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

AGENCY

ILLINOIS EASTERN
COMMUNITY COLLEGE
DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing &
Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

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

Adopted 6-2005

Agenda Item #8H

Affiliation Agreement with Fairfield Memorial Hospital – Phlebotomy

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 21, 2009
RE: Affiliation Agreement with Fairfield Memorial Hospital – Phlebotomy

IECC wishes to enter into a new affiliation agreement with the Fairfield Memorial Hospital located in Fairfield, Illinois.

This affiliation agreement is for the Phlebotomy Program and is our standard affiliation agreement utilized by the District.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment

**AFFILIATION AGREEMENT
BETWEEN**

**ILLINOIS EASTERN COMMUNITY COLLEGES,
District # 529**

Olney Central College Phlebotomy Program

AND

Fairfield Memorial Hospital

303 N W 11th Street

Fairfield, IL 62837-1206

THIS AGREEMENT made and entered into this 4th day of June, 2009 by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,

Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and Fairfield Memorial Hospital (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical laboratory practice by students of the Phlebotomy Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 faculty will:

- be responsible for the teaching the didactic portion of the Phlebotomy Program;
- work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
- coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
- review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

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

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

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

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

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

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

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 4th day of **June, 2009**.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

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

Adopted 6-2005

Agenda Item #8I

Affiliation Agreement with Gibson General Hospital – Phlebotomy

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 21, 2009
RE: Affiliation Agreement with Gibson General Hospital – Phlebotomy

IECC wishes to enter into a new affiliation agreement with the Gibson General Hospital located in Princeton, Indiana.

This affiliation agreement is for the Phlebotomy Program and is our standard affiliation agreement utilized by the District.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment

**AFFILIATION AGREEMENT
BETWEEN
ILLINOIS EASTERN COMMUNITY COLLEGES,
District # 529**

Olney Central College Phlebotomy Program

AND

Gibson General Hospital, Inc.

1808 Sherman Drive

Princeton, IN 47670-1000

THIS AGREEMENT made and entered into this 4th day of June 2009, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,

Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and **Gibson General Hospital, Inc.** (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical laboratory practice by students of the Phlebotomy Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 faculty will:

- be responsible for the teaching the didactic portion of the Phlebotomy Program;
- work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
- coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
- review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

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

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

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

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

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

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

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 4th day of June 2009.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGE
DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

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

Adopted 6-2005

Agenda Item #8J

Affiliation Agreement with Good Samaritan Hospital – Phlebotomy

Agenda Item #8J

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 21, 2009
RE: Affiliation Agreement with Good Samaritan Hospital – Phlebotomy

IECC wishes to enter into a new affiliation agreement with the Good Samaritan Hospital located in Vincennes, Indiana.

This affiliation agreement is for the Phlebotomy Program and is our standard affiliation agreement utilized by the District.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment

**AFFILIATION AGREEMENT
BETWEEN
ILLINOIS EASTERN COMMUNITY COLLEGES,
District #529**

Olney Central College Phlebotomy Program

AND

**GOOD SAMARITAN HOSPITAL
520 SOUTH 7TH STREET**

VINCENNES, IN 47591-1038

This AGREEMENT, made and entered into this 4th day of June, 2009 by and between ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, Olney Central College, hereinafter referred to as the "College", and Good Samaritan Hospital, hereinafter called the "Clinical Agency",

WITNESSETH:

WHEREAS, the College operates a Phlebotomy Technician Program and in which its students learn to become proficient in the skills and techniques of phlebotomy, with such students hereinafter for convenience being referred to as Phlebotomy Technician students or

individually as Phlebotomy Technician student; and

WHEREAS, the Clinical Agency maintains and operates a healthcare facility and laboratory and is suited for clinical education of Phlebotomy Technician students; and

WHEREAS, the purpose of this AGREEMENT is to guide and direct a working relationship between the College and the Clinical Agency in providing clinical education experiences for the Phlebotomy Technician students; and

WHEREAS, it is the desire of the College and the Clinical Agency to cooperate in developing, promoting and operating an Phlebotomy Technician Program which programs shall hereinafter be referred to as the "Programs", with the College providing instruction and leadership in the training of Phlebotomy Technician students entering into this field and with the Clinical Agency providing clinical education experiences; and

WHEREAS, the Clinical Agency will derive benefit from services rendered by the students during the course of the time spent in their respective clinical education experiences.

NOW, THEREFORE, for and in consideration of the premises and the mutual AGREEMENTS of the parties do hereby agree as follows:

1. TERM OF AGREEMENT

The term of this AGREEMENT shall be two (2) years commencing, notwithstanding the date hereof, on the _____ day of _____, **2009** and terminating on the _____ day of _____, **2011**. The parties agree that this AGREEMENT is to be effective immediately and to remain in effect for two years, (subject to annual review), until such time as either party to this AGREEMENT shall terminate same by delivery to the other of a written notice of not less than twelve (12) months prior to the _____ **day of** _____ of the second year. However, said termination shall not be effective as to any students then enrolled and participating in the educational programs and they shall be allowed to continue their clinical use of the Clinical Agency facilities until their educational studies are completed. It is understood that the parties hereto may revise or modify this AGREEMENT by written amendments whenever the same shall be mutually agreed upon.

2. COLLEGE'S RESPONSIBILITIES

A. The College assumes full responsibility for the planning, execution, and functioning of the Programs, including, but not limited to, the programming, administration, development of curriculum content, appointment classroom instructor, establishment of requirements and criteria for certificate completion, and criteria for graduation of Phlebotomy Technician students enrolled in the Program.

B. To provide written objectives for the Phlebotomy Technician clinical education experience to the Clinical Agency.

C. To provide the Clinical Agency in advance with information regarding the levels of competency, previous experience and necessary phlebotomy clinical education experience requirements of each Phlebotomy Technician student assigned to the Clinical Agency for a clinical education experience.

D. To keep all records and reports of Phlebotomy Technician students' clinical education experiences.

E. To be responsible for all information of a confidential nature to which the Phlebotomy Technician students may be exposed, and the College agrees to thoroughly instruct all Phlebotomy Technician students on the necessity for respecting the confidential

nature of all information which may come to their knowledge in regards to patients of the Clinical Agency and patient's records which may come into their hands.

F. To schedule and coordinate, through its instructor and the Clinical Agency, the rotation of Phlebotomy Technician students in the clinical setting.

G. To send only instructors and/or students who are, to the College's knowledge, in good health at the time of reporting to the Clinical Agency for participation in the clinical education experience. The College further agrees to ensure that any students assigned to the Clinical Agency will have: **(1)** documentation of no significant "negative tuberculin skin test" within one (1) year of the affiliation with the Clinical Agency and annually thereafter from date of first skin test. This shall also apply to any instructor, or **(2)** for all past skin test reactors, medical documentation of completion of an adequate course of therapy or a medical statement dated within one (1) year of affiliation with the Clinical Agency, indicating that the faculty member or Phlebotomy Technician student is free of signs and symptoms of tuberculosis; **(3)** proof of immunity to rubella, either by serologic testing (titer) or by documented history of vaccination at one year or older and **(4)** documentation of hepatitis B vaccination or signed disclaimer.

The College will also retain the above data on each faculty member and Phlebotomy Technician student assigned to the Clinical Agency, which verifies that all assigned students assigned to the Clinical Agency have met the above criteria.

H. To give sufficient notice to the Clinical Agency of the student assignments prior to attending clinical.

I. To withdraw Phlebotomy Technician students from the assigned clinical education experience when, in the College's judgment, the nursing clinical education experiences are not meeting the needs of the students.

J. To assign Phlebotomy Technician students on a non-discriminatory basis without regard to race, sex, creed, national origin, or physical handicap.

3. CLINICAL AGENCY'S RESPONSIBILITIES

A. To provide the Phlebotomy Technician students with the experience necessary for completion of the Phlebotomy Technician clinical education requirements of the Programs and to meet the philosophies and objectives of the College and the Clinical Agency.

B. To provide necessary first aid and/or emergency medical and nursing care to a Phlebotomy Technician student while said student is undergoing the Phlebotomy Technician clinical education experience on the premises of the Clinical Agency, provided, however, that the Phlebotomy Technician student will be responsible for paying the Clinical Agency its usual and customary charges for such care.

C. To maintain the standards required for accreditation by the Joint Commission on Accreditation of Health Care Organizations, if applicable.

4. GENERAL PROVISIONS

A. The liaison between the College and the Clinical Agency for the Programs shall be the College's Phlebotomy Technician Program Director.

B. The College and the Clinical Agency shall cooperate to provide assessments of the effectiveness of Phlebotomy Technician student use of clinical facilities toward the end of providing maximum benefit for the Phlebotomy Technician students.

C. Neither the College nor the Clinical Agency consider any Phlebotomy Technician student as an employee of the Clinical Agency, but rather, for all purposes, each Phlebotomy Technician student is considered to be a student of the College who is an

individual in the clinical phase of his/her professional education. Accordingly, it is understood that the Clinical Agency will not provide any financial compensation to the Phlebotomy Technician students during their respective clinical education experiences, notwithstanding the fact that the Clinical Agency may derive some benefit from services performed by the Phlebotomy Technician students during the course of the phlebotomy clinical education experiences.

D. Phlebotomy Technician students assigned for clinical education experiences under the terms of this AGREEMENT shall not provide services to patients in the Clinical Agency apart from those rendered under supervision of the Clinical Agency for their educational value in accordance with the objectives of the Phlebotomy Technician clinical education experience as set forth in this AGREEMENT.

F. The rules and regulations of the Clinical Agency shall be applicable to each assigned Phlebotomy Technician student during the clinical education experience.

G. The College maintains the privilege of visiting the Clinical Agency before, after, and/or during any phlebotomy clinical education experience.

H. The Clinical Agency retains the ultimate responsibility for patient care and related duties.

I. The College and the Clinical Agency agree that in every aspect of the Program and the Phlebotomy Technician clinical education experiences provided for under this AGREEMENT, they and each of them will adhere to a policy of non-discrimination on the basis of race, sex, creed, national origin, physical handicap, age, or political affiliation.

5. STUDENTS' OBLIGATIONS

A. To follow the schedule established by the College.

B. To provide health insurance, and be accountable for payment of all medical treatment required by the Phlebotomy Technician student from the

Clinical Agency during the course of the Phlebotomy Technician students' clinical education experiences at the agency.

C. To complete health forms which may be requested by the Clinical Agency; to follow administrative policies of the Clinical Agency; to provide the necessary and appropriate uniform required but not provided by the Clinical Agency; to notify the Clinical Agency upon arriving and to report to the designated individual of the Clinical Agency.

D. To work toward meeting the goals and objectives set forth by the College and the Clinical Agency.

6. LIABILITY AND INSURANCE PROTECTION

The College, at its sole cost and expense shall procure and maintain a policy of Professional Liability Insurance with limits of at least \$1,000,000 per claim, \$1,000,000 annual aggregate, and shall provide Clinical Agency with insurance certificate copy. The coverage of such Professional Liability Insurance shall extend to and cover all liability incurred by employees, Phlebotomy Technician students and faculty and students and faculty of the College to the extent that such liability arises out of and during the course of their respective activities under the terms of this AGREEMENT. If such coverage does not extend to and cover liability incurred by the Phlebotomy Technician students, then, the College shall cause each Phlebotomy Technician student assigned for phlebotomy clinical education experiences at the Clinical Agency to obtain and maintain in force during the term of his/her assignment at the Clinical Agency, personal professional liability insurance in an insurer satisfactory to the Clinical Agency for limits not less than \$1,000,000 per claim, \$3,000,000 in the aggregate annually. Such insurance, whether included in the coverage of the College's professional liability insurance or provided personally by a Phlebotomy Technician student shall cover incidents, claims and suits arising from activities performed pursuant to this AGREEMENT during the AGREEMENT period, as well as those claims and suits arising pursuant to this AGREEMENT but reported after this AGREEMENT has been terminated. To the extent that such insurance is personally provided by a Phlebotomy Technician student, the College agrees that a certificate in evidence of that insurance protection will be on file with the College prior to the time that the Phlebotomy Technician student commences activities pursuant to this AGREEMENT. Further, the College, at its sole cost and expense shall procure and maintain policies of Comprehensive General Liability Insurance, including Products' Liability, Completed Operation and Blanket Contractual Liability, Worker's Compensation Insurance, and Automobile Liability Insurance, or, satisfy the Clinical Agency that it is self-insured for liability that would be covered by any such insurance. The Comprehensive General Liability coverage shall be with limits of at least \$1,000,000 each occurrence for bodily injury and with limits of at least \$250,000 each occurrence for property damage. The Workers' Compensation coverage shall provide for all employees of the College providing services under the terms of this AGREEMENT, covering any liability under the Indiana Workers' Compensation Act and the Indiana Occupational Disease Act and including not less than \$100,000 Employers' Liability coverage. The Automobile Liability coverage shall be with limits of at least \$1,000,000 Combined Single Liability per occurrence. All such policies of insurance (including but not limited to the Professional Liability Insurance) shall be with companies acceptable to the Clinical Agency. All of such policies of insurance shall provide that the

insurance carrier under each policy is required to give the Clinical Agency not less than thirty (30) days written notice prior to cancellation of any policy. Prior to the expiration and/or cancellation of any such policy, the College shall secure replacement of such insurance coverage, upon the same terms and provisions, and furnish the Clinical Agency with a memorandum certificate as heretofore described.

7. INDEMNITY

The College agrees to indemnify the Clinical Agency, its affiliates and their respective officers, directors, employees, and agents against, and hold the same harmless from all liability, losses, damages, obligations, judgments, claims, causes of action and expenses associated therewith (including judgments, settlements, court costs and attorney's fees) resulting from or arising out of, directly or indirectly, any negligent or intentional act or omission by College, its faculty or students. This covenant shall survive any termination of this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands the day and year first above written.

AGENCY

Good Samaritan Hospital

President/CEO

COLLEGE

Illinois Eastern Community College
District #529
Olney Central College

Phlebotomy Instructor

Associate Dean of Nursing & Allied
Health

President, Olney Central College

Chairman, Board of Trustees

Agenda Item #8K

Affiliation Agreement with Lawrence County Memorial Hospital – Phlebotomy

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 21, 2009
RE: Affiliation Agreement with Lawrence County Memorial Hospital – Phlebotomy

IECC wishes to enter into a new affiliation agreement with the Lawrence County Memorial Hospital located in Lawrenceville, Illinois.

This affiliation agreement is for the Phlebotomy Program and is our standard affiliation agreement utilized by the District.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment

**AFFILIATION AGREEMENT
BETWEEN**

**ILLINOIS EASTERN COMMUNITY COLLEGES,
District # 529**

Olney Central College Phlebotomy Program

AND

Lawrence County Memorial Hospital

2200 State Street

Lawrenceville, IL 62439-1852

THIS AGREEMENT made and entered into this 4th day of June, 2009
by and between ILLINOIS EASTERN COMMUNITY COLLEGES,
DISTRICT #529,

Olney Central College, for its Phlebotomy Program (hereinafter referred to
as DISTRICT #529) and Lawrence County Memorial Hospital
(hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S
facilities for clinical laboratory practice by students of the Phlebotomy
Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to
the phlebotomy students and faculty of DISTRICT #529 for the desired
purpose,

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

1. The AGENCY agrees to make its facilities available in all areas
related to the medical laboratory for observation and participation by the
students and faculty of the DISTRICT #529, Phlebotomy Program subject
to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will
be made by the Associate Dean and/or Faculty of the Program on behalf
of DISTRICT #529 and the Administrator, and the Director of Laboratory
Service on behalf of the AGENCY. The plan and program will be
organized and agreed to by said persons prior to the commencement of
the courses.

3. DISTRICT #529 faculty will:

- be responsible for the teaching the didactic portion of the Phlebotomy Program;
- work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
- coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
- review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

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

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

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

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

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

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

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the _____ day of _____, 2009.

AGENCY

ILLINOIS EASTERN
COMMUNITY COLLEGE
DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing &
Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of
Trustees

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

Adopted 6-2005

Agenda Item #8L

Affiliation Agreement with Paris Community Hospital – Phlebotomy

Agenda Item #8L

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 21, 2009
RE: Affiliation Agreement with Paris Community Hospital – Phlebotomy

IECC wishes to enter into a new affiliation agreement with the Paris Community Hospital located in Paris, Illinois.

This affiliation agreement is for the Phlebotomy Program and is our standard affiliation agreement utilized by the District.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment

**AFFILIATION AGREEMENT
BETWEEN
ILLINOIS EASTERN COMMUNITY COLLEGES,
District # 529**

Olney Central College Phlebotomy Program

**AND
Paris Community Hospital**

721 East Court Street

Paris, IL 61944-2460

THIS AGREEMENT made and entered into this 1st day of **June 2009**, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,

Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and **Paris Community Hospital** (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical laboratory practice by students of the Phlebotomy Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 faculty will:

- be responsible for the teaching the didactic portion of the Phlebotomy Program;
- work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
- coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
- review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

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

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

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

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

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

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

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

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

13. An annual review of the agreement will be made each spring. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Phlebotomy Program, and participating in the program contemplated herein at the time that notice to terminate

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 1st day of June 2009.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGE
DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing & Allied
Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

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

Adopted 6-2005

Agenda Item #8M

Affiliation Agreement with Richland Memorial Hospital – Phlebotomy

Agenda Item #8M

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 21, 2009
RE: Affiliation Agreement with Richland Memorial Hospital – Phlebotomy

IECC wishes to enter into a new affiliation agreement with the Richland Memorial Hospital located in Olney, Illinois.

This affiliation agreement is for the Phlebotomy Program and is our standard affiliation agreement utilized by the District.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment

**AFFILIATION AGREEMENT
BETWEEN**

**ILLINOIS EASTERN COMMUNITY COLLEGES,
District # 529**

Olney Central College Phlebotomy Program

AND

Richland Memorial Hospital

800 E Locust Street

Olney, IL 62450-2553

THIS AGREEMENT made and entered into this 4th day of June 2009, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and Richland Memorial Hospital (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical laboratory practice by students of the Phlebotomy Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 faculty will:

- be responsible for the teaching the didactic portion of the Phlebotomy Program;
- work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
- coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
- review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

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

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

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

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

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

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

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 4th day of **June 2009**.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGE
DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

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

Adopted 6-2005

Agenda Item #8N

Affiliation Agreement with Salem Township Hospital – Phlebotomy

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 21, 2009
RE: Affiliation Agreement with Salem Township Hospital – Phlebotomy

IECC wishes to enter into a new affiliation agreement with the Salem Township Hospital located in Salem, Illinois.

This affiliation agreement is for the Phlebotomy Program and is our standard affiliation agreement utilized by the District.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment

**AFFILIATION AGREEMENT
BETWEEN**

**ILLINOIS EASTERN COMMUNITY COLLEGES,
District # 529**

Olney Central College Phlebotomy Program

**AND
Salem Township Hospital**

1201 Ricker Drive

Salem, IL 62881-4263

THIS AGREEMENT made and entered into this 4th day of June 2009, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and Salem Township Hospital (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical laboratory practice by students of the Phlebotomy Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 faculty will:

- be responsible for the teaching the didactic portion of the Phlebotomy Program;
- work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
- coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
- review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

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

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

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

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

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

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

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 4th day of June 2009.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGE
DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

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

Adopted 6-2005

Agenda Item #80

Affiliation Agreement with Weber Medical Clinic – Phlebotomy

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 21, 2009
RE: Affiliation Agreement with Weber Medical Clinic – Phlebotomy

IECC wishes to enter into a new affiliation agreement with the Weber Medical Clinic located in Olney, Illinois.

This affiliation agreement is for the Phlebotomy Program and is our standard affiliation agreement utilized by the District.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment

**AFFILIATION AGREEMENT
BETWEEN**

**ILLINOIS EASTERN COMMUNITY COLLEGES,
District # 529**

Olney Central College Phlebotomy Program

**AND
Weber Medical Clinic**

1200 N East Street

Olney, IL 62450-2432

THIS AGREEMENT made and entered into this 4th day of June 2009, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and Weber Medical Clinic (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical laboratory practice by students of the Phlebotomy Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 faculty will:

- be responsible for the teaching the didactic portion of the Phlebotomy Program;
- work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
- coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
- review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

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

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

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

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

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

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

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 4th day of June 2009.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGE
DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

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

Adopted 6-2005

Agenda Item #9

Bid Committee Report

IECC

- 1. Janitorial Equipment, Supplies & Office Copy Paper**
- 2. IECC 2009-2010- Catalog**

Lincoln Trail College

- 1. Classroom Table & Chairs**

Wabash Valley College

- 1. Advanced Manufacturing Technology Equipment**

BID COMMITTEE REPORT

JULY 21, 2009

IECC

1. Janitorial Equipment, Supplies & Office Copy Paper
2. IECC 2009-2010- Catalog

Lincoln Trail College

1. Classroom Table & Chairs

Wabash Valley College

1. Advanced Manufacturing Technology Equipment

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Janitorial Equipment, Supplies and Office Copy Paper
DATE: July 21, 2009

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 **\$39,066.59**.

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 Daily Republican Register for one (1) day.

JANITORIAL EQUIPMENT, SUPPLIES AND OFFICE COPY PAPER

July 21, 2009

Item #	EQUIPMENT	Qty	AF Type Vacuum & Janitorial Supplies St. Louis, MO	American Sanitary Supply Evansville, IN	AMSAN Herrin, IL	Bear's Dist Centralia, IL	Black & Company Effingham, IL	CMS Vincennes, IN	Fastenal Vincennes, IN	Hesco Inc. Niles, IL	Hillyard Cleaning Solutions Maryland Hts, MO	HP Products Indianapolis, IN	Industrial Soap St. Louis, MO	Lorenz Supply Mattoon, IL	Office Connection Vincennes, IN	Pro-Tex-All Evansville, IN	Royal Wholesale Mt. Vernon, IL	Unipak Brooklyn, NY	Universal Inc. Glen Ellyn, IN	Xerox Lewisville, TX
1	14" UPRIGHT VACUUM	3	1,197.00	1,389.00	1,579.68	1,095.00					1,806.63	1,383.36		1,278.00		1,036.80				
2	POWER DRYER	6	1,194.00	2,388.00	2,324.04	2,058.00					535.71	1,048.44		1,260.00		1,067.28				
3	20" BATTERY POWERED AUTOMATIC SCRUBBER	1	3,995.00	4,645.00	3,502.79	3,321.00					4,668.75	4,480.89		3,150.00		3,000.00	4,722.75			
4	TORNADO VARIO FLOOR MACHINE	3	4,500.00	7,197.00	6,641.25	6,405.00					7,739.07									
	SUPPLIES																			
1	5" x 24" DUST MOP HEAD	24			198.48	312.00			319.92		104.64	180.24				156.00				143.52
2	BOWL MOP	30		20.70	18.30	18.90	18.00		27.54		48.60	15.30	14.70	26.70		18.30	21.00			
3	20OZ DAMP MOP HEAD	24		162.00	172.32	165.36			278.87		102.48	100.56	132.00	168.24		96.72	142.80			104.88
4	13" GREEN LIGHT SCRUBBING PADS	2		32.70	19.28	18.30			39.70	25.58	5.60	23.42	15.60			20.50	25.86			
5	21" 3M TOPLINE AUTOSCRUBBER PAD, #5000	2		90.90	54.36	48.96					61.20	44.26	28.00							
6	13" BLACK STRIPPING PADS, 3M #7200	2		32.70	19.30	18.40			18.28	72.10	16.10	14.58	15.60	16.48		20.50	25.86			
7	REUSABLE RUBBER GLOVES X-LARGE	3			2.94				25.25	7.77	1.29	3.15	6.60			2.13				
8	BROWN JERSEY KNIT GLOVES, 9OZ	126			56.70		39.06		113.90	326.34	91.98	36.54	60.48	86.94						
9	LARGE DISPOSABLE POWDER FREE GLOVES	13		1,552.20	1,088.10				197.60		73.84	547.30	559.00	766.35		73.84	988.65			
10	LAMBS WOOL DUSTER	8			57.12				62.90	63.92		31.44	31.20			32.40				
11	O CEDAR MAXI-ANGLER BROOM 13" WIDE	12			103.20	159.60	111.24		153.41		58.56	61.68	39.60	94.56		63.00	165.00			
12	TIME MIST-ULTRA CONCENTRATED METERED AIR FRESHENER REFILLS	4		209.24		192.56		326.00			166.20	112.56	119.60	198.00						149.80
13	TIME MIST-ULTRA OZIUM 3000 AIR SANITIZER #TMS031 COUNTRY FRESH FRAGRANCE	18		1,567.98	1,123.20	866.52	1,250.10	1,467.00			747.90		954.00	1,164.78						674.10
14	TIME MIST-ULTRA CONCENTRATED METERED TIME MIST-ULTRA	3		156.93		144.42		244.50			124.65	84.42	89.70	113.25						112.35
15	TIME MIST-ULTRA CONCENTRATED AIR	4		209.24		192.56		326.00	64.97		166.20	112.56	119.60	185.88						149.80

Item #	SUPPLIES	Qty.	Alf-Type Vacuum & Janitorial Supplies St. Louis, MO	American Sanitary Supply Evansville, IN	AMSAN Herrin, IL	Bears Dist. Centralia, IL	Black & Company #12 Effingham, IL	CMS Vincennes, IN	Fastenal Vincennes, IN	Hesco Inc. Niles, IL	Hillyard Cleaning Solutions Maryland Hts, MO	HP Products Indianapolis, IN	Industrial Soap St. Louis, MO	Lonez Supply Mattoon, IL	Office Connection Vincennes, IN	Pro-Tex-All Evansville, IN	Royal Wholesale Mt. Vernon, IL	Unipak Brooklyn, NY	Universal Inc. Glen Ellyn, IN	Xerox Lewisville, TX
16	TIME MIST-ULTRA CONCENTRATED AIR FRESHENER REFILLS, FRESH SCENT FRAGRANCE	5		261.55		240.70		407.50			207.75	140.70	149.50				187.25			
17	32OZ MEASURING CUPS	18				128.34					62.10	170.28					161.28			
18	COTTON WASHCLOTHS, 11.5X11.5	270									726.30	31.64	89.10							
19	COTTON CLOTH HEAVYWEIGHT TERRI TOWEL	60								208.74	246.00	605.28	120.00							
20	BAG FILTERS FOR WINDSOR VERSAMATIC VSP	25	295.00		442.00					474.99	299.00	323.50	249.50							
21	EXHAUST FILTER FOR WINDSOR VSE 1-3, #1534	5	45.15		52.70					40.45	38.40	34.30	64.00							
22	POWER CABLE FOR WINDSOR VERSAMATIC VSP, #23011	6	93.42		131.40					146.94	120.54	93.48	78.00							
23	FILTER FOR WINDSOR VERSAMATIC PLUS PART #1825	12	197.40		96.00					119.88	80.16	75.12	96.00							
24	DRIVE BELT FOR WINDSOR VSP-14, PART #2049	3	15.51							80.22	50.52	45.15	45.00							
25	WASTEBASKET, RUBBERMAID #2956	18		93.42	124.02	65.52	87.30			1,963.62	87.66	55.62	69.84	86.76		77.94	103.32			
26	WASTEBASKET, RECTANGULAR, RUBBERMAID #2957, GRAY	18		174.78	255.24	121.86	163.08		212.21	3,365.82	127.44	105.30	125.64	162.54		148.50	194.04			
27	44 GALLON ROUND CONTAINER, GRAY, RUBBERMAID #2643	4		170.24	128.88	136.00	164.40		228.85	155.96	142.32	106.40	104.00	150.48		154.40	162.00			
28	HEAVY DUTY PLASTIC DUST PAN, RUBBERMAID #RCP2005CHA	3		11.19	9.90	9.24	10.59		14.31	4.47	6.99	4.59	6.60	10.26		6.81	10.74			
29	8" CHEMICAL RESISTANT TRIGGER SPRAYER	12					16.68			16.68	15.48	12.96				13.56	7.32			
30	QUIET DOLLY FOR 44 GALLON ROUND CONTAINER	7		403.13	244.51	240.03	291.20		505.69	166.53	202.72	322.42	147.00	277.20		344.40	415.87			
31	SPRAY BOTTLE 24 OZ	12					6.60	359.88			7.92	4.20	8.28				6.96			
32	ERGO DUST PAN/BROOM	3		118.95	39.48				25.47					103.26		45.00	112.50			

Item #	SUPPLIES	Qty.	AIF Type Vacuum & Janitorial Supplies St. Louis, MO	American Sanitary Supply Evansville, IN	AMSAN Herrin, IL	Bears Dist. Centralia, IL	Black & Company #12 Effingham, IL	CMS Vincennes, IN	Fastenal Vincennes, IN	Hesco Inc. Niles, IL	Hillyard Cleaning Solutions Maryland Hts, MO	HP Products Indianapolis, IN	Industrial Soap St. Louis, MO	Lorenz Supply Mattoon, IL	Office Connection Vincennes, IN	Pro-TeX-All Evansville, IN	Royal Wholesale Mt. Vernon, IL	Unipak Brooklyn, NY	Universal Inc. Glen Ellyn, IN	Xerox Lewisville, TX
33	TAMPAX TAMPONS	1		78.16	69.28	61.44			94.86	84.49	76.80	56.12	59.00	71.46		72.63	60.37			
34	SWIFTER DUSTER REFILLS	3		345.00		166.50				36.67		131.10	135.00	314.31			319.35			
35	INSTANT HAND SANITIZER WITH ALOE	1		132.00		96.53		178.95		47.88	38.73	36.95	82.00	98.84			107.05			
36	SUPER SORB LIQUID SPILLS ABSORBENT	2		67.20	67.68		66.90			99.98	17.48	70.36	66.00	67.82		60.20	63.02			
37	BI-LEVEL SCRUB BRUSH, 10"	5		47.90		36.30	46.20		65.45	49.95	27.90	37.15	75.00	44.05		40.85	53.20			
38	TWIN 9" JUMBO TISSUE DISPENSER	6		174.00	174.60	143.40				195.54	54.90		192.00	144.90			168.30			
39	DISPOSABLE URINAL FLOOR MAT	6		266.40	251.52	219.60				242.34		261.18	216.00	332.10		194.40	264.42			
40	BRUSH STRIP FOR WINDSOR VSP, PART #2046WI	12	90.24							95.88	69.60	54.72	96.00							
41	CARBON BRUSH FOR WINDSOR VSE 1-3, PART #0511	3	19.23							68.25	66.39	45.03	87.00							
42	VACUUM MOTOR FILTER FOR WINDSOR VSE 1-3, PART #1044	12	81.24		94.80					121.08	72.00	52.92	12.00							
43	CHASSIS FOR WINDSOR VSE 1-3, PART #2543BL	2	191.80							140.38	94.32	84.30	98.00							
44	BRUSH STRIP FOR WINDSOR VSE 1-3 PART #2046	12	102.24							95.88	69.60	54.72	108.00							
45	BAG FILTER FOR WINDSOR VSE 1-3, PART #2003	5	81.10		47.50					72.95	45.80	62.40	45.00							
46	DUSTING BRUSH FOR WINDSOR VSE 1-3, PART #1094	3	89.70							115.41	59.67	54.33	57.00							
47	CARPET BONNET, 19" LOW PROFILE WITH GREEN SCRUB STRIPS	10		177.90		157.00				191.90	158.10	135.50	140.00	162.80		156.10	181.80		135.20	
48	CARPET BONNET 17" LOW PROFILE WITH GREEN SCRUB STRIPS	5		83.15		66.30				89.95	79.05	63.20	65.00	76.00		74.00	85.70		62.75	

Item #	SUPPLIES	Qty.	All-Type Vacuum & Janitorial Supplies St. Louis, MO	American Sanitary Supply Evansville, IN	AMSAN Herrin, IL	Bears Dist. Centralia, IL	Black & Company #12 Effingham, IL	CMS Vincennes, IN	Fastenal Vincennes, IN	Hesco Inc. Niles, IL	Hillyard Cleaning Solutions Maryland Hts, MO	HP Products Indianapolis, IN	Industrial Soap St. Louis, MO	Lorenz Supply Mattoon, IL	Office Connection Vincennes, IN	Pro-Tex-All Evansville, IN	Royal Wholesale Mt. Vernon, IL	Unipak Brooklyn, NY	Universal Inc. Glen Ellyn, IN	Xerox Lewisville, TX
49	20" DRIVE BLOCK TO FIT NOBLES ROTO	5									293.70						603.75			
50	20" WHITE SUPER POLISHING PADS, 3M#4100	1		36.95	20.34	17.97			29.79	31.89	14.00	13.68	14.00	16.05		21.00	22.14			
51	21" BLACK STRIPPING PADS, 3M #7300	2		86.00	127.68	40.00			158.19	42.58	28.00	100.78	30.00			42.00	67.58			
52	21" BLUE SCRUBBING PADS, 3M #1500	3		129.00	61.02	59.40				84.72	42.00	64.89	45.00			63.00	79.53			
53	21" BURNISHING PAD (HOGSHAIR) 3M#3200	1		43.00	22.40	20.25			35.49	23.59	14.00	24.86	16.00	18.05		22.00	26.51			
54	MEDIUM DUTY SCRUBBING PADS 6"X9" X1/4"	2		26.10	15.60	13.30				5.58	10.76	33.34	4.80	35.44		5.82	13.26			
55	7 3/4" BLACK STRIPPING PADS TO FIT MOTOR SCRUBBER	3								63.54	43.62	3.60		70.50			21.39			
56	SPLASHGUARD SCRUBBING BLOCK TO FIT M	3							130.47	105.24				236.70			130.44			
57	TIME MIST METERED AEROSOL DISPENSER	30		1,110.00	1,872.00			808.50			670.50	741.00	630.00	1,008.60			643.50			
58	DRIVE BELT FOR WINDSOR VSE 1-3 PART #4024	3	20.94		18.63					30.87	50.52	14.07	24.00							
59	RETAINING RING FOR WINDSOR VSE 1-3, PART #1034	3								9.78	5.82	3.78	7.20							
60	VACUUM EXTENTION HOSE FOR WINDSOR VSE 1-3 PART #1087	5	399.50							326.90	208.00	185.85								
61	WALL MOUNTED CONTAINER, 15 GALLON, RUBBERMAID #7822	2		224.78			217.02		272.85		211.26	165.40	188.00	205.42		192.10	217.98			
62	4'X6' CARPETED ENTRY MAT WITH FABRIC EDGE, GRAY	3		354.75							281.25	42.90	132.00	220.50		190.71				
63	12" X 17" STRETCH DUSTERS, REUSABLE, ORANGE DOT	2										175.68	118.00	131.04			123.94			
64	MOP BUCKET AND WRINGER COMBINATION 28QT, BROWN	4		448.00	406.44	348.00	383.92		496.37		247.00	259.56	276.00	357.48		209.60				

Item #	SUPPLIES	Qty.	All-Type Vacuum & Janitorial Supplies St. Louis, MO	American Sanitary Supply Evansville, IN	AMSAN Herrin, IL	Bears Dist. Centralia, IL	Black & Company #12 Effingham, IL	CMS Vincennes, IN	Fastenal Vincennes, IN	Hesco Inc. Niles, IL	Hillyard Cleaning Solutions Maryland Hts, MO	HP Products Indianapolis, IN	Industrial Soap St. Louis, MO	Lorenz Supply Mattoon, IL	Office Connection Vincennes, IN	Pro-Tex-All Evansville, IN	Royal Wholesale Mt. Vernon, IL	Unipak Brooklyn, NY	Universal Inc. Glen Ellyn, IN	Xerox Lewisville, TX
65	15/16" FIBERGLASS HANDLE, 60" IN LENGTH	10		82.50		72.80						85.50		89.80		30.50				
66	54" CORROSION-PROOF & SHOCK-PROOF MOP HANDLE	5		74.50	70.00					82.95	33.40									
67	TANDEM BRUTE DOLLY, RUBBERMAID #RCP2632GRA	1		28.53	21.22						114.06	87.37	119.00	25.28		23.52	27.31			
68	GLUTTON HOODED TOP WITHOUT DOORS, RUBBERMAID #RCP256V	4		582.92			498.60				502.24	457.60	532.00	488.60		507.20	525.48			
69	SANI-TUFF INDUSTRIAL HAND CARE SYSTEM DISPENSER	2										43.68	52.00							
70	STAINLESS STEEL MOP AND HANDLE HOLDERS, WALL MOUNTED	2								72.18	40.50	57.64								
71	GATORMATE CADDY	4		75.60	194.60					72.63	115.84	119.76	84.00	79.80		170.00				
72	GATEMATE PLUS HOOK	4		13.28										14.40						
73	RUBBER BRUSH MATS, 3' X 5'	1												72.25						
74	GROUT BRUSH, RED, FIT TORNADO VARIO FLOOR MACHINE	1		250.00		189.00							220.00							
75	FIRM BRUSH, WHITE, FIT TORNADO VARIO FLOOR MACHINE	1		210.00		182.00							199.00							
76	EXTRA-LARGE STORAGE TANK, 2.6 GALLON	1	129.90	175.00		132.00							139.00							
77	GEORGIA PACIFIC ENMOTION AUTOMATIC ROLL TOWEL DISPENSER MODEL#59462	8			192.00					535.92		478.40	536.00	140.00		120.00				
78	TOILET SEAT COVER DISPENSER	14		532.00						36.26		320.04	406.00	341.74			384.86			
79	21" MICROFIBER CARPET BONNET	2										266.00								
80	MICROFIBER GENERAL PURPOSE CLOTH 16"X16"	3		63.00	89.28					7.77	2.94	56.55	39.00	50.04			78.60			

Item #	CONSUMABLES	Qty.	All-Type Vacuum & Janitorial Supplies St. Louis, MO	American Sanitary Supply Evansville, IN	AMSAN Herrin, IL	Bears Dist. Centralia, IL	Black & Company #12 Effingham, IL	CMS Vincennes, IN	Fastenal Vincennes, IN	Hesco Inc. Niles, IL	Hillyard Cleaning Solutions Maryland Hts, MO	HP Products Indianapolis, IN	Industrial Soap St. Louis, MO	Lorenz Supply Mattoon, IL	Office Connection Vincennes, IN	Pro-Tex-All Evansville, IN	Royal Wholesale Mt. Vernon, IL	Unipak Brooklyn, NY	Universal Inc. Glen Ellyn, IN	Xerox Lewisville, TX
1	JUMBO JUNIOR TOILET PAPER	160		4,792.00	4,160.00	3,662.40	3,928.00				4,460.80	3,427.20	3,192.00	4,123.20		4,496.00	3,827.20			
												2,886.40								
												3,913.60								
2	PETITE BATH TISSUE, PLY	2		435.00	390.00	347.50	342.00				313.30	273.50	336.30	325.80		371.90	326.10			
		10										303.90								
3	ROLL PAPER TOWELS	100		3,799.00	2,295.00	2,286.00	3,215.00					1,880.00	2,997.00	2,190.00		2,215.00	3,128.00			
4	MULTI-FOLD TOWELS	30		752.70	468.30	529.50	599.70					552.60	502.50	509.70	615.00	714.30	592.80			
5	9" X 13" WYPALL TOWELS	18		909.00		715.86						957.60	877.50	68.94			1,364.40			
6	43" X 48" TRASH BAGS	2		59.00	55.40		64.70				59.72	33.42	35.86			38.40	67.86	50.00		
7	33" X 40" TRASH BAGS	27		737.10		588.60					579.51	481.14	416.88	587.25		553.77	762.48	526.50		
8	38" X 60" TRASH BAGS	95		3,158.75	2,769.25	2,127.05	2,960.20				2,556.45	1,754.65	1,869.60	2,141.30		2,020.65	2,494.70	1,995.00		
9	24" X 33" TRASH BAGS	46		1,556.50							1,198.00	631.50				1,145.50	1,204.28	1,050.00		
10	36" X 58" 27 MICRON TRASH BAG	6		130.50		162.96	158.04				161.46					91.74		138.00		
11	46" X 50" TRASH BAGS	30		913.50	900.00		853.50				748.20			522.00				750.00		
12	DOUBLE WAXED PAPER BAGS, 9 3/4" X 2 3/4" X 9 7/8"	6		156.60	104.10		86.76					71.28	128.82			118.80	102.60			
13	HAND CLEANER W/SCRUBBERS	4		380.00			465.56					359.32	285.48			291.20	329.76			
14	CONCENTRATED LAUNDRY DETERGENT	4			104.52	96.36	79.96			192.76	124.08	91.72	96.00							
15	D' ALKALINE BATTERY	96	123.84		99.84		66.24		85.68			57.60	65.28		85.44					
16	DOUBLE "A"ALKALINE BATTERY	148	146.52		199.80		39.96		62.90			48.84	48.84		57.72					
17	TRIPLE "A" ALKALINE BATTERY	80	79.20		432.00		21.60		34.00			68.80	26.40		31.20					
18	9-VOLT ALKALINE BATTERY	72	175.68		114.48		77.76		94.25			82.80	87.84		92.88					
19	"C" ALKALINE BATTERY	120	156.00		135.60		63.60		82.80			78.00	81.60		94.80					
20	DOUBLE 'A' ENERGIZER LITHIUM BATTERIES	24	352.56		89.88				71.34				120.00							
21	URINAL SCREENS, FLAT	3		45.00	34.17		41.22			26.97	31.68	22.50		50.04		27.21	48.51			
22	CHLORINE BLEACH GALLON JUGS	6			58.74	48.96	51.36				78.48	41.88	41.40	69.00		63.00	62.28			

Item #	CONSUMABLES	Qty.	All-Type Vacuum & Janitorial Supplies St. Louis, MO	American Sanitary Supply Evansville, IN	AMSAN Herrin, IL	Bears Dist. Centralia, IL	Black & Company #12 Effingham, IL	CMS Vincennes, IN	Fastenal Vincennes, IN	Hesco Inc. Niles, IL	Hillyard Cleaning Solutions Maryland Hts, MO	HP Products Indianapolis, IN	Industrial Soap St. Louis, MO	Lorenz Supply Mattoon, IL	Office Connection Vincennes, IN	Pro-Tex-All Evansville, IN	Royal Wholesale Mt. Vernon, IL	Unipak Brooklyn, NY	Universal Inc. Glen Ellyn, IN	Xerox Lewisville, TX
23	INSTANT HAND SANITIZER, 4 OUNCE BOTTLE	1		29.15	40.85	42.08	43.10	79.98			41.46	37.27	36.70	43.57		39.20	47.60			
24	GOJO LUXURY FOAM HANDWASH	54		2,673.00	1,945.62	2,126.52	2,428.92	3,983.04			2,007.72	1,596.78	2,040.12	2,311.74		1,705.86	2,157.84			
25	STAINLESS STEEL PRETREATED POP UP DISPENSER	8			435.04			1,112.00			160.96	173.60		588.32			452.96			
26	FOAMING INSTANT HAND S	2		110.20				319.98				74.80					101.92			
27	35" X 39" TRASH BAGS, 20 MICRON. (MIN)	3		87.00		63.99					66.39									
28	10" X 800' WHITE HIGH CAPACITY TOUCHLESS ROLL TOWEL	24		1,176.00	1,282.08	1,178.40							1,512.00	1,678.80						
29	DISPOSABLE TOILET SEAT COVERS	2		100.00	34.36	54.80					67.76	39.12	58.00	65.20			54.60			
30	PURELL INSTANT HAND SANITIZER FOAM #5392-02	6		414.00	353.46	170.27	328.14	637.32			316.14	135.54	294.00	357.36		331.08	381.72			
31	PINK LOTION ANTI-BACTERIAL SOAP, LIQUID	3			80.52	119.85					124.80	73.26	58.50	119.58		66.45				
	TOTAL BID AWARDED		164.64	1,348.93	3,628.37	9,851.29	282.88	0.00	96.81	77.10	2,982.24	10,932.88	4,927.68	72.25	0.00	416.94	3,336.63	750.00	197.95	
	COPY PAPER																			
	8.5X11" White Copy Paper	920										27,333.20			31,270.80					34,789.60

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

<u>Equipment</u>	<u>Vendor</u>	<u>Reason</u>
#1	Pro-tex All	No replaceable Brush(vac has a Power nozzle brush roller)
	Bears Distributing	Too heavy (22 lbs.)
	All-Type Vacuum	No replaceable brush (vac has a Power nozzle brush roller)
	Lorenz	Single motor
	HP Products	No on board accessory tool (Upholstery nozzle, crevice nozzle), (On board accessory tool kit is optional and cost extra)
	American Sanitary	Too heavy (22 lbs.)
	Amsan	No board accessory tool (Upholstery nozzle, crevice nozzle), (On board accessory tool kit is optional and cost extra)
#2	Hillyard Cleaning	(Blower has Squirrel cage fan, and doesn't have the 4 swivel casters not capable of down draft drying technology, handle and wheels are optional)
	HP Products	Blower has Squirrel cage fan, and doesn't have the 4 swivel casters not capable of down draft drying technology, handle and wheels are optional)
	Pro-tex All	Viper Whiptail WT3SPD, Don't meet spec. (Blower has Squirrel cage fan, and doesn't have the 4 swivel casters not capable of down draft drying technology, handle and wheels are optional)
	All-Type Vacuum	No information provided.
	Lorenz	Blower has Squirrel cage fan, and doesn't have the 4 swivel casters not capable of down draft drying technology, handle and wheels are optional)
#3	Pro-Tex All	Squeegee width to narrow 28"
	Lorenz	Squeegee width to narrow 28"
	Bears	Squeegee width to narrow 28"
#4 <u>Supplies</u>	All-Type Vacuum	Cleaning width to narrow 12"
#4	Hillyard Cleaning	They bid only 2 pads instead of 2 cases with 5 pads per case.

#9	Hillyard Cleaning	They bid 13 – 100 count boxes. Their price for 13-1000 count cases would be \$738.40.
	Pro-Tex All	They bid 13-100 count boxes. Their price for 13-1000 count cases would be \$738.40
	Fastenal	They bid 13-100 count boxes. Their price for 13-1000 count cases would be \$1,970.60.
#15	Fastenal	They bid 12 refills, instead of 4 cases of 12.
#17	Hillyard Cleaning	They bid a 16 oz. measuring cup instead of a 32 oz. cup.
#18	HP Products	Their bid was for a 25 lb. box of wash cloths. Unsure of how many washcloths would be in a 25 lb. box. Could be more than we bid or less.
#30	Industrial Soap	They bid a standard dolly instead of a quiet dolly.
	Hesco	They bid a standard dolly instead of a quiet dolly.
#34	Hesco	They bid a 32 pack instead of a 60 pack.
#35	HP Products	They bid 6 per case not 12 per case as specified.
#36		Reject all bids. LTC has supplies and can supply OCC and WVC with quantity needed.
#37	Hillyard Cleaning	Their bid price was \$42.90 for 5 instead of \$27.90.
#49	Hillyard Cleaning	They bid laminated instead of a solid block.
#51	Hillyard Cleaning	They bid a 20” pad instead of a 21” pad.
#52	Hillyard Cleaning	They bid a 20” pad instead of a 21” pad.

#53	Hillyard Cleaning	They bid a 20” pad instead of a 21” pad.
#54	Industrial Soap Hesco	They bid 10 pads per box instead of 20 pads per box They bid 10 pads per box instead of 20 pads per box
#55	HP Products Royal Wholesale	They bid only 3 pads, we specified 3 – 10 count boxes. They bid only 1 case of 10, we specified 3 cases of 10.
#56	Hillyard	They bid just a plastic splashguard not the splashguard scrubbing block.
#62	HP Products	Pricing error.
	Industrial Soap	The item they bid does not have a carpeted edge, it has a rubber edge.
	Pro-Tex-All	The item they bid does not have a carpeted edge, it has a rubber edge.
	Lorenz Supply	The item they bid does not have a carpeted edge, it has a rubber edge.
#63	Industrial Soap	Wrong size of cleaning cloth.
#64	Pro-Tex-All	The item they bid does not have the quiet casters.
#65	Pro-Tex-All	The item they bid has a metal tip instead of a plastic tip.
#66	Hillyard Cleaning	Bid wooden handle instead of fiberglass handle.
#78	Hesco	Bid plastic dispenser instead of chrome dispenser.
#79		Reject all bids received. Bid price too high.

#80	Hillyard Cleaning	Bid 3 towels instead of 3 – 12 packs.
	Hesco	They bid 3 towels instead of 3 – 12 packs.
<u>Consumables</u>		
#1	HP Products	There are only 8 rolls of tissue per case and we specified 12 rolls per case.
#3	HP Products	They bid 6 rolls per case with 800' per roll. We specified 12 rolls per case with 600' per roll.
	Lorenz Supply	No sample or information provided.
	Pro-Tex-All	No sample or information provided.
	Amsan	No sample or information provided.
	Bears Dist.	No sample or information provided.
#4	Amsan	They bid the wrong size.
	Bears	They bid the wrong size.
	HP Products	They bid the wrong size.
	Industrial Soap	They bid the wrong size.
#5	Industrial Soap	They bid 18 packages instead of 18 cases.
#7	Industrial Soap	They bid a case of 200 bags. We specified 250 per case.
#9	HP Products	Bid 13 micron instead of 16.
	Unipak	No sample or information provided.

	Pro-Tex-All	No sample or information provided.
	Hillyard Cleaning	No sample or information provided.
#10	Pro-Tex-All	Wrong thickness on bag.
#11	Lorenz Supply	No sample or information provided.
	Hillyard	Their product was .25 mil instead of 1.7 mil.
#22	Industrial Soap	They bid 4 gallons per case, we specified 6 gallons per case.
Paper	H.P. Products	We were unable to confirm with them their bid was for recycled paper.
	Office Connections	They did not bid recycled paper as specified.
	Xerox	Their bid is higher than pricing through the Illinois Community College System Procurement Consortium.

SECTION A

JANITORIAL EQUIPMENT

<u>Item#</u>	<u>DISTRICTWIDE</u> <u>QUANTITY</u>	<u>PER</u> <u>UNIT</u> <u>BID</u>	<u>ITEM</u> <u>TOTAL</u> <u>BID</u>
1. 14" UPRIGHT VACUUM with pullout wand with handle and on- board accessory tools(upholstery nozzle, crevice nozzle), 120volt, 2 motor vac-1,000watt vacuum motor-150watt brush motor, triple layer filter bag, non slip drive belt with electronic overload protection, replaceable brush strip, 40' power cable, weight 20 lb., bag full light. (OCC 3) - EACH	<u>3</u>	_____	_____
2. POWER DRYER 360 degree downdraft drying technology, more than 3500 CFM, 6 blade precision pitch fan, multiple position versatility. Polyethylene construction, injection molded inlets, telescopic transport handle and wheels, 4 swivel casters, circuit breaker shutoff sensor, 2 speeds, 20 ft. power cord, ¼ hp motor, 3.3 power/amps, 5 years housing, 1year motor, parts and workmanship warranty, 4-operating positions, weight 52lbs Prefer Power-Flite F6 power Dryer model number PDF6WRD (FCC 1, LTC 2, OCC 2, WVC 1) - EACH	<u>6</u>	_____	_____
3. 20" BATTERY POWERED(24 VOLT) AUTOMATIC SCRUBBER, disc type scrub head, 20" scrub path, min. scrub head speed of 153rpm, with 29.9 squeegee system with chemical resistant blade kit, 10.5 gallon solution tank, 10.5 recovery tank, .65 hp scrub motor, .44 vacuum motor, Battery charger to be included (WVC 1) – EACH	<u>1</u>	_____	_____
4. TORNADO VARIO FLOOR MACHINE, 1000 rpm, with 90 degree pivot handle, 16" cleaning path and 2 counter-rotating brushes, .8 gallon solution tank, to include the following brushes: firm brush-white, grout brush-red, soft brush-black, and extra-large storage tank with a capacity of 2.6 gallons. (FCC 1, LTC 1, WVC 1) EACH	<u>3</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, looped ends, launderable, keyhole square end with snap fasteners, polyester backing for fast drying (WVC 2) – EACH	<u>2</u>	_____	_____
2. BOWL MOP, w/ 12" plastic handle 4 1/2", acid resistant polypropylene mop head (FCC 6, LTC 12, WVC 12) – EACH	<u>30</u>	_____	_____
3. 20 OZ. DAMP MOP HEAD, medium, 5" headband, blend cotton/synthetic, looped ends, double-sewn tail bands, blue in color, Unisan#UN5502 bl or equivalent, (WVC 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, (LTC 2) – CASES	<u>2</u>	_____	_____
6. 13" BLACK STRIPPING PADS, 3M #7200 or equivalent, 5 per box, (FCC 2) - BOX	<u>2</u>	_____	_____
7. REUSABLE RUBBER GLOVES, nitrile flock lined, chemical & abrasion resistant, 18 mm thickness, x-large (FCC 3) – PAIR	<u>3</u>	_____	_____
8. BROWN JERSEY KNIT GLOVES, 9 oz., w/ wrist cuff, one size fits all (FCC 48, LTC 24, OCC 24, WVC 30) – PAIR	<u>126</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

(FCC 1, WVC 12) –CASE

13

10. LAMBS WOOL DUSTER, Duster Cats, part #DUSL360 or equivalent, washable, w/ metal extendable handle to 48"

(FCC 2, LTC 6,) – EACH

8

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) – EACH	<u>12</u>		
12. 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, WVC 2) – CASE	<u>4</u>		
13. TIME MIST OZIUM 3000 AIR SANITIZER, #TMS031 COUNTRY FRESH fragrance, 12 refills per case - (OCC 12, WVC 6) – CASE	<u>18</u>		
14. 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>		

<p>15. 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 3) - CASE</p>	<u>4</u>	<hr/>	<hr/>
<p>16. 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, WVC 4) - CASE</p>	<u>5</u>	<hr/>	<hr/>
<p>17. 32 OZ. MEASURING CUPS, polycarbonate in construction, with ounce markings (FCC 6, LTC 6, WVC 6) – EACH</p>	<u>18</u>	<hr/>	<hr/>
<p>18. COTTON WASHCLOTHS, 11.5” X 11.5” (FCC 20, LTC 200, WVC 50) – EACH</p>	<u>270</u>	<hr/>	<hr/>
<p>19. COTTON CLOTH HEAVYWEIGHT TERRI TOWEL (FCC 24, LTC 24, OCC 12) – EACH</p>	<u>60</u>	<hr/>	<hr/>
<p>20. BAG FILTERS FOR WINDSOR VERSAMATIC VSP, (PAPER BAG “SENSOR” FILTERS), part #5300, must fit & work properly, 10 per pack (FCC 3, OCC 10, WVC 12) – PACK</p>	<u>25</u>	<hr/>	<hr/>

SECTION B (CONTINUED)

JANITORIAL SUPPLIES

<u>ITEM#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
21. EXHAUST FILTER for WINDSOR VSE 1-3, part #1534, must fit and work properly, (WVC 5) - EACH	<u>5</u>	<u> </u>	<u> </u>
22. POWER CABLE FOR WINDSOR VERSAMTIC VSP, part #23011 (WVC 3, FCC 3) – EACH	<u>6</u>	<u> </u>	<u> </u>
23. FILTER FOR WINDSOR VERSAMATIC PLUS, part #1825, (WVC 12) – EACH	<u>12</u>	<u> </u>	<u> </u>
24. DRIVE BELT FOR WINDSOR VSP-14, part #2049, Must fit and work properly; (LTC 3) – EACH	<u>3</u>	<u> </u>	<u> </u>
25. WASTEBASKET, RECTANGULAR, RUBBERMAID # 2956 or equivalent, 28 1/8 quart, 11 3/8” x 10 1/4” x 15”, gray in color (FCC 4, LTC 6, OCC 2, WVC 6) - EACH	<u>18</u>	<u> </u>	<u> </u>
26. WASTEBASKET, rectangular, Rubbermaid #2957 or equivalent, 41 1/4 quart, 15 1/4 x 11 x 19 7/8, gray in color, (FCC 6, LTC 6, WVC 6) – EACH	<u>18</u>	<u> </u>	<u> </u>
27. 44 GALLON ROUND CONTAINER, gray, Rubbermaid #2643 or equivalent, 24” diameter x 31 1/2 high, (WVC 4) – EACH	<u>4</u>	<u> </u>	<u> </u>

28. HEAVY DUTY PLASTIC DUST PAN, Rubbermaid #RCP2005CHA or equivalent (LTC 3) – EACH	3		
29. 8” CHEMICAL RESISTANT TRIGGER SPRAYER, must fit 24 oz. bottle. (WVC 12) – EACH	12		
30. QUIET DOLLY FOR 44 GALLON ROUND CONTAINER, Rubbermaid #2640-43 or equivalent, (FCC 4, OCC 3) – EACH	7		
31. 24 OUNCE ROUND PLASTIC SPRAY BOTTLE with quantity graduations, (FCC 12) – EACH	12		

SECTION B (CONTINUED)

JANITORIAL SUPPLIES

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
32. ERGO DUST PAN/Broom, Unger model # EDPBR, or Equivalent, (LTC 3) – EACH	3		
33. TAMPAX TAMPONS, packaged in vending tube, Regular absorbency, 500 per case, (OCC 1) - CASE	1		
34. SWIFTER DUSTER REFILLS – must fit Swifter Duster Handle #PGC44750, ten dusters per box, 6 boxes per case, (WVC 3) – CASE	3		
35. INSTANT HAND SANITIZER with ALOE, 800ml, GOJO ITEM #9637, 12 refills per case, LTC 1)- CASE	1		

36. SUPER SORB LIQUID SPILLS ABSORBENT from FRESH PRODUCTS, FRS-6-14SS, 6 per case, (OCC 1, WVC 1) -CASE	<u>2</u>		
37. BI-LEVEL SCRUB BRUSH, 10" LENGTH with plastic block, RUBBERMAID #RCP6337, BLU, (WVC 5)-EACH	<u>5</u>		
38. 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>		
39. DISPOSABLE URINAL FLOOR MAT, size 17 x 20 3/8", 6 per case, (LTC 6) - CASE	<u>6</u>		
40. BRUSH STRIP FOR WINDSOR VSP, PART # 2046WI, Must fit and work properly;(WVC 12)- EACH	<u>12</u>		
41. CARBON BRUSH FOR WINDSOR VSE 1-3,PART #0511, must fit and work properly,(WVC3)- EACH	<u>3</u>		
42. VACUUM MOTOR FILTER FOR WINDSOR VSE 1-3 , part # 1044, must fit and work properly (WVC 12)- EACH	<u>12</u>		

SECTION B (CONTINUED)

JANITORIAL SUPPLIES

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
43. CHASSIS FOR WINDSOR VSE 1-3 , part # 2543BL , must fit and work properly (WVC 2) - EACH	<u>2</u>		
44. BRUSH STRIP FOR WINDSOR VSE 1-3 , part# 2046 , must fit and work properly (WVC 12) EACH	<u>12</u>		

45.	BAG FILTER FOR WINDSOR VSE 1-3 , Part #2003 ,must fit and work properly, 10 per pack (LTC 3,WVC 2) - PACK	5		
46.	DUSTING BRUSH FOR WINDSOR VSE 1-3 , part# 1094, must fit and work properly (WVC 3) -EACH	3		
47.	CARPET BONNET, 19" LOW PROFILE WITH GREEN SCRUB STRIPS, with looped –end nylon/poly yarn, for use on 175-300 RPM machines. (FCC 5, WVC 5)- EACH	10		
48.	CARPET BONNET, 17" LOW PROFILE WITH GREEN SCRUB STRIPS, with looped-end nylon/poly yarn, for use on 175-300 RPM Machines. (FCC 5) -EACH	5		
49.	20" DRIVE BLOCK TO FIT NOBLES ROTO with non-laminated solid block. (LTC 3, OCC 2)- EACH	5		
50.	20" WHITE SUPER POLISHING PADS, 3M # 4100 or equivalent,1" thickness, 5 per box,(WVC 1) - BOX	1		
51.	21" BLACK STRIPPING PADS, 3M #7300 , or equivalent, 5 per box, (LTC 2) - BOX	2		

SECTION B (CONTINUED)

JANITORIAL SUPPLIES

<u>Item#</u>		<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
52.	21" BLUE SCRUBBING PADS, 3 M # 1500, or equivalent,5 per box,(LTC 2, WVC 1) – BOX	3		
53.	21" BURNISHING PAD (HOGSHAIR) , 3M #3200, or equivalent, 5 per box,(LTC 1)- BOX	1		
54.	MEDIUM DUTY SCRUBBING PADS, 6"x9" x1/4', 20 per box (OCC 2) - BOX	2		
55.	7 ¾" BLACK STRIPPING PADS, TO FIT MOTOR SCRUBBER, Model MS 1000- HH,12 V DC (FCC 1,LTC 1, WVC 1) - EACH	3		
56.	SPLASH GUARD SCRUBBING BLOCK to fit Motor Scrubber , Model MS 1000- HH, 12V DC (LTC 2, OCC-1) - EACH	3		

57. TIME-MIST METERED AEROSOL DISPENSER,
programmable start stop, indicator for empty can ,
low battery,(FCC 6, LTC 6, OCC 12, WVC 6) - EACH 30 _____
58. DRIVE BELT FOR WINDSOR VSE 1-3, part#4024,
must fit and work properly,(LTC 3) - EACH 3 _____
59. RETAINING RING FOR WINDSOR VSE 1-3 ,
part# 1034, must fit and work properly,
(LTC 3) -EACH 3 _____
60. VACUUM EXTENTION HOSE FOR WINDSOR VSE 1-3,
part# 1087, must fit and work properly
(LTC 1, OCC 1, WVC 3) - EACH 5 _____
61. WALL MOUNTED CONTAINER , 15 GALLON,
RUBBERMAID #7822, or equivalent, beige in color,
(WVC 2) - EACH 2 _____
62. 4' X 6' CARPETED ENTRY MAT WITH FABRIC
EDGE, gray in color, (WVC 3) - EACH 3 _____

SECTION B (CONTINUED)

JANITORIAL SUPPLIES

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
63. 12" X 17" STRETCH DUSTERS, REUSABLE, ORANGE DOT STRETCH DESIGN for medium – duty cleaning, Sellars # 7 BQ- 142348 or equivalent , 400 per case, (FCC 1, WVC 1) –CASE	<u>2</u>	<u> </u>	<u> </u>
64. MOP BUCKET AND WRINGER COMBINATION , 28 Quart Bucket with Down Press Wringer to accommodate 16-32 OUNCE MOP HEADS, WITH QUIET CASTERS, BROWN IN COLOR, (WVC 4) - EACH	<u>4</u>	<u> </u>	<u> </u>
65. 15/16" FIBERGLASS HANDLE , 60" IN LENGTH, with plastic threaded tip. (OCC 5,WVC 5) - EACH	<u>10</u>	<u> </u>	<u> </u>
66. 54" CORROSION-PROOF& SHOCK- PROOF MOP HANDLE, with stainless steel yoke, fits 8 to 32 ounce mops,(WVC 5) - EACH	<u>5</u>	<u> </u>	<u> </u>
67. TANDEM BRUTE DOLLY, 20 ¼" X 45" X 8", Rubbermaid # RCP2632GRA or equivalent, (LTC 1) - EACH	<u>1</u>	<u> </u>	<u> </u>
68. GLUTTON HOODED TOP WITHOUT DOORS, Rubbermaid # RCP256V or equivalent, must fit a 56 Gallon Rubbermaid container, brown in color, (LTC 4) - EACH	<u>4</u>	<u> </u>	<u> </u>

69.	SANI-TUFF INDUSTRIAL HAND CARE SYSTEM DISPENSER, 2 liter size, (LTC 2) - EACH	<u>2</u>	_____	_____
70.	STAINLESS STEEL MOP AND HANDLE HOLDERS , wall mounted , to hold 5 handles, (LTC 2) - EACH	<u>2</u>	_____	_____
71.	GATORMATE CADDY , TO FIT OVER THE RIM OF A 32,44, OR 55 gallon trash container, (LTC 4) - EACH	<u>4</u>	_____	_____
72.	GATEMATE PLUS HOOK ,to attach to the side of waste containers, (LTC 4) - EACH	<u>4</u>	_____	_____
73.	RUBBER BRUSH MATS , 3' X 5' , 5/8" NAP ON THE MAT, (LTC 1) - EACH	<u>1</u>	_____	_____
74.	GROUT BRUSH, RED, TO FIT TORNADO VARIO FLOOR Machine , model# 7BQ-121794 (LTC 1) - PAIR	<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>
75. FIRM BRUSH, WHITE , TO FIT TORNADO VARIO FLOOR MACHINE, model#7BQ-121794 (LTC 1) - PAIR	<u>1</u>	_____	_____
76. Extra-Large Storage Tank, 2.6 gallon capacity, to fit Tornado Vario Floor Machine model#7BQ-121794 (LTC 1) - EACH	<u>1</u>	_____	_____

SECTION C

CONSUMABLES

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
*1. JUMBO JUNIOR TOILET PAPER, must fit & dispense properly w/ Scott dispenser #B9566, 9675, 9666, 9665, 3.75" x 1,000 ft., 2 ply, (GS-1), 12 rolls per case, (FCC 15, LTC 20, OCC 60, WVC 65) – CASE	<u>160</u>	_____	_____
*2. PETITE BATH TISSUE, 2-PLY, 500 sheets per roll, 3 3/4" x 4.15", 96 rolls per case, (FCC 10) – CASE	<u>10</u>	_____	_____
*3. ROLL PAPER TOWELS, must fit and dispense properly w/ Scott dispenser #9721, 7 7/8" x 600 ft., (GS-9), 12 rolls per case, (FCC 10, LTC 10, OCC 25, WVC 55) – CASE	<u>100</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 30) – CASE	<u>30</u>	_____	_____
*5. 9" x 13" WYPALL TOWELS, must contain at least 30% recycled content, 1,008 per package (FCC 7, LTC 1, WVC 10) – PACKAGE	<u>18</u>	_____	_____
*6. 43" x 48" TRASH BAGS, 22 micron, coreless rolls, natural or clear in color. If the trash liner is made with a resin it needs to contain at least 10% Post Consumer Waste, 200 per case (WVC 2) - CASE	<u>2</u>	_____	_____
*7. 33" x 40" TRASH BAGS, 20 micron (min), must be on rolls – not loose. If the trash liner is made with a resin it needs to contain at least 10% Post Consumer Waste, 250 per case, (LTC 25, WVC 2) – CASE	<u>27</u>	_____	_____

*8. 38" x 60" TRASH BAGS, 22 micron (min), must be on rolls – not loose, , If the trash liner is made with a resin it needs to contain at least 10% Post Consumer Waste, 150 per case,(FCC 20, LTC 30, WVC 45) – CASE	95		
*9. 24" x 33" TRASH BAGS, 16 micron (min), must be on rolls – not loose. If the trash liner is made with a resin it needs to contain at least 10% Post Consumer Waste, 500 per case (LTC 15, OCC 15, WVC 20) – CASE	50		

SECTION C (CONTINUED)

CONSUMABLES

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
*10. 36" x 58" 27 MICRON TRASH BAG, must be on a roll. If the trash liner is made with a resin it needs to contain at least 10% Post Consumer Waste, 100 per case. (WVC 6) – CASE	6		
*11. 46" x 50" TRASH BAGS, 1.7 mil thickness on bag, black, must be on roll not loose. If the trash liner is made with a resin it needs to contain at least 10% Post Consumer Waste, 100 per case, (LTC-30) - CASE	30		
*12. DOUBLE WAXED PAPER BAGS, 9 3/4" x 2 3/4" x 9 7/8", 250 per case (LTC 6) - CASE	6		
13. HAND CLEANER W/ SCRUBBERS, 8-liter size, must fit Sani-Tuff Industrial Hand Care System dispenser, 2 boxes per case,(WVC 4) – CASE	4		
14. CONCENTRATED LAUNDRY DETERGENT, summit advantage plus, SUM A59040P,low suds, 40 lb. bucket with bale, powder,(FCC 1, WVC 3,) – EACH	4		
15. "D" ALKALINE BATTERY (FCC 36, LTC 36, WVC 24) – EACH	96		

16. DOUBLE "A" ALKALINE BATTERY (FCC 48, LTC 36, OCC 24, WVC 40) – EACH	<u>148</u>	<u> </u>	<u> </u>
17. TRIPLE "A" ALKALINE BATTERY (FCC 24, OCC 24, WVC 32) – EACH	<u>80</u>	<u> </u>	<u> </u>
18. 9-VOLT ALKALINE BATTERY (FCC 12, LTC 24, OCC 24, WVC 12)) – EACH	<u>72</u>	<u> </u>	<u> </u>
19. "C" ALKALINE BATTERY (FCC 24, LTC 48, OCC 24, WVC 24) – EACH	<u>120</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, enzyme releasing, protects & deodorizes, molds to the shape of any urinal, 12 per box (WVC 3) – BOX	<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>
22. CHLORINE BLEACH, gallon jugs, 6 per case (FCC 1, LTC 1, OCC 1, WVC 3) – CASE	<u>6</u>	<u> </u>	<u> </u>

23. INSTANT HAND SANITIZER, 4 ounce bottle with flip cap. (24 per case) (OCC 1) – CASE	<u>1</u>	_____	_____
24. GOJO LUXURY FOAM HANDWASH, 1250ml size, must fit and work properly with GOJO 1250ml dispenser, (GS-41), 3 units per case (FCC 7, LTC 12, OCC 20, WVC 15) – CASE	<u>54</u>	_____	_____
25. STAINLESS STEEL, PRE TREATED, POP UP DISPENSER, CLEANING CLOTHS, 75 cloths per dispenser, 6 dispensers per case (LTC 6, WVC 2) CASE	<u>8</u>	_____	_____
26. FOAMING INSTANT HAND SANITIZER REFILLS, 6-1000 MI per case, must fit and work Properly in KUTOL Dispenser #9941GRA, (LTC 2) CASE	<u>2</u>	_____	_____
27. 35” X 39” TRASH BAGS, 20 micron (min), must be on rolls – not loose. If the trash liner is made with a resin it needs to contain at least 10% Post Consumer Waste, 250 per case (FCC 3) CASE	<u>3</u>	_____	_____
28. 10” X 800’, WHITE HIGH CAPACITY TOUCHLESS ROLL TOWEL, to fit Georgia Pacific enMotion Automatic Dispenser, 6 rolls per case, (LTC 24) – CASE	<u>24</u>	_____	_____
29. DISPOSABLE TOILET SEAT COVERS, half-fold, 250 per pkg., 2500 per case, (LTC – 2) – CASES	<u>2</u>	_____	_____
30. PURELL INSTAND HAND SANITIZER FOAM, #5392-02, 2 – 1.2L 40.5 US FL OZ, (OCC – 6) EACH	<u>6</u>	_____	_____
31. PINK LOTION ANTI-BACTERIAL SOAP, liquid, gallon bottles, 4 per case. (FCC 3) – CASE	<u>3</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 2009 and November 2009.

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

Deliveries to FCC

July 2009	75 cases
November 2009	75 cases

Lincoln Trail College
Attn: Dan Leggitt
11220 State Highway 1
Robinson, IL 62454

Deliveries to LTC

July 2009	100 cases
November 2009	100 cases

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

Deliveries to OCC

July 2009	120 cases
November 2009	120 cases

Wabash Valley College
Attn: Ron Martin
2200 College Drive
Mt. Carmel, IL 62863

Deliveries to WVC

July 2009	120 cases
November 2009	120 cases

Olney Central College
 For IECC District Office/Chris Raley
 1040 W. St. John's St.
 Olney, IL 62450

Deliveries to OCC

July 2009 45 cases
 November 2009 45 cases

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

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, and 27 CONSUMABLES.**

NOTE: Consumable Items #1 – 12 and 27 must be "Green Seal Certified".

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 2nd, 2009**. 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 OPENED 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 2009-2010 Catalog
DATE: July 21, 2009

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** located in **Mattoon, Illinois** for 5,000 copies for a total bid of **\$10,705.63**.

Respectfully submitted,

Terry Bruce
Harry Hillis, Jr.
Pam Schwartz

Source of Funds: Educational Fund

Department: IECC District wide

Rationale for Purchase: Yearly catalog for students and prospective students. 1,250 catalogs per college.

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

IECC Catalog (5,000 Copies)

Bid Tabulation Sheet

Vendors	Creasey Printing Services Springfield, IL	Darby Printing Atlanta, GA	Data Reproductions Auburn Hills, MI	Delp Printing & Mailing Indianapolis, IN	John Swift Buffalo Grove, IL	Mignone Communications dba Phillips Brothers Springfield, IL	Proforma McLaughlin Olney, IL	RR Donnelley Getzville, NY	Smith & Butterfield Evansville, IN	United Graphics Mattoon, IL
Base Bid per specs	\$11,633.00 \$320 pages and cover as a base bid.	\$4,394.00	\$11,073.00	\$19,950.00 + shipping	\$14,508.00 includes \$500.00 in alterations if required	\$12,803.00 price reflects page size 8 3/8" x 10 5/8"	\$19,412.67 includes \$500.00 for alterations	\$15,200.00	\$22,498.00	\$10,705.63
Alterations	Above \$500.00 \$20.00 per page	\$500.00	\$12.00/text page \$150.00/Cover	\$500.00	\$50.00 per hour	\$500.00	\$51.00/hour with \$25 minimum charge	\$500.00	Over & above the \$500.00 in the bid - \$30.00 hour	\$6.00/page
Cost for Additional Pages:	+\$600.00 – 8 pages	\$302.00 for 8 add'l pages	\$170.00/8pp	.0124	\$272.00 per add'l 8 pages	+ \$570.00 (4 page)	4 add'l pages add \$148.00		Plus 2 pages n/c; plus 4 pages \$575.00	\$236.23 + 4 pages
Cost for Fewer	-\$200.00 – 8	\$90.00 credit for 8 fewer	(\$156.00)/8pp	.0124	\$272.00 per	-\$105.00 (4	4 deleted pages deduct		Minus 2 pages \$55.00; minus	\$292.01 -4

Pages:	pages	pages			less 8 pages	page)	\$164.00		4 pages \$110.00	pages
Each Halftone:	\$15.00 n/c if furnished on disk	\$95.00/hour	\$15.00 each	\$7.00 each	\$8.00	\$10.00 each		n/a	Included as alteration	\$8.50
Add'l Photo charge	Same as above	\$95.00/hour	\$15.00 each	\$25.00 each	\$50.00 per hour to enhance if requested	\$10.00 each		n/a	Included as alteration	n/a
Add'l sidebar	n/c	\$95.00/hour	\$50.00/hour	none	\$50.00 per hour	\$2.00 each		n/a	Included as alteration	n/a

Vendors	Creasey Printing Services Springfield, IL	Darby Printing Atlanta, GA	Data Reproductions Auburn Hills, MI	Delp Printing & Mailing Indianapolis, IN	John Swift Buffalo Grove, IL	Mignone Communications dba Phillips Brothers Springfield, IL	Proforma McLaughlin Olney, IL	RR Donnelley Getzville, NY	Smith & Butterfield Evansville, IN	United Graphics Mattoon, IL
Add'l Matchproof	\$150.00 – cover only	\$45.00 each for digital color proof	\$50.00 Digital Laser Proof	\$100.00	\$85.00	\$10.00 per page		n/a	Full booklet proof \$650.00 each	\$32.00/cover proof
Other Add'l costs		\$95.00/hour for alterations		no		\$90.00/hour for add'l author's alterations over \$500.00		n/a	None of which I am aware at this time	n/a
Cover Stock:	Productolith	\$329.00	80 lb. Somerset Gloss Cover	\$586.25	80 lb. cover weight – Productolith	9 pt. Sterling Gloss Cover	80# gloss cover	80# Sterling Ultra Gloss	Anthem	Included 80# Gloss C25 cover
Text Stock	Williamsburg	\$4,729.00	50 lb. Williamsburg Offset	\$7,527.60	50 lb. White Offset - Husky	50# Husky Offset Vellum 92 Bright	50# Husky offset	50# RRD white offset book	Weyerhaeuser Husky	Included 50# Offset
	included	\$1,510.00	\$1,111.00	TBD	\$750.00	Included	Included \$575.00 for freight going to 5 locations	\$1,510.00	Included	Included to 5 locations

Shipping										
Total Bid	Please see above	\$11,462.00	\$12,184.00	\$19,950.00 + shipping	\$15,258.00 – includes base bid & shipping	\$13,305.00 (Base bid and alterations)		\$17,210.00	\$22,498.00 unless changes are made to specifications	\$10,705.63

ILLINOIS EASTERN COMMUNITY COLLEGES

BID SPECIFICATIONS

2009 - 2010 Catalog

Printing of the 2009 - 2010 IECC Catalog	
Quantity	5,000 total printed copies (total equals 257 coated wire and 4,743 perfect bound copies): 1,192 perfect bound copies plus 50 coated wire copies for Frontier Community College (1,242 total); 1,207 perfect bound copies plus 35 coated wire copies for Lincoln Trail College (1,242 total); 1,162 perfect bound copies plus 80 coated wire copies for Olney Central College (1,242 total); 1,182 perfect bound copies plus 60 coated wire copies for Wabash Valley College (1,242 total); and 32 coated wire only copies for District Office (see "Binding Info").
Page Count	318 text pages plus outside cover (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. 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.
Composition	All files, including graphics, photos, etc., will be submitted to contractor on CD for PC by Thursday, July 30, 2009.
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 white. Front cover (1) will have 1 color photo. Perfect bound spine will have full color, text in white. 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,.

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.
Proofs	Laser proof of text made up into folded catalog form with pictures and matchprint proof of cover. Bid should include extra 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, 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.
Alterations	An allowance of \$500 for alterations should be included in the bid. If no alterations are required, the \$500 will be subtracted from the bid. If alterations are required, they will be charged against the allowance (please include a list of alterations rates with the bid package). If alterations occur that exceed the \$500 allowance, they will be paid in addition to the bid at the alteration rates provided by the contractor.

Binding	Print flat, trim and perfect bind to finish size 4,743 copies (perfect bound spine will be in full color with white text to match front (1) and back (4) covers); print flat, trim, and coated wire (white) bind 257 copies (see “Quantity”) to finished size.
Packing	Cartons are not to exceed 40 pounds each. Coated wire bound copies will be packaged separately with boxes clearly labeled “Coated Wire-Bound Catalogs.”
Delivery	Quantity specified (see “Quantity”) will be boxed and delivered to the Student Services Office at each college and coated wire bound only 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 (see “Packing Info”). Contact each college's Student Services Office and the District Office/Institutional Development Office at least 24 hours prior to delivery. Printed catalogs should be delivered no later than September 15, 2009. Delivery addresses 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 **“CATALOG SEALED BID”** before 2 p.m. on Tuesday, June 30, 2009. Bid recommendations will be presented to the IECC Board of Trustees at the July 21, 2009 meeting. 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

2009-2010 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:	
Alterations:	
Cost for Additional Pages:	
Cost for Fewer Pages:	
Each Halftone:	
Additional Photo Charges:	
Additional Sidebar Charges:	
Additional Matchproof Print:	
Any Other Additional Costs:	

Cover Stock:	
Text Stock:	
Shipping:	
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 – Classroom Tables and Chairs
DATE: July 21, 2009

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 Highsmith located in Janesville, WI for a total bid of \$12,014.70.

Bid tabulation sheet is attached.

Respectfully submitted,

Terry Bruce
Harry Hillis, Jr.
Penny Quinn
Bev Turkal

Source of Funds: LTC Foundation

Department: Lincoln Trail College Classrooms

Rationale for Purchase: The tablet type desks are in most of the classrooms. They are varying ages of 10-30 years old, and many are cracked as well. There are only a few left-handed desks available. With the use of the tables and chairs in the classroom the instructor has the ability to utilize the tables for various projects and students can move about to different areas of the room more easily.

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

Classroom Tables and Chairs	
Lincoln Trail College	
Bid Tabulation	
Vendor	Total Bid
Business Office Systems Inc. Itasca, IL	\$23,978.00
Corporate Design Inc. Evansville, IN	43,658.75
Illini Supply Inc. Forsyth, IL	17,879.00
Indoff Mt . Carmel, IL	18,415.00
Highsmith Janesville, WI	12,014.70*
Miller Office Equipment Olney, IL	12,650.00
Mity Lite Orem, UT	13,106.25
Premier Exec. Solutions Newburgh, IN	31,162.00
Reppert's Carmi, IL	23,395.00

*Bid 26 cartons of 6 chairs which totals 156 instead of 155 as specified.

Bid Specifications for Lincoln Trail College

Classroom Tables and Chairs

Seeking a grand total bid. Bid questions to be directed to Dan Leggitt, LTC O&M Team Leader – (618) 544-8657, x 1354.

Items:

<u>Quantity</u>	<u>Description</u>	<u>Color</u>
25	18 X 72 inch Tables	Beige
30	18 X 96 inch Tables	Beige
155	Chairs	Forest Green

Construction:

Folding tables shall consist of a hardwood laminate core covered by a permanently bonded, high impact, smooth plastic shell. Additional cross member framing will be necessary to prevent sagging due to table length. Table thickness is to accommodate standard skirting clips.

Stackable chairs shall be 14 gauge tubing, with vinyl seating.

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 opened by Illinois Eastern Community Colleges.

GRAND TOTAL BID \$ _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE.

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation –Advanced Manufacturing Technology Equipment
DATE: July 21, 2009

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

Item #1 3D Printer:

Bid Committee recommends acceptance of the low bid received that meets all specifications from **JBH Technologies** located in **Glenview, Illinois** for a total of **\$30,300.00**.

Aidex Corp. of Lexington, OH bid \$16,700, but the machine they bid did not meet specs in the following areas.

Specs	Aidex Bid
Multi Color	Monochrome
ABS Support Material	Not ABS
Minimum Build Size 10”x10”x12”	8”x10”x8”
No Residue	Requires a de-duster purchase

Item #2 Wire Electrical Discharge Machine:

Bid Committee recommends acceptance of the low bid received that meets all specifications from **Sodick Inc.** located in **Schaumburg, Illinois** for a total of **\$89,500.00**.

Item #3 Molding Machine:

Bid Committee recommends acceptance of the low bid received that meets all specifications from **Miniature Plastic Molding** located in **Solon, Ohio** for a total bid of **\$13,292.95**.

Item #4 Robotic Arm Assembly:

Bid Committee recommends acceptance of the low bid received that meets all specifications from **Advanced Technology Consultants** located in **Northville, MI** for a total bid of **\$31,885.00**.

Item #5 Mechatronics Trainer:

Bid Committee recommends acceptance of the bid received that meets all specifications from Depco located in Pittsburg, Kansas for a total of \$121,469.63.

Depco of Pittsburg, KS, was the lowest bidder that met specs. Fanuc Robotics of Rochester Hills, MI bid \$30,000 & Advanced Technology Consultants (ATC) of Northville, MI. bid \$108,870.10 on an alternate bid, but neither company met the bid specs. The areas they did not meet the specs are as follows:

Specs	Fanuc Bid \$30,000
Turn-key training unit	Four separate non-integrated components
Ability to generate faults	No fault generation equipment
Indexing and processing operation	No indexing or processing
Automated distribution of parts/materials	Hand distribution
Robotic pick and placement	No Robot included
Vision Inspection	Not included
Lockout or keyed protection	Not included

Specs	ATC Bid \$ 108,870.10
Ability to generate faults	No fault generation equipment
All portions removable	Hard mounted PLCs
Automated distribution of parts/materials	Hand distribution

A bid tabulation sheet is attached.

Respectfully submitted,

Terry Bruce
Matt Fowler
Harry Hillis, Jr.

Source of Funds: Department of Labor Grant

Acceptance of all bids is subject to Department of Labor approval.

Department: Wabash Valley College Advanced Manufacturing Department

Rationale for Purchase:

3D Printer: Industry moving to 3-D modeling vs. 2-D prints – Advisory Council recommendation. This technology allows for cost reduction in generating prototypes by lessening use of high cost steel. Changes to models can be made before final models are produced. Provides linkage to Pre-Engineering students and curriculum, where students have the ability/need to design but not fabricate.

Wire Electrical Discharge Machine: Advance technology toward generation of mating parts such as, punches and dies and allows application of part production from design. Advisory Council members have recommended the purchase of a Wire EDM for many years. The costs associated with these machines have only recently come within reach.

Molding Machine: Advanced Manufacturing curriculum produces dies and molds, but students do not have the ability to produce a final product. This machine will allow that to happen. Additionally, material processes can be expanded into polymers. Many students are finding employment in plastics related manufacturing and their familiarity with its production is essential.

Item #4 Robotic Arm Assembly:

Allows program to move toward an integrated automation process. The curriculum has taught these concepts for years with little ability to replicate the environment in the lab. Advisory Council has identified this as a critical component of a manufacturing training lab.

Item #5 Mechatronics Trainer Simulates: Integrated automation production system allows students and industry to apply faults to a system and troubleshoot problems in a controlled environment.

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

Advanced Manufacturing Technology Equipment

Wabash Valley College

Bid Tabulation

Vendor	Item #1 3D Printer	Item #2 Wire Electrical Discharge Machine	Item #3 Molding Machine	Item #4 Robotic Arm Assembly	Item #5 Mechatronics Trainer
Advanced Technologies Consultants Northville, MI	No-Bid	No-Bid	No-Bid	31,885.00	167,000.00 165,000.00 108,870.10
Aidex Lexington, OH	16,700.00	No-Bid	14,290.00	37,285.00	146,385.00
Depco Pittsburg, KS	No-Bid	No-Bid	No-Bid	No-Bid	121,469.63
First Technologies, Inc. Mukwonago, WI	47,925.00	No-Bid	No-Bid	No-Bid	No-Bid
Hartwig Inc. St. Louis, MO	No-Bid	95,702.00	No-Bid	No-Bid	No-Bid
JBH Technologies Glenview, IL	30,300.00	No-Bid	No-Bid	No-Bid	No-Bid
Morgan Industries, Inc.	No-Bid	No-Bid	19,800.00	No-Bid	No-Bid

Long Beach, CA					
Municipal Tool & Machinery Maryland Heights, MO	No-Bid	91,500.00 119,900.00	No-Bid	No-Bid	No-Bid
Miniature Plastic Molding Solon, OH	No-Bid	No-Bid	No-Bid	46,215.00	No-Bid
Miniature Plastic Molding Solon, OH	No-Bid	No-Bid	13,292.95	No-Bid	No-Bid
Sodick Inc. Schaumburg, IL	No-Bid	89,500.00 119,000.00	No-Bid	No-Bid	No-Bid
Stratasys Eden Prairie, MN	38,300.00	No-Bid	No-Bid	No-Bid	No-Bid
Fanuc Robotics Rochester Hills, MI	No-Bid	No-Bid	No-Bid	35,387.00	30,000.00

Item #1

3D Printer (Quantity - 1)

3D Printer Required Minimum Specifications:

All equipment will be professional grade and be acceptable to the educational institution. The equipment will be a reputable, nationally recognized brand. All equipment specified will be new equipment. Used equipment is not acceptable. Local repair and service is mandatory.

Equipment:

3D Printer or equivalent

Physical Features:

- Footprint of 48" x 48" or less
- Weight of less than 400 pounds
- 110~115 VAC
- Unattended operation with network feedback

Part Specifications:

- Minimum Build size of 10" x 10" x 12"
- Minimum layer thickness of .010 in.
- Post Processing limited to support structure removal (if supports are necessary)
- No secondary equipment
- Lab Manuals

Build Material:

- ABS Plastic in white, black, blue, yellow, red, grey and green, or material of equivalent durability and strength
- Able to accommodate interlocking part connections
- Must withstand temperature range of 30F to 100F
- Must withstand rough handling in a classroom environment, i.e. average part being dropped from 4 feet onto a concrete floor without cracking or breaking.
- Material must be non-toxic
- There should be no residue from parts on hands after normal in-class handling of parts
- There should be no air born dust particles
- There should be no glues or bonding agents

Support Material

- ABS Plastic
- ABS Plastic Support (Soluble)

Computer Compatibility:

- Windows XP Pro/Vista workstation
- TCP/IP 100/10 Base-T network or equivalent
- STL file format
- Base Ethernet Protocol

Item #1 Continued 3D Printer

Other:

- Stand with Locking Storage
- 10 total natural and color Modeling Cartridges
- 4 support cartridges
- 2 cases (24/case) Plastic Modeling Bases
- Complete start-up kit

Support Cleaning Apparatus Unit

- 110~115 VAC
- Tank heater of 1300 watts min
- Tank Capacity of 7 gallons min
- Weight of 100 lbs. max
- Large part basket capacity: 10 x 10 x 12 inches
- Small part basket capacity: 4 x 4 x 4 inches
- LED Digital readout Temperature display
- LED Digital readout Timer display
- Liquid level checking sensors for both high and low levels (audible alarm)
- Over Temperature audible alarm
- Pump and heater lockouts (Low/High liquid level, over temp, no time on timer)
- Tank constructed of stainless steel

Warranty:

- One Year – Parts and labor on all components including Support Cleaning Apparatus
- Shipping, Installation and On-site Training

TOTAL BID FOR ITEM #1 _____

Item #2

Wire Electrical Discharge Machine Specifications (Quantity - 1)

The following is a list of minimum requirements for quotation of a wire EDM for Wabash Valley College.

General

- Automatic wire threader
- Axis travel X 12, Y 9.75, Z 8.50
- Wire size .006 - .012 capable, shipped with .010
- Taper 20 degrees @ 3"
- Wire Guides Round Diamond
- Measurement Glass scales for X,Y,U,V axes

Control

- Windows XP operating system
- 3 GB min. storage
- USB port
- 15 " display monitor
- Remote Control Pendant

Power

- 208 3 phase
- Chiller

Misc

- Compatible with FeatureCAM software (post available)
- Operator training for 3 people.
- Maintenance training for 1 person.
- Factory Service/Support center within 500 miles
- Price to include delivery , set up, freight, and rigging to Mt. Carmel Illinois
- Full set of operation and maintenance manuals

TOTAL BID FOR ITEM #2 _____

Item #3

Molding Machine Specifications (Quantity - 1)

The following is a list of minimum requirements for quotation of a molding machine for Wabash Valley College.

General

- Plunger style injection molding type.
- Hydraulically operated, (Include hydraulic unit)
- Heaters Barrel, Nozzle, and Mold
- Shot size ¾ oz.
- Clamping Semi or fully automatic
- Injection Volume 2.5³
- Mold size 7 x 2 x 3

Electrical Power

- 208 3 phase

Misc

- If tabletop unit, price must include stand for floor use.
- Service/Support center within 500 miles
- Price to include delivery to Mt. Carmel ,Illinois
- 1 set of mold halves and/or detailed CAD drawings of halves.
- Full set of available manuals for operation and maintenance

TOTAL BID FOR ITEM #3 _____

Item #4

Robotic Arm Assembly Specifications (Quantity - 1)

The following is a list of minimum requirements for quotation of a robotic arm system (with vision) for Wabash Valley College.

General

- 6 Axis
- 700 – 950mm horizontal reach
- 5kg payload capacity (min.)
- Repeatability: +/- .04mm
- Floor/ceiling/wall mounting
- 6 on-arm pneumatic I/O ports
- 6 on-arm 24Vdc I/O ports

Controller/cabinet

- Ethernet and capable
- 2D vision ready
- USB connectivity
- Lockout for mains power (on cabinet or pendant)
- Door interlock
- Keyed selector for limiting max. speed
- Overload protection
- 24Vdc supply/distribution for external I/O
- 115Vac service outlet

Vision

- 2D for robot guidance
- Camera and lens system included

Software/programming

- Remote programming pendant
- Windows based programming software (1 seat minimum)
- Simulation software (8 seats minimum)
- All required cables to complete a “turn-key” system

Power

- 208 3-phase

Misc.

- Programming/operation training for 2 people
- Price to include delivery, freight, setup, etc. to Mt. Carmel, IL
- Factory service/support center within 600 miles of Mt. Carmel, IL
- Complete set of operation and maintenance documentation (English)

TOTAL BID FOR ITEM #4 _____

Item #5

Mechatronics Trainer Specifications (Quantity - 1)

The following is a list of minimum requirements for quotation of a Mechatronics trainer for Wabash Valley College.

Wabash Valley College is seeking a turn-key flexible manufacturing training unit that incorporates electrical, PLC, air and mechanical control aspects in order to provide students with a broad skill set for the modern industrial workplace.

General

- Any portion (or cell) must be capable of independent use and easily removed/reinstalled from complete manufacturing system.
- A transfer/conveyor system to transfer parts between cells
- All PLCs, fieldbus blocks, etc. must be included
- Each unit should have a lockout or keyed protection
- Ability to generate faults

PLC

- Allen Bradley
- Ethernet ready
- Easily removable for off-site PLC training
- 24Vdc power supplies for each PLC included

Tasks (number of actual cells may vary as long as task requirements are met)

- Distribution of parts/materials
- Testing/gauging of parts
- Transfer/handling
- Indexing and processing operations
- Assembly
- Robotic pick and place and assembly
- Vision Inspection
- Sorting

Software/programming

- All PLC programming software (6 licenses)
- Simulation software included
- Any robotic software included

Power

- 115Vac

Item #5 Continued **Mechatronics Trainer Specifications**

Misc.

- Curriculum/schematics with license to reproduce
- Price to include delivery, freight, setup, etc. to Mt. Carmel, IL
- Factory service/support center within 500 miles of Mt. Carmel, IL
- Complete set of operation and maintenance documentation (English)
- Operator training for 2 people

TOTAL BID FOR ITEM #5 _____

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 opened by Illinois Eastern Community Colleges.

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT June 30, 2009

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

FUND	BALANCE
Educational	\$1,046,478.10
Operations & Maintenance	\$234,270.79
Operations & Maintenance (Restricted)	\$819,551.61
Bond & Interest	\$48,510.90
Auxiliary	\$309,918.89
Restricted Purposes	\$26,264.04
Working Cash	\$24,066.75
Trust & Agency	\$211,222.20
Audit	\$126.70
Liability, Protection & Settlement	\$450,332.60
TOTAL ALL FUNDS	\$3,170,742.58

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
June 30, 2009

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

	ALL FUNDS
	Fiscal Year 2009
ASSETS:	
CASH	3,170,743
IMPREST FUND	21,500
CHECK CLEARING	12,000
INVESTMENTS	7,790,000
RECEIVABLES	11,148,768
ACCRUED REVENUE	20,466
INTERFUND RECEIVABLES	230,573
INVENTORY	512,740
OTHER ASSETS	456,015
TOTAL ASSETS AND OTHER DEBITS:	23,362,805
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	-
ACCOUNTS PAYABLE	48,452
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	2,992,854
OTHER LIABILITIES	783,943
TOTAL LIABILITIES:	3,825,249
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	2,567,241
PR YR BDGTD CHANGE TO FUND BALANCE	284,264
 FUND BALANCES:	
FUND BALANCE	16,011,551
RESERVE FOR ENCUMBRANCES	674,500
TOTAL EQUITY AND OTHER CREDITS	19,537,556
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 23,362,805

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF June 30, 2009

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

ALL FUNDS

**FY 2009
 YEAR-TO-DATE**

REVENUES:

LOCAL GOVT SOURCES	5,424,078
STATE GOVT SOURCES	15,033,033
STUDENT TUITION & FEES	12,222,086
SALES & SERVICE FEES	3,053,613
FACILITIES REVENUE	6,975
INVESTMENT REVENUE	390,459
OTHER REVENUES	200,593
TOTAL REVENUES:	36,330,837

EXPENDITURES:

INSTRUCTION	11,920,622
ACADEMIC SUPPORT	538,037
STUDENT SERVICES	1,308,599
PUBLIC SERV/CONT ED	67,077
OPER & MAINT PLANT	3,389,499
INSTITUTIONAL SUPPORT	8,475,466
SCH/STUDENT GRNT/WAIVERS	6,724,650
AUXILIARY SERVICES	4,155,655
TOTAL EXPENDITURES:	36,579,605

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	-248,768
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**ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY07-09**

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

College	Category	FISCAL YEAR 2007			FISCAL YEAR 2008			FISCAL YEAR 2009			% of Year
		Annual Budget	Spent Thru June	% of Bdgt	Annual Budget	Spent Thru June	% of Bdgt	Annual Budget	Spent Thru June	% of Bdgt	
Frontier	Bills		\$1,990,666			\$1,958,244			\$2,231,308		
	Payroll		2,020,488			1,988,043			2,028,332		
	Totals	\$3,997,563	4,011,154	100%	\$4,164,105	3,946,287	95%	\$4,345,598	4,259,640	98%	100%
Lincoln Trail	Bills		1,367,887			1,433,736			1,886,101		
	Payroll		2,321,257			2,417,414			2,508,271		
	Totals	3,706,404	3,689,144	100%	3,901,902	3,851,150	99%	4,575,110	4,394,372	96%	100%
Olney Central	Bills		1,927,586			2,053,903			2,505,821		
	Payroll		4,247,510			4,247,582			4,494,275		
	Totals	6,182,009	6,175,096	100%	6,363,670	6,301,485	99%	7,117,178	7,000,096	98%	100%
Wabash Valley	Bills		1,928,637			2,101,090			2,810,933		
	Payroll		2,917,514			3,083,419			3,339,987		
	Totals	4,848,688	4,846,151	100%	5,186,736	5,184,509	100%	6,340,835	6,150,920	97%	100%
Workforce Educ.	Bills		1,973,527			1,886,359			2,187,577		
	Payroll		1,558,549			1,573,687			1,585,896		
	Totals	3,374,520	3,532,076	105%	3,366,390	3,460,046	103%	3,887,648	3,773,473	97%	100%
District Office	Bills		245,777			260,926			271,705		
	Payroll		885,736			916,049			965,480		
	Totals	1,240,904	1,131,513	91%	1,295,077	1,176,975	91%	1,322,403	1,237,185	94%	100%
District Wide	Bills		1,678,826			1,959,634			2,069,716		
	Payroll		779,391			854,078			958,620		
	Totals	3,010,420	2,458,217	82%	4,329,787	2,813,712	65%	4,294,128	3,028,336	71%	100%
GRAND TOTALS		\$26,360,508	\$25,843,351	98%	\$28,607,667	\$26,734,164	93%	\$31,882,900	\$29,844,022	94%	100%

Excludes DOC

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
June 30, 2009

	Amount	% of Total
Salaries	15,880,861	53.21%
Employee Benefits	1,768,489	5.93%
Contractual Services	674,507	2.26%
Materials	1,668,099	5.59%
Travel & Staff Development	258,237	0.87%
Fixed Charges	346,997	1.16%
Utilities	1,316,375	4.41%
Capital Outlay	828,649	2.78%
Other	7,101,808	23.80%
	<u>29,844,022</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 16, 2009

RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for item 400.1., 400.2., 400.4., 400.5., 400.7. and 400.8. will be mailed under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Change-in-Status**
- 400.3. Special Assignment**
- 400.4. Request for Approval of Proposed Non-College Employment (External Report)**
- 400.5. FMLA Leave Request (External Report)**
- 400.6. Leave of Absence Approved by CEO since June 16, 2009**
- 400.7. Resignation**
- 400.8. Retirement**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Pauletta Gullett, Health Programs Lead Instructor, effective August 13, 2009
2. Mary (Linda) Monge, Math/Life Science Instructor, effective August 13, 2009

400.2. Change-in-Status

A. Administrative

1. Tamara Fralicker, Nursing Instructor, to Associate Dean of Nursing and Allied Health, OCC, effective January 4, 2010

400.3. Special Assignment

A. Academic

1. Pauletta Gullett Lead Instructor, Health Programs

**Recommended
2009-10
\$450**

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

400.5. FMLA Leave Request (External Report)

400.6. Leave of Absence Approved by CEO since June 16, 2009

A. None

400.7. Resignation

A. Classified

1. Shelly Allensworth, Career Advisor, LTC, effective September 1, 2009

400.8. Retirement

A. Classified

1. Gary Upton, Custodian, LTC, effective August 1, 2009

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 Carryover Projects**

	Estimated Budget									
Districtwide Plumbing & Electrical Survey **	\$38,500									
Storm Water Remediation **	\$121,000									
Toilet & Locker-room Upgrades	\$130,100									
ADA Hardware Replacement/Supplement	\$53,300									
Fire Suppression System Upgrades	\$72,600									
Electrical & Lighting Upgrades	\$378,600									
GRAND TOTAL	\$794,100	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

6/30/2009

** These two projects are original Phase 9 projects that have not been completed yet, but will be completed in conjunction with the Phase 9 Carryover projects

