

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**July 19, 2011**



**Location:**

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

**Dinner – 6:00 p.m. – Foundation Hall  
Meeting – 7:00 p.m. – Foundation Hall**

*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 19, 2011**

**7:00 p.m.**

**Frontier Community College**

1. Call to Order & Roll Call ..... Chairman Fischer
2. Disposition of Minutes ..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
6. Policy First Reading (and Possible Approval) ..... Bruce
  - A. Threat Assessment Policy
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. 2011-2012 IECC Catalog ..... Schwartz
  - B. 2011-2013 Marketing Plan ..... Schwartz
  - C. Applied Music Rate ..... Bruce
  - D. Agreement with University of Illinois-Chicago On-Line Nursing ..... Bruce
  - E. Course Fee Revision – PNC 1215 ..... Bruce
  - F. Course Fee Revision – CMI 1203 ..... Bruce
  - G. Practical Nursing Readmission Requirements ..... Bruce
  - H. Agreement with Teen Parent Program Clay-Jasper-Richland-North Wayne ..... Bruce
9. Bid Committee Report ..... Bruce
  - A. Janitorial Supplies, Consumables & Office Copy Paper
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 Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, June 21, 2011.

**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, Gary Carter, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson “Jr.,” Marilyn J. Wolfe. Also present was Miranda Steinman, 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.

Matt Fowler, President of Wabash Valley College.

Mitch Hannahs, President of Lincoln Trail College.

Rodney Ranes, President of Olney Central College.

Timothy Taylor, President of Frontier Community College.

Roger Browning, Chief Finance Officer/Treasurer.

Tara Buerster, Director of Human Resources.

Christine Cantwell, Associate Dean of Academic & Student Support Services.

Alex Cline, Director of Information & Communications Technology.

Kathleen Pampe, Associate Dean, Career Education & Economic Development.

Pamela Schwartz, Associate Dean of Institutional Development.

Renee Smith, Executive Assistant to CEO.

Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office

DOC – Department of Corrections

FCC – Frontier Community College

HLC – Higher Learning Commission

HRSA – Health Resources & Services Administration

ICAHN – Illinois Critical Access Hospital Network

ICCB – Illinois Community College Board

ICCTA – Illinois Community College Trustees Association

IECC – Illinois Eastern Community Colleges  
IECEA – Illinois Eastern Colleges Education Association  
LTC – Lincoln Trail College  
LWIB – Local Workforce Investment Board  
OCC – Olney Central College  
PHS – Protection, Health & Safety  
SAN – Student Advantage Network  
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 17, 2011 were presented for disposition.

**Board Action to Approve Minutes:** Trustee Brenda Culver made a motion to approve minutes of the May 17, 2011 meeting as prepared. Trustee William Hudson 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 and guests present were recognized, including several staff members.

**#3-B. IECEA Representative:** None.

**AGENDA #4 – “Public Comment”** – None.

**AGENDA #5 – “Reports”** –

**#5-A. Report from Trustees:** None.

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

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

**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 FY2013:** Chris Cantwell reviewed IECC's Resource Allocation and Management Plan (RAMP) for FY2013, which includes two capital project requests in ranking order, as follows:

Olney Central College  
Project Name: Applied Technology Center  
District Priority No.: 1 of 2  
Total Building Budget: \$2,050,979

Frontier Community College  
Project Name: Student Education and Support Center  
District Priority No.: 2 of 2  
Total Building Budget: \$2,960,100

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

**Board Action:** Trustee Brenda Culver made a motion to approve IECC's Resource Allocation and Management Plan for FY2013 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, 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. Program Review Report:** Kathy Pampe reviewed the IECC Annual Program Review Report for fiscal year 2011. The report contains transfer and occupational program reviews and also includes a review of administrative, academic and support services.

During this year's review of programs and services, the District and the colleges reviewed 48 career and technical education degrees and certificates as well as transfer degrees, social science disciplines, libraries/learning resource centers, the Federal TRiO Programs, assessment of student learning, counseling and advising, and specialized services to students with disabilities.

As a result of the District's on-going Program Review Process, programs and services are constantly reviewed with a focus on quality, cost, and need. Based on these objectives, programs, courses, and services are assessed, improved, updated, and/or deleted as necessary, always with the intention of how to best serve the District. The report will now be filed with the Illinois Community College Board on August 1, 2011.

Of the 48 programs reviewed, two certificate programs had previously been withdrawn (effective December 2010); one certificate program has been inactive, but will be reviewed again next year for either reactivation or elimination; two certificate programs are slated to be discontinued/withdrawn by the end of Fall Semester 2011; one degree and three certificate programs will be deactivated; 10 programs are scheduled for further review next year. The remaining degree and certificate programs that were reviewed during 2011 will be continued with minor changes.

Recommendation: The CEO recommended approval of the FY2011 Annual Program Review Report for submission to the Illinois Community College Board.

**Board Action:** Student Trustee Miranda Steinman made a motion to approve the Annual Program Review Report for submission to the ICCB 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, 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. 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 FY2012 and that such inter-fund loans be repaid and retransferred to the proper fund no later than June 30, 2012.

#### **Inter-Fund Loans Resolution**

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges District No. 529 desires to affect certain inter-fund loans for fiscal year 2012, 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 2012, 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, 2012.

**Board Action:** Trustee Michael Correll made a motion to adopt the foregoing Inter-Fund Loans Resolution as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, 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. Building and Maintenance Fund Resolution:** State statute requires that the Board of Trustees approve by a resolution granting 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 Gary Carter 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, 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. Working Cash Fund Resolution:** The Board of Trustees is required to approve a resolution authorizing the permanent 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 \$30,000 from the Working Cash fund to the General Fund prior to June 30, 2011. 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 \$30,000 Working Cash Fund interest to the General Fund on or before June 30, 2011.

### **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, 2011;

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 \$30,000 Working Cash Fund interest to the General Fund, said transfer to be made on or before June 30, 2011.

**Board Action:** Trustee Marilyn Wolfe made a motion to adopt the foregoing Working Cash Fund Resolution as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, 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. FY2012 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 20 at Olney Central College, and states that the budget will be adopted by the Board on September 20, 2011 following the hearing. The CEO recommended approval of the following budget resolution.

### **FY2011 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 2012 fiscal year:

1. Date of Fiscal Year: July 1, 2011 - June 30, 2012.
2. Publication of Notice of Public Hearing on Budget: On or before August 5, 2011.
3. Tentative Budget to be available for Public Inspection at the District Business Office: On and after August 5, 2011.
4. Mailing Tentative Budget to Board of Trustees: August 5, 2011.
5. Public Hearing on Budget: September 20, 2011 at the hour of 7:00 p.m., local time, Olney Central College, 305 North West Street, Olney, IL 62450.
6. Adoption of Budget: September 20, 2011 following the Public Hearing.

**Board Action:** Trustee Brenda Culver made a motion to adopt the foregoing FY2012 Budget Resolution as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, 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. Prevailing Wage:** The CEO presented and recommended adoption of “An Ordinance of the Board of Trustees of Illinois Eastern Community Colleges Ascertain the Prevailing Rate of Wages for Laborers, Mechanics and Other Workers Employed in any Public Works of Said District.” The ordinance is the same as adopted one year ago and includes attachments listing the prevailing rate of wages for Crawford, Richland, Wabash and Wayne Counties, Illinois, as determined by the Illinois Department of Labor under date of June 2011. The determination is to be on file in the District Office and available to any interested party, attached to all contract specifications, and copies are to be mailed to the Secretary of State Index Division and Illinois Department of Labor. A notice of the determination must be published.

**Board Action:** Trustee Michael Correll made a motion to adopt the Ordinance Ascertain the Prevailing Rate of Wages as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, 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. Payment of Accrued Bills:** The District’s fiscal year ends on June 30, and under general accounting rules, the District may pay bills accrued in June, but received for a short period in July, as expenses for FY2011. The accrual period runs from July 1 and ends on July 14. On July 14, all FY2011 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 FY2011 accrued bills prior to Board approval, with the understanding that these bills will be made available electronically for Board review at the July Board meeting.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve payment of accrued bills as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, 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. MOU between OCC and Richland County Health Office:** The Richland County TB and Health Office has asked Olney Central College for use of the OCC Gym and parking area adjacent to the Gym for dispensing of medications or vaccines in the event of an emergency/disaster event. Under the agreement, OCC will provide RCHO with the name and phone numbers of people to contact at OCC, provide basic floor plans of OCC grounds and facilities, and provide help in setting up a distribution area including organizing tables, chairs and waste receptacles. Under the agreement, RCHO will notify OCC employees of the intent to

distribute medications and vaccines from the facility, give OCC staff and immediate family priority of distribution and provide phone contact information to OCC. This memorandum is not intended to create binding or legal obligations on either party. The document is to be reviewed annually and may be terminated by either party upon thirty (30) days written notice. The CEO recommended approval of the Memorandum of Understanding between Olney Central College and the Richland County TB and Health Office as outlined.

**Board Action:** Trustee William Hudson made a motion to approve the Memorandum of Understanding between OCC and the Richland County TB and Health Office as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, 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. Software Purchase for Student Assessment HLC Compliance:** The CEO recommended approval of the five-year proposal of Compliance Assist for providing software for student assessment in IECC's compliance with the Higher Learning Commission's pilot testing of a proposed new model for continued accreditation. IECC is currently a pioneer institution in the Higher Learning Commission's Open Pathways Demonstration Project: Cohort Two. IECC was chosen as one of a select group of institutions for the purpose of pilot testing the proposed new model for continued accreditation which includes two components: the Assurance Process and the Improvement Process.

The Assurance Process will require the accumulation of electronically stored information and data which will include uploaded evidentiary materials and Assurance Arguments to demonstrate IECC continues to meet the Criteria of Accreditation and the federal requirements.

The Improvement Process of the Open Pathways Project will be fulfilled by IECC's continued participation in the Academy for Assessment of Student which continues to develop institutional culture and increase institutional commitment to assessing and improving student learning.

The Students First Team and members of the Open Pathways Project Team reviewed four software programs addressing assessment, accreditation, and planning and have recommended Compliance Assist as the software that meets these assessment and accreditation standards and requirements.

Compliance Assist is a fully integrated and comprehensive system for maintaining accreditation, assessment, institutional research and planning at IECC. Compliance Assist will provide the tools necessary for IECC to create a comprehensive, coordinated and centralized assessment approach for the District. The five-year quote from Compliance Assist includes selected modules which will provide IECC maximum flexibility in data collection, reporting, organization, and district-wide integration.

The Compliance Assist quote is \$28,262.50 for year 1, \$21,305.48 for year 2, \$22,157.70 for year 3, \$23,044.00 for year 4, and \$23,965.76 for year 5.

**Board Action:** Student Trustee Miranda Steinman made a motion to approve the five year Compliance Assist software quote and license agreement for Student Assessment HLC compliance 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, 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. Application Fee Increase for International Program:** International students applying at IECC currently pay a \$50 application fee. The cost of international shipping has increased from \$50 to \$75. The CEO recommended approval to increase the International Application Fee from the current \$50 to \$75 effective for applications filed for Fall 2011.

**Board Action:** Trustee Gary Carter made a motion to approve the application fee increase for International students to \$75, effective for applications filed for Fall 2011, as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, 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. Affiliation Agreements:** IECC wishes to enter into 10 affiliation, observation and addendum agreements dealing with the Basic Nurse Assistant, Phlebotomy, Associate Degree Nursing, Pharmacy Technician, and Medical Assistant programs. These affiliation agreements are the standard affiliation agreements utilized for the District for these programs. The CEO recommended approval of affiliation agreements with the following businesses and institutions:

Sarah Bush Lincoln Health Center, Mattoon, IL – Phlebotomy – OCC  
Evansville State Hospital, Evansville, IN – Associate Degree Nursing  
Women’s Hospital, Newburgh, IN – Associate Degree Nursing  
Meadowood, Grayville, IL – Basic Nurse Assistant – WVC  
Martinsville Pharmacy, Martinsville, IL – Pharmacy Technician – LTC  
Dr. Michael. Elliott, Robinson, IL – Certified Medical Assistant – LTC  
Wabash County Health Dept., Mt. Carmel, IL – Associate Degree Nursing  
Observation Agreement with Small World, Mt. Carmel, IL – Associate Degree Nursing  
Observation Agreement with Wabash County Health Dept., Mt. Carmel, IL – Associate Degree Nursing  
Addendum to Agreement with Women’s Hospital, Newburgh, IN – Associate Degree Nursing

**Board Action:** Trustee Brenda Culver made a motion to approve the foregoing affiliation agreements 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, 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. IECC Lease Agreements:** The following IECC leases were presented for Board information and for Board of Trustees approval as indicated:

1. **OCC Cosmetology Lease** – Lease for the Cosmetology program property located at 104 E. Main St., Olney, IL to extend the lease through June 30, 2012. Monthly rent remains at \$1,200.00. **Board of Trustees Action is Required.**
2. **IECC/Elvan Wallace and A. Carol Wallace** – Lease for the Frontier Newton Center located at 207 E. Jourdan St., Newton, IL extended to June 30, 2012, at the current monthly rental of \$875.00. **Board of Trustees Action is Required.**
3. **OCC Phlebotomy and Massage Therapy Lease** – Lease for the Phlebotomy and Massage Therapy programs located at 108 East Main St., Olney, IL extended to June 30, 2012, at the current monthly rental of \$1,500.00. **Board of Trustees Action is Required.**
4. **IECC and Prairie State Generating Company** – Lease for the Coal Mining Training Program facility located in Venedy, IL, beginning November 2009 and continuing month to month until terminated by 30 days notice of either party. No monthly rental charge is paid.
5. **IECC/WVC Foundation Lease** – Lease for building located at 310-314 West Third St., Mt. Carmel, IL for Advanced Manufacturing Training. Lease began on July 25, 2009 and terminates on July 25, 2014. The monthly rental is \$5,091.86 and remains constant throughout the term of the lease.
6. **IECC Business and Industry Training Lease** – Lease for building located at 218 East Main St., Olney, IL for Business and Industry Training, Small Business Development Center, and LWIA 23 staff. The lease is hereby extended to June 30, 2012 at a monthly rental rate of \$2,000. **Board of Trustees Action is Required.**
7. **IECC WorkNet Training Center** – Lease for building located at 214 East Main St., Olney, IL. The current monthly rental is \$1,200. Because of federal budget cuts in LWIA funding, the LWIA Board has decided to terminate use of this building. Therefore, the Board should authorize notice to the owner that the lease will terminate effective ninety days after notice. **Board of Trustees Action is Required.**
8. **IECC/WED Girard Facility Lease** – Lease of facility for Workforce Education Staff and classroom space at 170 West Center St., Girard, IL. Lease commenced on January 1, 2007 at \$700.00 per month. On January 1, 2009 lease increased to current \$800.00 per month. Lease would be extended from July 1, 2010 to June 30, 2012 at a monthly rate of \$800.00 per month.
9. **IECC/LTC and City of Robinson** – Intergovernmental Agreement between IECC/LTC and the City of Robinson for the Lease, Operation and Use of a Fitness Center located at 501 South Cross St.
10. **IECC/FCC and University of Illinois Board of Trustees Extension Service** – Lease pending subject to General Assembly funding decisions.
11. **IECC/WVC Foundation Lease** – Wabash Valley College Administration occupies approximately 1,600 square feet of the Foundation Building at 2201 College Drive. In exchange for this use, the College District provides mowing, snow clearing and routine maintenance of the building. The term of the new lease would be from July 1, 2010 through June 30, 2012, without change in the terms of the lease.
12. **IECC/WVC WVJC Radio Tower** – Lease of Property – The District leased 1.68 acres in Wabash County for thirty years for the placement of the WVJC antenna from October 1, 1976 to September 30, 2006. The administration is currently in negotiation with the current owner to extend the lease.

13. **IECC/OCC Oil Derrick Lease of Property** – The District leases a 47 square foot piece of property, including access thereto, located at the North West corner of the intersection of Illinois Route 130 and St. John St. The City of Olney has erected an oil derrick on this property for which the City pays the District rent of \$1.00 per year. The lease was extended on August 18, 2009 for twenty years to August 17, 2029.

**Board Action:** Trustee John Brooks made a motion to approve foregoing IECC lease agreements 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, 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”** – The Bid Committee presented the following report and recommendations:

**A. Illinois Eastern Community Colleges**  
1. Security Surveillance Systems

The Bid Committee recommended acceptance of the low base bid received and the low alternate bids received, which meet specifications, from Advanced Surveillance Inc., Louisville, KY, for a total of \$129,000.00.

Source of Funds: Protection, Health & Safety Bonds.

Department: I.T.

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

**Board Action:** Trustee Michael Correll made a motion to accept the foregoing recommendation of the Bid Committee to accept the bid of Advanced Surveillance Inc. for security surveillance systems as outlined. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, 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 #10 – “District Finance”** – The following district financial matters were presented:

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report showing the balance in all funds as of May 31, 2011. A report was presented on state grants receivable in the Education Fund. Total owed the IECC District is \$5,745,576.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for June 2011, totaling \$1,078,613.25, 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 2011, in the amounts listed, and payments from the revolving fund for May 2011. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, 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”** – CEO Terry L. Bruce Presented an informational report on the following topics:

1. State Budget Update: An update was given on the Illinois state budget situation.
2. WIA Compliance Monitoring Visit: The District received a good report on its handling of the Local Workforce Investment Board (LWIA 23) finances.
3. Enrollment Management Committee: This committee is developing a process to be used to study all aspects of enrollment in the IECC District.
4. Enrollment: Summer Term total headcount enrollment is 5,939, compared to 4,144 at this same time 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”** –

**#13-A. Written Executive Session Minutes:** No executive session was held during the regular meeting, Tuesday, May 17, 2011.

**#13-B. Audio Recordings of Executive Session:** No executive session was held during the regular meeting, Tuesday, May 17, 2011.

**#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 2010 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.

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 2011:

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. Tuesday, February 16, 2010.

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 14, 2010.
2. Tuesday, January 18, 2011.
3. Tuesday, February 15, 2011.
4. Tuesday, March 15, 2011.
5. Tuesday, April 19, 2011.
6. Tuesday, May 17, 2011.

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

1. None.

**Board Action:** Trustee Marilyn Wolfe made a motion to adopt the foregoing report and recommendations as outlined, for minutes of executive sessions held on the dates listed. Student Trustee Miranda Steinman 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. Faculty

1. Wanda Douglas, Nursing Instructor, effective August 16, 2011.

B. Classified

1. Carolyn Clodfelter, Office Assistant, DO, Effective June 23, 2011.

**400.2. Change in Status**

A. Professional/Non-Faculty

1. Kevin Pierce, Project Manager Workforce and IRHA Grants, DO, to Business Services Representative, LWIA/DO, effective July 1, 2011.

**400.3. Temporary Contractual Employment**

A. Professional/Non-Faculty

1. Diana Emmons, Temporary Assistant Director of Cosmetology, OCC, effective June 22, 2011.

**400.4. Special Assignments:** A list of Special Assignments for the 2011-2012 academic year is attached to the minutes as an exhibit.

**400.5. Request for Approval of Proposed Non-College Employment**

A. Faculty

Ruby Houldson, EDMC Online Higher Education Online Courses, approximate time per academic year, 120 Hours (1 class/semester).

Ruby Houldson, Lakeland College, Mattoon, IL, approximate time per academic year, 120 Hours (1 night per week).

Ruby Houldson, Indiana State University, Terre Haute, IN, approximate time per academic year, 120 Hours (1 class/semester).

Shirley Smithenry, Richland Memorial Hospital, Olney, IL, approximate time per academic year, 54 days/648 hours.

**400.6. Retirements**

A. Administrative

1. Kathy Pampe, Associate Dean, Career and Technical Education, DO, effective July 1, 2011.

B. Professional/Non-Faculty

1. Janet Herman, Coordinator, Literacy Development, FCC, effective August 1, 2011.

C. Classified

1. Tamara Jaye Fehrenbacher, Program Advisor, Allied Health, OCC, effective August 1, 2011.

**400.7. Resignations**

A. Faculty

1. Lori Phillips, Nursing Instructor, effective August 4, 2011.

B. Professional/Non-Faculty

1. Tamala Stanley, Temporary Assistant Program Director of Cosmetology, OCC, effective June 4, 2011.

## **Personnel Report Addendum**

### **400.8. Employment of Personnel**

#### A. Faculty

1. Laura Bruck, Chemistry Instructor, effective August 16, 2011.

### **400.9. Change in Status**

#### A. Professional/Non-Faculty

1. Jackie Deters, Computer Systems and Data Manager, LWIA/DO, to Computer Systems and Data Manager Workforce Prep and WIA grants, effective July 1, 2011.

### **400.10. Special Assignment**

#### A. Administrative

1. Chris Cantwell, Interim Associate Dean, Career and Technical Education, DO, \$1,000 per month, effective July 1, 2011.

**#14-A. Board Action to Amend Personnel Report:** Trustee John Brooks made a motion to amend the Personnel Report, to add an addendum containing Sections 400.8, 400.9 and 400.10, as recommended. Trustee William Hudson 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 Gary Carter made a motion to approve the amended Personnel Report as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, 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”** – Student Trustee Miranda Steinman made a motion to adjourn. Trustee Gary Carter seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:20 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**

**Trustees  
Presidents  
Cabinet**

**Agenda Item #6**

**Policy First Reading (and Possible Approval)**

**Threat Assessment Policy**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: July 19, 2011  
RE: Threat Assessment Policy 100.25

At the April Board meeting, the Trustees adopted the District's Violence Prevention Plan. Under that plan, the Board must adopt a policy to implement that written prevention plan.

Under the policy proposed, in order to fully comply with the Violence Prevention Plan, the Board would:

- Encourages prevention, intervention, response, and post-incident activity;
- establish a Threat Assessment and Behavioral Intervention Team (TABIT);
- outline a reporting process for concerning behavior;
- establish an assessment process;
- recommend intervention strategies; and
- establish guidelines for faculty and staff on responding to student misconduct.

The District has already accomplished these new policy requirements.

I ask the Board's approval of this new policy dealing with Threat Assessment and Violence Prevention.

TLB/rs

Attachment

**Threat Assessment and Violence Prevention Program (100.25)**

Date Adopted: July 19, 2011 (pending Cabinet and Board of Trustees approval)

The Board of Trustees of Illinois Eastern Community Colleges District #529 is committed to using its best efforts to provide faculty, staff, and students with an environment that is safe, secure and free from threats, intimidation and violence. In order to maintain a safe campus environment, it is important to promote an atmosphere that encourages learning and productive employment. The Board will maintain a written Violence Prevention Plan that:

- encourages prevention, intervention, response, and post-incident activity;
- establishes a Threat Assessment and Behavioral Intervention Team;
- outlines the reporting process for concerning behavior;
- establishes an assessment process;
- recommends intervention strategies; and
- establishes guidelines for faculty and staff on responding to student misconduct.

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**2011-2012 IECC Catalog**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: July 19, 2011  
RE: 2011-2012 IECC Catalog

The District's catalog sets 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 as they occur to the electronic version of the District's catalog on the IECC website. This amended electronic version becomes the binding document for the District's relationship with students, faculty, and staff.

The amended catalog has been sent to you for review and is posted on the IECC website. Following this memorandum are the changes made since the approval of the 2010-2011 catalog.

High school counselors continue to use the catalog when advising students and it has become an up to date listing of courses, degrees, programs and policy statements. The District will print 3300 catalogs for a price of \$9,576.11.

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

TLB/rs

## Additions/Changes to 2010-2011 IECC Catalog

Changed Biofuels to Alternative Fuels (ENRGY C122) & program revisions.....	8/10
Revised Gunsmithing GNSMD572 .....	8/10
Revised Pharmacy Technician, PHM C337.....	8/10
Added Information System Support ISS D471 – FCC .....	8/10
Added Energy Technology ENRGYD121-WVC.....	8/10
Revised Interconnect Technician TELCS C447 – LTC .....	9/10
Revised Computer Telephony TELCS 448 – LTC.....	9/10
Revised OSP Technician TELCS C446 0 LTC .....	9/10
Revised Telecommunications Technology TEL D485 – LTC .....	9/10
Update Financial section.....	9/10
Index updated.....	9/10
Removed Welding C569 –FCC .....	10/10
Removed ISM D177 FCC.....	10/10
Updated Microcomputer Support Specialist Degree – MSS D233 – LTC.....	10/10
Added Gunsmithing GNSM C573- WVC .....	10/10
Condensed IMT C501, C502, & C503 to one page	
Updated Inside Cover; Contents; Course Information, Cooperative Agreements, & Appendices Divider Pagers; and Index.....	10/10
Tuition Cap placed in Financial Section.....	11/10
Revised Cooperative Agreement with Lewis and Clark Community College .....	11/10
Updated licensing information for Cosmetology –COSME C260 .....	11/10
Revised OCC Phlebotomy PHB C339.....	01/11
Added requirements to OCC Welding & Cutting C570 & Welding C276.....	01/11
Added OCC Auto Service Technology I & II AUM C531 & AUM C532 - .....	01/11
Revised OCC Medical Transcription MEDTR C195 .....	01/11
Revised OCC Automotive AUM D520 .....	01/11
Revised LTC Health Information Management HIM C194.....	01/11
Removed Application Fee – Transcript fee changed to \$5.00 – Effective Summer 2011.	01/11
Updated contents and dividers pages after page 172 .....	01/11
Revised Index.....	01/11
Revised Inside Cover .....	01/11
Moved Alternative Fuels ENRGY C122 to the “A” section of the catalog.....	01/11
Revised OCC Medical Office Assistant SMED D190 .....	02/11
Revised Financial Section – added PNC course fees.....	02/11
Revised LTC Process Technology PTEC D302 .....	03/11
Revised Financial International Student Transportation- Summer 2011.....	03/11
Health Information Management Exam fee increase- Summer 2011.....	03/11
Medical Assistant Program National Health Association Fee increase –Summer 2011 ...	03/11
Telecommunication Program Fees revised: TEL 2291:TEL 2299: Added TEL 2264.....	03/11
Added Application Requirement to OCC Cosmetology-COSME C260.....	03/11
Revised Student Conduct Policy, page 29 .....	4/11
Revised ADN and Practical Nursing OCC section removing composite ranking score ...	4/11
Added Medical Coding Associate Certificate MCOA C189- OCC .....	4/11
Revised WELCT C570 and WELD C276 OCC.....	4/11
Revised COSME C 260 Cosmetology at OCC.....	4/11

Revised MEDA C 192, Medical Assistant LTC.....	4/11
Added Associate in Engineering Science Degree AES D103 .....	4/11
Admission Information updated .....	5/11
Board of Trustees updated .....	5/11
Financial Section updated tuition and financial aid section.....	5/11
Allied Health updated .....	5/11
Massage Therapy THM C338 OCC revised.....	5/11
Cooperative Agreements updated.....	5/11
Appendices updated.....	5/11
Revisions to OSP Technician TELCS C446, Interconnect Technician TELCS C447,and Telecommunications Technology Degree TEL D485, LTC.....	6/11
Added Computer Security and Forensics MSS C239, LTC .....	6/11
Added Health Informatics Technician HNFO C210, Medical Coding Specialist HNFO C211, Medical Quality Technician, HNFO C212, Physician Office Assistant HNFO C213.Medical Receptionist HNFO C214, and Health Informatics Degree HNFO D 197 at FCC .....	6/11
Revised Pharmacy Technician PHM C337, LTC .....	6/11
Revised Inside Cover .....	6/11
Removed Welding C276 OCC.....	6/11
Revised Financial Page – International Application Fee .....	6/11

**Agenda Item #8B**

**2011-2013 Marketing Plan**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: July 19, 2011  
RE: 2011-2013 Marketing Plan

The District develops a District-wide marketing and information plan every two years.

The plan sets forth: the publications that will be prepared by the colleges and the District; the colleges and District's web presence and social media that will be utilized; the reports that will be prepared by the colleges and the District; the training and resources that will be utilized; the public relations efforts; the paid advertising that will be purchased by the colleges and the District; the various printing flyers, business cards, and postcards; and the graphic and photography standards that will be met.

In addition, the Marketing Plan sets forth the goals that the colleges and the District office have set for activities within the next two years.

I ask the Board's approval of the 2011-2013 District Marketing Plan.

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT-WIDE MARKETING/INFORMATION PLAN  
2011 - 2013**

COLLEGE/OFFICE	ACTIVITY	TARGET GROUP	RESPONSIBILITY	COST ESTIMATE	TIME FRAME
<b>Frontier Community College</b>	<b>PUBLICATIONS</b>				
	Explorer (class schedule/handbook)	Current students, prospective students, general public	Public Information and Marketing	\$3,800 Fall \$3,800 Spring \$1,100 Summer	October March April
	District 529 Directory	IECC staff, in-district high schools	Public Information and Marketing	\$50 Intranet Posting	September
	Fall orientation postcards	New students	Public Information and Marketing	\$25	August
	Programs: Commencement, PTK Induction, Wayne County Scholastic Bowl	Guests and participants	Public Information and Marketing	\$600	Annually
	Voyager Newsletter	Adjunct faculty, students	Public Information and Marketing		October, December, March, May, July
	Program brochures	Prospective / current students	Public Information and Marketing		As needed
	Flyers/signs	Variable	Public Information and Marketing		As needed
<b>Lincoln Trail College</b>	NETWORK newsletter	LTC supporters, Foundation, employees, IECC Board	Marketing		Monthly
<b>Olney Central College</b>	Spring Focus	Prospective/current students, and community	Public Information and Marketing	\$6,000	October (Annually)
	Fall Focus	Prospective current students, and community	Public Information and Marketing	\$6,000	July (Annually)
	Summer and fall schedules	Prospective students, current students and general public	Public Information and Marketing	\$2,000	March (Annually)

COLLEGE/OFFICE	ACTIVITY	TARGET GROUP	RESPONSIBILITY	COST ESTIMATE	TIME FRAME
<b>PUBLICATIONS (continued)</b>					
<b>Olney Central College</b>	Brochures	Prospective/current students, and community	Public Information and Marketing	\$1,000	Ongoing
	Student Handbook and Survival Guide	Current Students	Public Information and Marketing	\$2,700	August (Annually)
	Pocket Calendar	Students, staff, and Foundation members	Public Information and Marketing	\$2,600	August (Annually)
	Newsletter	Student, staff and community	Public Information and Marketing	\$500	August-July (Annually)
	Theatre programs	Community	Public Information and Marketing		March and October (Annually)
<b>Wabash Valley College</b>	Program brochures (update)	Prospective and current students, counselors	Enrollment Management		As needed
	Online student handbook	New and current students, staff	Enrollment Management		Annually (June) online
	Admissions packet/ recruitment folder- interactive CD	Prospective students	Enrollment Management, Assistant Dean of Student Services		Ongoing
	Promotional flyers & postcards	Prospective students	Enrollment Management		Ongoing as needed
	Commencement program	Graduates, parents, family, friends, public	Director of Public Information and Marketing	\$1,665	Annually (May)
	Performing arts program	Theatre patrons	Coordinator of Community Services, Director of Public Information and Marketing		As needed
	"The Valley News"	Students, staff	Administrative Assistant to President		Biweekly
	"View from the Valley"	Faculty, staff, businesses, community	Enrollment Management		Monthly

COLLEGE/OFFICE	ACTIVITY	TARGET GROUP	RESPONSIBILITY	COST ESTIMATE	TIME FRAME
<b>PUBLICATIONS (continued)</b>					
<b>District Office</b>	Compile and publish printed catalog with assistance of FCC, LTC, OCC, and WVC	Colleges/universities, IECC colleges, counselors/advisors, students	Chief Academic Office, Deans, Information/Marketing Team, Transfer/Recruitment/Advising Committee (TRAC), Institutional Development	\$7,500-\$10,000	Annually
	IECC Fact Sheet	Prospective students, business/industry, general public	Recruitment Office, Institutional Development		Annually/as needed (coordinate with tuition increase)
	Online brochures: transfer, district-wide programs	Transfer students, counselors/advisors	Chief Academic Office, Transfer/Recruitment/Advising (TRAC) Committee, Institutional Development		Update as needed
	FLOW flyer with assistance of Recruitment	Prospective students, general public	Chief Academic Office, Recruitment, Institutional Development		Annually/as needed
	Students First! Newsletter	Staff, students	Institutional Development, Students First! Committee		Fall/spring semesters
	Continue to update and create new program brochures	Prospective students, business/industry, advisors/counselors	Information/Marketing Team, Recruitment, Institutional Development, Transfer/Recruitment/Advising Committee (TRAC)		As needed
	Update policy/procedures manuals	Public, employees	District Office staff, Institutional Development		Ongoing
	Update staff handbook	Employees	Personnel, Institutional Development		September
	Update faculty handbook	Faculty	Deans, Institutional Development		June/July
	IECC common schedule	Secondary institutions, counselors/advisors	Deans, Information Technology, Institutional Development		Spring, summer, fall

COLLEGE/OFFICE	ACTIVITY	TARGET GROUP	RESPONSIBILITY	COST ESTIMATE	TIME FRAME
<b>PUBLICATIONS (continued)</b>					
<b>Recruitment</b>	Prospective student information packet: recruitment folder	Prospective students	Recruitment, Institutional Development	\$500	August
	International brochures	International students	International Office, Institutional Development	\$500	Annually

COLLEGE/OFFICE	ACTIVITY	TARGET GROUP	RESPONSIBILITY	COST ESTIMATE	TIME FRAME
<b>WEB PRESENCE AND SOCIAL MEDIA</b>					
<b>Frontier Community College</b>	Facebook News & Events	Current students, general public	Public Information and Marketing		Ongoing
	IECC/FCC Webpage News & Events	Current and prospective students, general public	Public Information and Marketing		Ongoing
<b>Lincoln Trail College</b>	Webpage maintenance: <ul style="list-style-type: none"> <li>• LTC homepage</li> <li>• Men's basketball</li> <li>• Women's basketball</li> <li>• Performing Arts</li> <li>• Online LTC calendar</li> </ul>	Prospective students/Community	Marketing		Ongoing
	LTC Happenings email newsletter	H.S. guidance counselors, chambers, Business and Professional Women	Marketing		Monthly
	LTC Happenings email newsletter	Internal	Marketing		Weekly
	Facebook	Prospective students/community	Marketing		Daily
	Twitter	Prospective students/community/community colleges	Marketing		Daily
	Blogger Site	Prospective students/community/alumni	Marketing		As needed
	Banner advertising on WTHI	Prospective students/community	Marketing		Weekly
	YouTube	Prospective students/community	Marketing		Event based
	<b>Olney Central College</b>	Webpages maintained <ul style="list-style-type: none"> <li>• OCC homepages</li> <li>• Performing Arts</li> <li>• OCC Foundation</li> <li>• Fitness Center</li> </ul>	Prospective/current students, staff and community	Public Information and Marketing	

COLLEGE/OFFICE	ACTIVITY	TARGET GROUP	RESPONSIBILITY	COST ESTIMATE	TIME FRAME
<b>WEB PRESENCE &amp; SOCIAL MEDIA (continued)</b>					
<b>Olney Central College</b>	OCC Facebook Page	Prospective/current students, and community	Public Information and Marketing		Ongoing
<b>Wabash Valley College</b>	WVC campus news and press release	Prospective students, community	Enrollment Management, Student Services		Ongoing
	Promotional efforts	Prospective students, community	Enrollment Management, Student Services		Ongoing
	Links: 1-Warrior Athletics 2-WVJC the Bash 3-Bookstore 4-Performing Arts 5-Student handbook	Potential athletes, prospective students, current students, and patrons	Links: 1-Coaches 2-Radio/TV Broadcasting 3-Bookstore Manager 4-Office Assistant 5-Enrollment Management		Ongoing
<b>District Office</b>	Prospective student and parent information	Prospective students/ parents	Institutional Development, Student Services		Ongoing
	IECC online catalog	Students/advisors, faculty, colleges/ universities	Institutional Development, Webmaster		Monthly
	IECC Connections (online newsletter)	Students, staff, community	Institutional Development, College Marketing Directors		Monthly
	College/District current events & press releases on IECC website	General public, students, staff	Institutional Development		Daily/as needed
	Staff directory on web site	General public, staff, students	Webmaster, Information Technology, Institutional Development		Monthly/as needed

COLLEGE/OFFICE	ACTIVITY	TARGET GROUP	RESPONSIBILITY	COST ESTIMATE	TIME FRAME
<b>Frontier Community College</b>	<b>MAILING/RECRUITING</b>				
	News releases	Area media	Public Information and Marketing		Ongoing
	College fairs	Prospective students	Advisement		Fall
	High School visits	Prospective students	Student Services		As needed
	Discover test/campus visit	Current high school students	Director of Career Advisement		Fall and spring semesters
	Discover Testing/Campus Visit	Current high school students	Advisement		Fall and Spring
	TRiO recruitment	Prospective high school students	Student Advantage Network Counselor		March
Letters/Postcards	Prospective students	Student Services and Public Information and Marketing	\$1,000	Fall and spring	
<b>Lincoln Trail College</b>	Events/registration postcards	Prospective/current students	Marketing and Student Services	\$150-500	As needed
	Congratulatory Postcard Mailings	Current students/alumni	Marketing and Student Services		As needed
	Mini Brochures	Prospective Students	Marketing	\$500	As needed
	Admission Folders New mailers for Admission Packets	Prospective Students Prospective students	Marketing Marketing	\$1,000	As needed As needed
<b>Olney Central College</b>	Spring Focus and Fall Focus	Current students, prospective students and general public	Public Information and Marketing	Included in printing costs	October (Annually) July (Annually)
	Postcards	Prospective Students	Public Information and Marketing	\$500	May
<b>Wabash Valley College</b>	Utilizing Peer Counselors as Student Ambassadors	Give prospective student tours	Enrollment Management, Assistant Dean of Student Services		Ongoing as arranged with schools
	Web-request mailings	Prospective students who request info via online	Enrollment Management		Ongoing
	Industry visits	Work Force, prospective students	Lead Instructors		Ongoing

	Activity	Target Group	Responsibility	Cost Estimate	Time Frame
<b>Wabash Valley College</b>	<b>MAILING/RECRUITING (continued)</b>				
	Postcards, flyers, & interactive CDs	Mailed to prospective students, current students	Enrollment Management		Each semester & event promotion
	Telemarketing using Peer Counselors	Contact prospective students in WVC database	Enrollment Management, faculty, Student Services, Peer Counselors		Ongoing as can be arranged with students
	Recruitment Events: Springfest, Oktoberfest, Preview Days, County Fairs, "Cookie Run," WVC College Fair, Financial Aid Spotlight Night, Bash on the Wabash	Current students, prospective students, community members	Enrollment Management, Assistant Dean of Student Services, Financial Aid Coordinator		Ongoing
<b>Recruitment</b>	IECC common schedule	Counselors, advisors	Recruitment, Institutional Development		Each semester
	Letters to faculty	High school faculty	Recruitment		Ongoing
	Utilizing list serve for email, program/events updates	High school counselors	Recruitment, Directors of Public Information & Marketing		Ongoing

COLLEGE/OFFICE	ACTIVITY	TARGET GROUP	RESPONSIBILITY	COST ESTIMATE	TIME FRAME
<b>REPORTS</b>					
<b>Frontier Community College</b>	Enrollment reports	Internal	Coordinator of Registration and Records		Ongoing
	Newspaper Clippings	Internal	LRC Clerk		Monthly
<b>Lincoln Trail College</b>	Printer usage reports	Internal	Marketing		Monthly
	LTC Marketing report	Internal	Marketing		April ( Annually)
	Newspaper clip library	Internal	Marketing		Weekly
<b>Olney Central College</b>	OCC Foundation Annual Report	Foundation members/community	Public Information and Marketing		September (Annually)
<b>Wabash Valley College</b>	WVC marketing plan	Enrollment Management Committee	Director of Enrollment Management		Ongoing
	Archives	WVC faculty, staff	Office Assistant		Ongoing
<b>District Office</b>	Student satisfaction surveys	Currently enrolled students	Advisors, Institutional Development		Fall and spring semesters
	Evaluation of PR and marketing surveys	Currently enrolled students, newly enrolled students	Advisors, Institutional Development		Spring semester
	Employee satisfaction surveys	CEO, Board of Trustees, Presidents, IECC staff and faculty	Institutional Development		Annually/Fall District-Wide Workshop

COLLEGE/OFFICE	ACTIVITY	TARGET GROUP	RESPONSIBILITY	COST ESTIMATE	TIME FRAME
<b>Frontier Community College</b>	<b>TRAINING/RESOURCE</b>				
	Conferences and Workshops	Coordinator of Public Information & Marketing	Public Information & Marketing	\$300	Annually
<b>Lincoln Trail College</b>	Professional development	Internal	Marketing		Ongoing
<b>Olney Central College</b>	Conferences and workshops	Coordinator of Public Information and Marketing	Coordinator of Public Information and Marketing	\$800	As available
<b>Wabash Valley College</b>	Professional development	Enrollment Management Team	Enrollment Management Team		As available
	Enrollment Management Team meetings	Faculty, staff	Dean of Instruction, Team Members		Ongoing
<b>District Office</b>	District Wide Professional development workshops	Faculty, staff	Institutional Development & Hosting College	\$5,000	Ongoing
	FERPA information and training	Staff, faculty, students	Institutional Development		Ongoing

COLLEGE/OFFICE	ACTIVITY	TARGET GROUP	RESPONSIBILITY	COST ESTIMATE	TIME FRAME
<b>PUBLIC RELATIONS</b>					
<b>Frontier Community College</b>	Car Care Clinic	General Public	Automotive Instructor/Students		October
	Senior Citizens Day	General public	Staff		March
	Phi Theta Kappa Induction	Current Students, Families	PTK Advisory		March
	Breakfast with the Bunny	General Public	Staff		April
	Wayne County Scholastic Bowl	Prospective Students, General Public	Staff		April
	Lineman Rodeo	Prospective Students, current students, general public	Staff		April
	Family Literacy Fest	General Public	Literacy Staff		May
	Commencement	Graduates, General Public	Advisor, Staff		May
	Breakfast with Santa	General Public	Staff		December
	Parades	General Public	Staff		October, December
<b>Lincoln Trail College</b>	EVENT PLANNING Santa Day	Community	Special Events committee		December
	Trick or Treat at the Trail	Community	Special Events committee		October
	Graduation	Community	Marketing		Annually
	COMMUNITY PARTICIPATION Expos and fairs	Prospective students/ Community	Recruiting		Annually

	News releases	Prospective students/community	Marketing		Ongoing
	Parades (includes walking unit and giveaway procurement)	Community/prospective students	Marketing	\$200	Annually
	Triathlon	Community	Marketing		Annually

COLLEGE/OFFICE	ACTIVITY	TARGET GROUP	RESPONSIBILITY	COST ESTIMATE	TIME FRAME
<b>Lincoln Trail College</b>	<b>PUBLIC RELATIONS (continued)</b>				
	Community Events (includes use of Student Ambassadors for the college)	Community/prospective students	Recruiting		Annually
	PHILANTHROPIC PARTICIPATION Relay For Life	Community	Marketing		Annually
	Congratulatory Postcard Mailings Engagements, weddings, honors	Alumni	Marketing		Ongoing
	Commencement	Candidates for graduation/community	Marketing		Annually
<b>Olney Central College</b>	News releases	Prospective/current students, staff and community	Public Information and Marketing		Ongoing
	Radio and cable television public service announcements	Prospective /current students, staff and community	Public Information and Marketing		Ongoing
	Bulletin boards	Prospective/current students, staff and community	Public Information and Marketing		Ongoing
	Telephone Messages	Prospective/current students staff and community	Public Information and Marketing	\$10	Ongoing
	WYSE Competition	High School Student	WYSE Committee		February
	Marquee	Students/Community	Student Services Office		Ongoing
	Promotional videos for social media	Prospective students	Public Information and Marketing		Beginning Fall 2011

COLLEGE/OFFICE	ACTIVITY	TARGET GROUP	RESPONSIBILITY	COST ESTIMATE	TIME FRAME
	<b>PUBLIC RELATIONS (continued)</b>				
<b>Wabash Valley College</b>	Press Releases	Prospective students, current students, community	Enrollment Management, Director of Public Information and Marketing		Ongoing
	Community Events: Expos, Springfest, Oktoberfest, Preview Days, county fairs, Bash on the Wabash	Community, prospective students	Student Services, Director of Public Information and Marketing		Ongoing as needed
	Promotional/recruiting items for giveaways	Prospective students, counselors, business/industry	Enrollment Management		Ongoing
	Alumni Association	Alumni	Assistant to the President, Foundation		Ongoing
	Orientation and late registration	New students, prospective students	Student Services, Peer Counselors		Each semester
	Athletic camps and tournaments	Prospective students, community	Coaches		Summer/weekends
	Performing Arts Series/ Young Audience Series	Community, students, staff, school children	Wabash Valley Arts Council, Director of Public Information and Marketing		Ongoing
	Family Reading Night	School children, community members	Director of Learning Resource Center		Fall
	Presentations for community groups/agencies	Agency clients (prospective students)	Administration, lead instructors, Enrollment Management		Ongoing

<b>District Office</b>	Press releases	General public, staff, students	Institutional Development, CEO Office, District Office programs		As needed
	Recruiting materials	New students, high school students, international students, counselors/ advisors, business/ industry	Recruitment, Institutional Development		Each semester, as needed

College/Office	ACTIVITY	TARGET GROUP	RESPONSIBILITY	COST ESTIMATE	TIME FRAME
<b>District Office</b>	<b>PUBLIC RELATIONS (continued)</b>				
	Telephone messages	General public, prospective students	Communications Specialist, IECC colleges, District Office, Information/Marketing Team, Institutional Development		Monthly, as needed
<b>Recruitment</b>	High school visits	High school students, high school counselors	Recruitment		Fall and spring
	Counselor luncheon	High school counselors	Recruitment, Transfer/Recruitment/Advising Committee (TRAC)		Annually (spring or fall)
	High school college and career fairs	High school students, prospective new students	Recruitment		Fall and spring
	Special activities: attend community events as requested	Public at large, community	Recruitment		Ongoing

COLLEGE/OFFICE	ACTIVITY	TARGET GROUP	RESPONSIBILITY	COST ESTIMATE	TIME FRAME
<b>Frontier Community College</b>	<b>ADVERTISING</b>				
	Radio Ads & Press Releases	General public, current and prospective students	Public Information and Marketing	\$7,000	Ongoing
	Newspaper Ads (courses, programs, special events) and Press Releases	General public, current and prospective students	Public Information & Marketing	\$8,000	Ongoing
	Yearbook/Clubs	Current and prospective students	Public Information & Marketing	\$300	Fall
	Promotional Items	General public, current and prospective students	Public Information and Marketing	\$1,000	Annually
	Marquee	General public, current students	Public Information and Marketing		Ongoing
	Campus News Sheet	Current student	Public Information & Marketing		Weekly
	LRC Lobby TV Screen	Current students	LRC Director		Weekly
Classified Ads	Prospective adjunct faculty	Public Information & Marketing		As needed	
<b>Lincoln Trail College</b>	PRINT: H.S. yearbook	Prospective students	Marketing	\$300	Spring
	Classified ads for positions	Prospective employees	Marketing	\$250	As needed
	Miscellaneous ads	Prospective students	Marketing	\$3,000	Includes registration, special events ads
	*Trailheads for campus restrooms	Prospective students	Marketing		Weekly
	Yellowbook	Prospective Students	Marketing	\$250	Annual

COLLEGE/OFFICE	ACTIVITY	TARGET GROUP	RESPONSIBILITY	COST ESTIMATE	TIME FRAME
Lincoln Trail College	<b>ADVERTISING (continued)</b>				
	RADIO: Local radio package including weekly civic Interest program	Prospective students/community	Marketing	\$2,500	Annual
	*Additional radio sponsorships	Prospective students/community	Marketing	\$2,500	
	TELEVISION: Television:30 ads NBC/, FOX package(includes month spot), CBS/includes banner ad on website	Prospective students/community	Marketing	\$13,000 \$5,000	Annual
	PHONE PROMOTION: On-hold message creation	Prospective students/community	Marketing		Three times per year
	Cancellation posting (e2 Campus)	Current students/ community	Marketing		As needed
	VISUAL DISPLAYS: Post events on Big Four digital sign	Community	Marketing		Monthly
Bank scrolling sign	Community	Marketing		Monthly	
Olney Central College	Television	Prospective students/community	Public Information and Marketing	\$7,500	Ongoing
	Radio	Prospective students/community	Public Information and Marketing	\$4,000	Ongoing
	Newspaper	Prospective students/community	Public Information and Marketing	\$3,000	Ongoing

COLLEGE/OFFICE	ACTIVITY	TARGET GROUP	RESPONSIBILITY	COST ESTIMATE	TIME FRAME
<b>Olney Central College</b>	<b>ADVERTISING (continued)</b>				
	Evening class flyers	Prospective students,	Public Information and Marketing	\$2,000	Ongoing
	Promotional giveaways	High School students	Public Information and Marketing	\$850	Ongoing
	Yearbooks	High School Students	Public Information and Marketing	\$100	Ongoing
<b>Wabash Valley College</b>	Radio: Ads, press releases, radio shows	Community, prospective students	Enrollment Management, Lead Instructor of Broadcasting		Ongoing
	TV: Ads, press releases, interviews	Community, prospective students	Enrollment Management		Ongoing
	Print: Course promotion, press releases, yearbook ads, local athletics sponsorship	Prospective students, public relations	Enrollment Management		Ongoing
	Promotional giveaways	Prospective students	Enrollment Management		Ongoing
	Flyers & postcards	Prospective students	Enrollment Management		As needed
	Marquee	Community, students, staff	Director of Public Information & Marketing		Ongoing
	Testimonial ads by former or current students	Prospective students, community	Enrollment Management, Student Services		Ongoing
	<b>District Office</b>	Newspaper ads/special editions, High School events	General public, prospective students	Institutional Development, Recruitment	\$3,000
Radio ads – radio station news sponsorships		General public, prospective	Institutional Development,	\$5,000	July, November, March
Television advertising- WSIU Scholastic Bowl		General Public, prospective students	Institutional Development, Recruitment	\$2,500	Annually
Magazine ads		General public, prospective students	Institutional Development	\$3,000	As needed

COLLEGE/OFFICE	ACTIVITY	TARGET GROUP	RESPONSIBILITY	COST ESTIMATE	TIME FRAME
<b>Lincoln Trail College</b>	<b>PRINTING</b>				
	Flyers/posters	Prospective students/current students/community	Marketing		As needed
	*Business cards redesign	Internal	Marketing		As needed
	Program brochures/LTC-specific brochures and booklets	Prospective students	Marketing		As needed
	Admissions packet contents	Prospective students	Marketing		As needed
	Foundation/LTC scholarship packets	Prospective students	Marketing/Student Services		Annually
	Commencement programs	Candidate for graduation/guest	Marketing		Annually
<b>Olney Central College</b>	Flyers	Prospective students, current students and community	Public Information and Marketing	\$100	Ongoing
<b>Wabash Valley College</b>	Flyers/postcards	Prospective students	Enrollment Management		Ongoing
	WVC scholarship packets	Prospective students	Enrollment Management, Financial Aid Coordinator		Fall
<b>District Office</b>	Secure printing cost bids	District Office programs	Institutional Development, District Office program director		Ongoing
	Maintain list of printing vendors	District Office programs, Information/Marketing Team	Institutional Development, Information/Marketing Team		Ongoing

COLLEGE/OFFICE	ACTIVITY	TARGET GROUP	RESPONSIBILITY	COST ESTIMATE	TIME FRAME
<b>Frontier Community College</b>	<b>GRAPHIC STANDARDS &amp; PHOTOGRAPHY</b>				
	Photograph campus events, students	Current and prospective students, and FCC archives	Public Information and Marketing	\$100	Ongoing
	Video Campus Events	Current and prospective students	Public Information and Marketing		Ongoing
<b>Lincoln Trail College</b>	Serve as last step in ordering printing on campus to ensure correct usage of logo and language	Internal	Marketing		Ongoing
	Photography/videotaping of events and cataloging for archives	Internal	Marketing		Ongoing
	Maintain student release files	Internal	Marketing		Ongoing
	Final editor of Performing Arts programs and posters	Internal	Marketing		Fall, spring, summer
<b>Olney Central College</b>	Provide final approval for all printed media to ensure the Visual Identity Guide standards are met	Internal	Public Information and Marketing	None	To begin as soon as guide approved.
	Photography	Students, faculty, staff and community	Public Information and Marketing	\$50	Ongoing
<b>Wabash Valley College</b>	Campus Photography for events and marketing	Prospective students, community, current students	Enrollment Management		Ongoing
	Incorporate cutting edge graphic design/video editing techniques	Internal	Enrollment Management, Radio/TV Broadcasting department		Ongoing

<b>District Office</b>	Record of special events	General public	Institutional Development		As needed
	IECC logo	IECC staff	Institutional Development		As needed
	Provide recruitment with technical assistance on developing marketing materials	Prospective students, general public	Institutional Development, Recruitment		As needed
	Provide assistance with graphics for grant applications	IECC staff	Institutional Development		As needed

#### **DISTRICT-WIDE GOALS**

##### **Frontier Community College**

1. Encourage more students to “Like” Frontier’s Facebook page.
2. Increase enrollment.
3. Expand interest in Career and Technical Education programs.
4. Expand the awareness of FCC throughout the five counties.

##### **Lincoln Trail College**

1. To continue to remain competitive with other colleges by providing direct and unique advertising products that will attract a variety of students.
2. To promote LTC by increasing LTC employees community involvement.
3. To increase enrollment by advertising the college’s unique offerings.

##### **Olney Central College**

1. Continue campaign to promote alumni success.
2. Implement branding campaign, which includes adoption of Visual Identify Guide and other standards.
3. Explore new and creative ways of promoting CTE programs.
4. Explore new avenues of dispersing information to current students.

##### **Wabash Valley College**

1. Increase the number of high school recruitment visits to local high schools. Visit each local high school at least twice per semester.
2. Increase number of students “Like” for Facebook page.
3. Develop and expand current recruitment events in order to attract more students.
4. Increase advertisement on WVJC – The Bash radio station.
5. Build relationships and increase communications throughout the district.
6. Market and recruit for new classes that are being developed.

### **District Office**

1. Expand digital marketing campaign for IECC online degrees and district programs.
2. Work with IT on development of mobile application program.
3. Purchase and implement a catalog management system for print and online catalog.
4. Promote Illinois Eastern Community College District through radio, television, and printed materials.
5. Increase communications levels among the District Office and the colleges.
6. Continue to contribute and provide suggestions for development of IECC Homepage and Entrata.
7. Assist colleges in coordination of marketing and recruitment activities.
8. Development of District Enrollment Management Plan

7-19-2011

Cover design by Danelle Hevron

**Agenda Item #8C**

**Applied Music Rate**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: July 19, 2011  
RE: Applied Music Rate

The District, through negotiation with the faculty union, establishes a rate for applied music individual instruction. Many music students request and receive individual instruction from IECC instructors and the Board established the rate of compensation for such individual instruction.

The District and the Union last changed the rate in December 2008 when the Board took action to set the rate of \$143.00 per student per credit hour effective with the Spring Semester 2009.

I recommend that the individualized applied music rate be increased to \$153.00 per student per credit hour effective with the Fall Semester 2011. The Union leadership has verbally agreed that this is acceptable and a copy signed by Union representatives should be presented to the Board on July 19<sup>th</sup>.

TLB/rs

Attachment

**MEMORANDUM OF AGREEMENT**

This is a Memorandum of Agreement between the Board of Trustees of Illinois Eastern Community Colleges, District No. 529 (“Board”) and the Illinois Eastern Community Colleges Education Association, IEA-NEA (“Association”). The Board and the Association hereby agree as follows:

Section 9.3 Overload Both parties agree to increase the individualized applied music rate to \$153 per student, per credit hour effective with the Fall 2011 semester.

IN WITNESS WHEREOF, the parties have hereunto set their hands as the dates indicated below.

BOARD OF TRUSTEES OF  
ILLINOIS EASTERN COMMUNITY  
COLLEGES, DISTRICT NO. 529

ILLINOIS EASTERN COMMUNITY  
COLLEGES EDUCATION  
ASSOCIATION, IEA-NEA

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Agenda Item #8D**

**Agreement with University of Illinois – Chicago On-Line Nursing Degree**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: July 19, 2011  
RE: Agreement with University of Illinois – Chicago On-Line Nursing

President Rodney Raney and President Tim Taylor have worked with the University of Illinois-Chicago to have an on-line Bachelor's Degree in Nursing (BSN) offered to students in the IECC district.

This is a significant improvement in the course offerings of the District and all involved should be commended for providing this opportunity. Students will now be able to get an Associate Degree in Nursing (ADN) degree from IECC and then complete a BSN on-line with the University of Illinois-Chicago.

I believe the agreement is advantageous to both institutions and has been carefully drafted to reflect the needs of each.

I ask the Board's approval of this new Memorandum of Agreement for the On-Line Bachelor's Degree in Nursing by the University of Illinois – Chicago effective Fall Semester 2011.

TLB/rs

Attachment

Illinois Eastern Community Colleges -- University of Illinois Chicago Online RN-BSN  
Program  
Memorandum of Understanding

It is the shared intention of Illinois Eastern Community Colleges (IECC) and the University of Illinois at Chicago College of Nursing, working with the UIC School of Continuing Studies, to create a well defined pathway from the IECC ADN to the online UIC RN-BSN degree, and to build a strong support system for those IECC nursing students interested in pursuing this educational goal.

This cooperative relationship is undertaken for the purpose of increasing access to educational opportunities for IECC ADN students. In so doing, it seeks to address the region's need for a professional nursing work force that is educationally prepared to serve as nursing leaders in the community. This memorandum targets those IECC students who exhibit a high degree of motivation and academic achievement, have an aptitude for and interest in online education, and who seek a quality baccalaureate to post-baccalaureate education from a research university. The fully online UIC RN-BSN program will allow IECC ADN students to achieve their academic and career goals while continuing to live and work in the region.

IECC and UIC will cooperate to identify qualified prospective students and provide them with early academic advising that will expedite matriculation in the online UIC RN-BSN program upon completion of the IECC ADN. Furthermore, IECC and the UIC RN-BSN program will work together to establish a student friendly transfer process and will jointly market the online UIC RN-BSN program to IECC nursing students. To accomplish this, the UIC RN-BSN program will endeavor to:

- Provide transfer guides to assist students in completing prerequisite courses for the online UIC RN-BSN program before graduation from the ADN program;
- Provide training for the IECC advisors on the online UIC RN-BSN program;
- Create informational microsites on the UIC Online gateway for IECC students, advisors, and administrators;
- Provide RN-BSN program staff for college, corporate, and/or organization webinars, open houses, meetings, class visits or transfer fairs;
- Provide suitable informational materials for IECC ADN students interested in pursuing the online RN-BSN degree;
- Provide information on available scholarship and financial aid options.

Illinois Eastern Community Colleges will endeavor to:

- Advise ADN students and recent graduates interested in the UIC online RN-BSN program, based on information provided by the RN-BSN program;
- Provide assistance to IECC students in completing financial aid applications for the UIC RN-BSN program;
- Provide access to IECC's library services and computer labs for IECC ADN graduates participating in the UIC RN-BSN program;
- Collaborate to locate and/or provide appropriate pre-requisite courses for IECC ADN graduates

This memorandum of understanding is nonbinding but it reflects the strong commitment on the part of the UIC RN-BSN program and IECC to build a flexible relationship that responds to student needs while moving toward the mutual goal of increasing the number of nurses who earn the BSN degree in the Southeastern Illinois region.

This agreement will be reviewed annually by both parties in terms of program participation and outcomes.

_____ Dr. G. Andrew Fischer, Chairman Illinois Eastern Community Colleges Board of Trustees	_____ Date	_____ Dr. Teri Weaver, Dean UIC College of Nursing	_____ Date
_____ Terry Bruce, CEO Illinois Eastern Community Colleges	_____ Date	_____ Cordelia Maloney, Exec. Director UIC School of Continuing Studies	_____ Date
_____ Rodney Ranes, President Olney Central College	_____ Date		
_____ Tammy Fralicker, Associate Dean of Nursing & Allied Health Olney Central College	_____ Date		

**Agenda Item #8E**

**Course Fee Revision – PNC 1215**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: July 19, 2011  
RE: Course Fee Revision – PNC 1215

Both nursing students (NUR) and Practical Nurse Certificate students (PNC) take the same exit course, but are charged different fees for the modular fees, the lab fees, and review fees.

In an effort to make these course fees consistent in both NUR and PNC courses, fees need to be changed for PNC 1215 students. The course review fee would go from the current \$25.00 to \$50.00, the course lab fee would increase from the current \$25.00 to \$50.00 and the module fee would increase from the current \$8.00 to \$9.00. These increases also reflect the increased cost of NCLEX software for the review courses.

I would ask the Board's approval of these new proposed fees to become effective Fall Semester 2011.

TLB/rs

**Agenda Item #8F**

**Course Fee Revision – CMI 1203**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: July 19, 2011  
RE: Course Fee Revision – CMI 1203

The District currently offers CPR courses throughout the district. At the conclusion of the course students who successfully complete are given an American Red Cross CPR certification card. The American Red Cross has increased the cost of the card from \$5.00 to \$6.00. The District currently charges the student \$5.00 for the certification card.

I would ask the Board to increase the course fee of CMI 1203 to cover this increased cost, effective Fall Semester 2011.

TLB/rs

**Agenda Item #8G**

**Practical Nursing Readmission Requirements**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: July 19, 2011  
RE: Practical Nursing Readmission Requirements

IECC graduates in the Practical Nursing Certificate Program (PNC) often seek admission to the college for enrollment in the Associate Degree in Nursing Program (ADN).

President Rodney Ranes and the Allied Health Nursing Administration and Faculty seek approval to require Practical Nursing Certificate graduates take NUR 1205 prior to entering courses if they completed the PNC program two or more years earlier.

The policy would be implemented by adding the following language to the Practical Nursing Certificate section of the college catalog: "If there will be two or more years between completion of the Practical Nursing Program and entry into the Associate Degree Nursing Program, the student must complete NUR 1205 prior to entering nursing courses".

I ask the Board's approval of this change in admission into the ADN Program by PNC graduates.

TLB/rs

**Agenda Item #8H**

**Agreement with Teen Parent Program - Clay-Jasper-Richland-North Wayne**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: July 19, 2011  
RE: Agreement with Teen Parent Program Clay-Jasper-Richland-North Wayne

The District, through Olney Central College, provides services to pregnant and parenting teens in the school districts located in Clay, Jasper, Richland and North Wayne. The school districts pay the sum of \$8,000.00 for this service.

The District makes visits on a monthly, bi-weekly or weekly basis, depending on the needs of students and the schools. The Director of the program writes grants to assist in providing special programs and services for pregnant and parenting teens. In addition, the college provides field trips, carry-in luncheons and workshops. The District also refers students to various social service agencies for additional help. The District has successfully operated this program for over a decade and the school districts appreciate the services provided.

I ask the Board's approval of the contract with the Clay Jasper Richland and North Wayne Districts for the period July 1, 2011 through June 30, 2012.

TLB/rs

Attachment

**Teen Parent Contractual Agreement**  
**Between**  
**Illinois Eastern Community Colleges, Olney Central College, and the**  
**Board of Control of Clay, Jasper, Richland, and North Wayne Counties**

The Transition Center at Olney Central College will provide the following services for pregnant and parenting teens in Clay, Jasper, Richland, and North Wayne school systems for the 2011-2012 school year.

The Director of the Transition Center at Olney Central College will visit each school in the Delivery System that has pregnant and parenting teens. A visit will be made on a monthly, bi-weekly or weekly basis, depending on the need of each student and school. Visits will last the length of time necessary to serve the students in attendance. If a school does not have pregnant or parenting teens attending, the Director will not visit that school. However, the Director will stay in contact with the Guidance Office and will remain available as needed.

Phone calls, correspondence and arranged home visits will be made in the event a student is homebound, ill, has poor attendance, etc.

The Transition Center Director will continue to write small mini grants to assist in providing special programs and services for pregnant and parenting teens. In addition to regular visits, the Director will plan and provide the following events after receiving permission and confirmation from school administration:

- Field trips (college, career and cultural)
- Carry-ins (pizza, doughnuts)
- Workshop

Topics discussed and materials provided, including but not limited to the following:

- Pregnancy
- Labor and delivery
- Parenting skills
- Communication skills
- Problem solving skills
- Conflict management
- Career exploration
- Job seeking skills
- College information
- Financial aid information
- Study skills

Resources and Referrals, including but not limited to the following:

- College Personnel
- Child care
- Housing
- Medical assistance
- Social services agencies
  - WIC
  - DHS
  - Project Child
  - Health Departments
  - Central Baptist Family Services
  - Counseling Centers
  - SWAN

In some circumstances, students find themselves in a financial bind or in need of necessities not available to them. This program has provided and will continue to provide students with the following when needed:

- School books
- School supplies
- Transportation money
- CNA testing fees

An interim report will accompany the first half of the \$8,000 due Illinois Eastern Community Colleges at the end of the first semester. The remaining amount will be billed at the end of April. Final report on program activities and outcomes will be due to the Superintendents by June 30, 2012.

The contract amount for the Clay, Jasper, Richland, and North Wayne Delivery system is \$8,000. The contract dates are July 1, 2011 – June 30, 2012.

\_\_\_\_\_

\_\_\_\_\_

Board of Control Chairman

Date

\_\_\_\_\_

\_\_\_\_\_

IECC Board of Trustees Chairman

Date

**Agenda Item #9**

**Bid Committee Report**

**Janitorial Supplies, Consumables & Office Copy Paper**

BID COMMITTEE REPORT

JULY 19, 2011

IECC

1. Janitorial Supplies, Consumables & Office Copy Paper

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – Janitorial Supplies, Consumables and Office Copy Paper  
DATE: July 19, 2011

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 the janitorial bids is \$35,576.03.

Respectfully submitted,

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

Source of Funds: Operations & Maintenance and Educational Fund

Department: Maintenance

The “Advertisement for Bids” was placed in the Wayne County Press for one (1) day.

## 2011 Janitorial Supplies Bid Recommendations

1. Bowl Mop; Industrial Soap Company lowest and successful bidder.
2. Reusable Rubber Gloves X-Large; Hillyard lowest and successful bidder.
3. Brown Jersey Knit Gloves; HP Products lowest and successful bidder.
4. Large Disposable Powder Free Gloves; Award bid to Grainger as the lowest and successful bidder to meet specifications. Reject the following companies: Black and Company, Hillyard, Pro Tex All they all bid 20-100 count boxes instead of 20-1000 count cases. Their prices would have been \$1160.00, \$1276.00 and \$1430.00 if they would have bid the correct quantities. Grainger's bid price of \$4.25 was for a 100 count box. Their price for a case of 10-100 count boxes would be \$42.50. Their total bid price for 20- 1000 count cases would be \$850.00 making them the lowest and successful bidder.
5. Lambs Wool Duster; Hillyard Cleaning lowest and successful bidder.
6. Mango Air Freshener; Industrial Soap Company lowest and successful bidder.
7. Cinnamon Air Freshener; Industrial Soap Company lowest and successful bidder.
8. Baby Powder Air Freshener; Industrial Soap Company lowest and successful bidder.
9. Fresh Scent Air Freshener; Industrial Soap Company lowest and successful bidder.
10. Red Clover Tea Scent; Industrial Soap Company lowest and successful bidder.
11. 32 Ounce Measuring Cups; Award bid to Bear Dist. as lowest and successful bidder to meet specifications. Reject Hillyard and Grainger, they both bid a 16 ounce measuring cup.
12. Cotton Wash Cloths; NO COMPANIES BID THIS ITEM
13. Cotton Towels; Grainger lowest and successful bidder.
14. Bag Filters for Windsor VSP; Industrial Soap lowest and successful bidder.
15. Rectangular 41 ¼ Quart Wastebasket; Quill lowest and successful bidder.
16. Wastebasket 22 Gallon; HP Products lowest and successful bidder.
17. 44 Gallon Round Container; Industrial Soap lowest and successful bidder.
18. 8" Trigger Sprayer; Hillyard lowest and successful bidder.
19. Quiet Dolly; Award bid to Pro Tex All as lowest and successful bidder to meet specifications. Reject Industrial Soap, Landmark Supply and Quill. They did not bid a quiet dolly.
20. Round Spray Bottle 24 ounce; Industrial Soap lowest and successful bidder.
21. Pan/ Broom; Grainger lowest and successful bidder.
22. 360 Duster Refills; Industrial Soap lowest and successful bidder.
23. Swiffer Dusters; Quill Corp. lowest and successful bidder.
24. Brush Strip for VSE 1-3; H P Products lowest and successful bidder.
25. Bag Filter for VSE 1-3; Industrial Soap lowest and successful bidder.
26. 20" Polishing Pad; Industrial Soap lowest and successful bidder.
27. 21" Black Pad; Amsan lowest and successful bidder.
28. 21" Burnishing Pad; Amsan lowest and successful bidder.
29. Time-Mist Dispenser; Industrial Soap lowest and successful bidder.
30. 4'x6 ' Carpeted Mat; Quill lowest and successful bidder.
31. 12"x17" Stretch Duster; HP Products lowest and successful bidder.
32. Mop Bucket and Wringer; Amsan lowest and successful bidder.
33. 54" Mop Handle; Landmark lowest and successful bidder.
34. Rubber Mat 3'x5'; Quill lowest and successful bidder.

35. Toilet Seat Dispenser; Award bid to Industrial Soap as the lowest and successful bidder to meet specifications. Reject Hillyard they bid a plastic dispenser instead of a chrome dispenser.
36. Hose for Windsor VSE; HP Products lowest and successful bidder.
37. Brush Strip for VSP; HP Products lowest and successful bidder.
38. Switch for VSP; HP Products lowest and successful bidder.
39. Filter for VSE 1-3; HP Products lowest and successful bidder.
40. Dust Housing; HP Products lowest and successful bidder.
41. Brush for Advance Scrubber; HP Products lowest and successful bidder.
42. Wear Pak for Advance Scrubber; NO BIDS ON THIS ITEM.
43. Rubbermaid Dust Mop Handle; Amsan lowest and successful bidder.
44. 24" Dust Mop Frame; Amsan lowest and successful bidder.
45. Toilet Bowl Caddy; HP Products lowest and successful bidder.
46. 54" Wet Mop Handle; Landmark lowest and successful bidder.
47. Gallon Plastic Jug; Industrial Soap Company lowest and successful bidder.
48. 6'x8' Carpeted Mat; Industrial Soap lowest and successful bidder.
49. Pop-up safety Cones; Bears lowest and successful bidder.
50. Doodlebug Pad Holder; HP Products lowest and successful bidder.
51. 28 Ounce Mop Head; Hillyard lowest and successful bidder.
52. Washroom Mat; Industrial Soap lowest and successful bidder to meet specifications. Landmark and Pro-Tex-All bid 2 individual mats instead of 2 cases of mats with 6 mats per case.
53. 56 Gallon Glutton Container; HP Products lowest and successful bidder. Hillyard's bid was for only one container, not four containers.
54. Scotch-Brite Pad; HP Products lowest and successful bidder. Pro-Tex-All and Bears did not bid scotch-brite.
55. Square Scrub System; Amsan lowest and successful bidder.
56. Bag Light Lens for VSP; HP Products lowest and successful bidder.
57. Hospital Grade Filter; HP Products lowest and successful bidder.
58. Brass Nozzle; HP Products lowest and successful bidder.
59. 2-Piece Brass Nozzle; HP Products lowest and successful bidder.
60. Dust Cover for Castex Extractor; HP Products lowest and successful bidder.

#### 2011 Janitorial Consumables Recommendations

1. Jumbo junior toilet paper; Pro-Tex-All lowest and successful bidder.  
Hillyard – Does not meet specs. 750', HP Products - Does not meet specs. 800', Amsan (no information), Black & Co. - Does not meet specs. 750',
2. Petite bath tissue; Hillyard lowest and successful bidder.
3. Roll paper towel; Landmark lowest and successful bidder.  
HP Products - Does not meet specs. 800',
4. Multi-fold towels; Royal Wholesale lowest and successful bidder.
5. 9 x 13 Wypall towels; Bears Distributing lowest and successful bidder.
6. 33 x 40 Trash Bags; HP Products lowest and successful bidder. Hillyard – Does not meet specs.  
Micron 19, Industrial Soap - Does not meet specs. Count, Landmark Supply - Does not meet specs. Count, Grainger - Does not meet specs. Count,
7. 38 x 60 Trash bags; Industrial Soap lowest and successful bidder.
8. 24 x 33 Trash bags; Hillyard lowest and successful bidder.

9. Double waxed paper bags; Grainger lowest and successful bidder.
10. Hand cleaner w/scrubber; Industrial Soap lowest and successful bidder.
11. Concentrated laundry detergent; HP Products lowest and successful bidder.  
Industrial Soap - Does not meet specs. Weight 30 lb.
12. D Alkaline Battery; Quill Corp lowest and successful bidder.
13. Double A Alkaline; Quill Corp lowest and successful bidder.
14. Triple A Alkaline; Quill Corp lowest and successful bidder.
15. 9 Volt Alkaline; Quill Corp lowest and successful bidder.
16. C Alkaline; Quill Corp lowest and successful bidder.
17. Double A Energizer Lithium; Quill Corp lowest and successful bidder.
18. Urinal Screen; HP Products lowest and successful bidder.  
Grainger -Does not meet specs. Not blocks. Pro-TeX-All - Does not meet specs.  
Not blocks.
19. Chlorine Bleach; Industrial Soap lowest and successful bidder.
20. Instant Hand Sanitizer; Industrial Soap lowest and successful bidder.
21. Gojo Luxury foam handwash; HP Products lowest and successful bidder.
22. Stainless Steel pretreated pop dispenser cleaning cloths; Reject all bids. HP Products - Does not meet specs. Wrong count, Hillyard - Does not meet specs. Wrong count.
23. 10" x 800' White high capacity touchless roll towel; Black & Co. lowest and successful bidder.
24. Disposable Toilet seat covers; Hillyard lowest and successful bidder.
25. Purell instant hand sanitizer foam; Quill Corp lowest and successful bidder.
26. Pink lotion anti-bacterial soap; Industrial Soap lowest and successful bidder.
27. Instant hand sanitizer with aloe; Quill Corp lowest and successful bidder.  
Royal Wholesale bid the dispenser instead of sanitizer.
28. Kutol foaming luxury hand soap; Bears Distributing lowest and successful bidder.  
Landmark's bid is for quantity of 3 instead of 5.
29. Urinal block replacement; Bears Distributing lowest and successful bidder.  
HP Products - Does not meet specs. Para blocks.
30. 43 x 48 trash bags; Industrial Soap lowest and successful bidder. Hillyard - Does not meet specs, Micron 12.
31. Purell instant hand sanitizer NXT; Pro-TeX-All lowest and successful bidder.

### 2011 Copy Paper Recommendations

Reject all bids received.

Item #	SUPPLIES	Qty	Amsan So. Illinois Herrin, IL	Bears Distributing Centralia, IL	Black & Company Effingham, IL	Consolidated Plastics Stow, OH	Contract Paper Group Uniontown, OH	Fox Valley Chemical Ringwood, IL	Granger Indianapolis, IN	Hillyard Cleanin Solutions Maryland Hts, MO	HP Products Indianapolis, IN	Industrial Soap St. Louis, MO	Landmark Supply Marion, IL	Office Connection Vincennes, IN	Pro-Tex-All Evansville, IN	Quill Corp Lincolnshire, IL	Royal Wholesale Mt. Vernon, IL	Universal Inc. Glen Ellyn, IN	Voss Lighting S Louis, MO	TOTALS
1	BOWL MOP	42	23.10	25.62	25.62			36.96	65.10	31.50	22.26	20.16	28.56		30.24	78.54	31.92			20.16
2	REUSABLE RUBBER GLOVES X-LARGE	12						306.00	13.08	7.08	18.00	21.36			10.32	14.23	29.16			7.08
3	BROWN JERSEY KNIT GLOVES, 9OZ	144			79.20			134.76	262.08	144.00	76.32	83.52	196.00			101.52	96.48			76.32
4	LARGE DISPOSABLE POWDER FREE GLOVES	20	1,094.00	1,497.00	116.00			1,846.00	850.00	127.60	988.00	880.00	1,300.00		143.00	1,306.00	1,408.40			850.00
5	LAMBS WOOL DUSTER	2							20.48	6.70	9.32	7.60	10.46		11.06	10.44				6.70
6	TIME MIST-ULTRA CONCENTRATED METERED AIR FRESHENER REFILLS MANGO	2		95.84				90.60			67.08	56.00	78.48		86.00		91.02			56.00
7	TIME MIST ULTRA CONCENTRATED METERED AIR FRESHENER REFILLS CINNAMON	3		143.76				142.65			100.62	84.00	117.72		129.00		136.53			84.00
8	TIME MIST-ULTRA CONCENTRATED METERED AIR FRESHENER REFILLS BABY POWDER	3		143.76				118.41			100.62	84.00	117.22		129.00		128.22			84.00
9	TIME MIST-ULTRA CONCENTRATED AIR FRESHENER REFILLS, FRESH SCENT	4		191.68				190.20			134.16	112.00	156.96		172.00		182.04			112.00
10	TIME MIST REFILLS RED CLOVER TEA SCENT	5		176.50							167.70	140.00	196.20		215.00					140.00
11	32OZ MEASURING CUPS	15		108.15	125.70			135.30	94.20	52.35	142.05					130.95	124.35			108.15
12	COTTON WASHCLOTHS, 11.5X11.5	250																		
13	COTTON CLOTH HEAVYWEIGHT TERRI TOWEL	12							60.00	104.52										60.00
14	BAG FILTERS FOR WINDSOR VERSAMATIC VSP	35	691.60							864.50	500.85	346.50								346.50
15	WASTEBASKET, RECTANGULAR, 41 1/4 quart. RUBBERMAID	12	99.96	83.40	102.24			121.32	60.00	63.00	88.56	69.60	103.92		118.68	49.80	99.48			49.80

Item #	SUPPLIES	Qty	Amsan So. Illinois Herrin, IL	Bears Distributing Centralia, IL	Black & Company Effingham, IL	Consolidated Plastics Stow, OH	Contract Paper Group Uniontown, OH	Fox Valley Chemical Ringwood, IL	Granger Indianapolis, IN	Hillyard Cleaning Solutions Maryland Hts, MO	HP Products Indianapolis, IN	Industrial Soap St. Louis, MO	Landmark Supply Marion IL	Office Connection Vincennes, IN	Pro-Tex-All Evansville, IN	Quill Corp Lincolnshire, IL	Royal Wholesale Mt. Vernon, IL	Universal Inc. Glen Ellyn, IN	Voss Lighting St. Louis, MO	TOTALS
16	WASTEBASKET, 22 GALLON RUBBER MAID #3546, GRAY	4	165.08		179.80			200.60			77.44	159.60	135.20		184.60	179.32	184.88			77.44
17	44 GALLON ROUND CONTAINER, GRAY, RUBBERMAID #2643	2	77.52	69.06	84.38			94.20	70.40	46.58	68.72	46.00	69.56		90.00	85.00	86.78			46.00
18	8" CHEMICAL RESISTANT TRIGGER SPRAYER	60	50.40	22.80	27.00				60.00	16.80	53.40		82.80		30.00		30.00			16.80
19	QUIET DOLLY FOR 44 GALLON ROUND CONTAINER	9	479.97		455.13			572.22	495.81	486.00	417.51	169.20	215.73		414.00	345.24	497.25			414.00
20	SPRAY BOTTLE 24 OZ ROUND	48	23.52	22.08	25.44			24.96	148.32	20.16	19.20	18.72	22.08				27.36			18.72
21	PAN/BROOM	9			431.82			335.43	28.08	276.57	278.19		159.57		53.91	155.70	402.48			28.08
22	360 DUSTER REFILLS PGC 16944	8			412.08			402.08			397.76	342.40				420.96	423.84			342.40
23	SWIFFER DUSTERS, w/extendable handle	10			1,290.00			944.50			103.20	90.00				89.20	982.60			89.20
24	BRUSH STRIP FOR WINDSOR VSE 1-3 PART #2046H	18	151.92							271.26	85.86	125.64								85.86
25	BAG FILTER FOR WINDSOR VSE 1-3 PART #2003	16	240.80							301.12	160.48	112.00								112.00
26	20" WHITE SUPER POLISHING PADS, 3M#4100	6	78.30	89.16	110.76			190.68		88.20	89.76	69.00	92.88		120.00	122.34	117.12			69.00
27	21" BLACK STRIPPING PADS, 3M #7300	3	44.16	50.61	71.97			110.73		49.65	141.18	47.64	51.39		60.00		94.14			44.16
28	21" BURNISHING PAD (HOGSHAIR) 3M#3200	5	78.36	84.65	149.55					153.50	136.00	79.40	82.10		110.00		123.10			78.36
29	TIME-MIST METERED AEROSOL DISPENSER	10		272.80				300.30		223.50	278.90	210.00			400.00	254.60	324.40			210.00
30	4'X6' CARPETED ENTRY MAT WITH FABRIC EDGE, GRAY	2				111.44			148.90	66.00	241.38	68.00			130.00	58.22	150.54			58.22
31	12" X 17" STRETCH DUSTERS, REUSABLE, ORANGE DOT	2									122.24						133.84			122.24
32	MOP BUCKET AND WRINGER COMBINATION 28QT, BROWN	1	31.95							32.80	57.13					69.00				31.95

		Qty	Amsan So. Illinois Herrin, IL	Bears Distributing Centralia, IL	Black & Company Effingham, IL	Consolidated Plastics Stow, OH	Contract Paper Group Uniontown, OH	Fox Valley Chemical Ringwood, IL	Grainger Indianapolis, IN	Hillyard Cleaning Solutions Maryland Hts, MO	HP Products Indianapolis, IN	Industrial Soap St Louis, MO	Landmark Supply Morton, IL	Office Connection Vincennes, IN	Pro-Tex-All Evansville, IN	Quill Corp Lincolnshire, IL	Royal Wholesale Mt. Vernon, IL	Universal Inc. Glen Ellyn, IN	Voss Lighting St Louis, MO	TOTALS	
33	54" CORROSION-PROOF & SHOCK-PROOF MOP HANDLE	6									49.14		34.86								34.86
34	RUBBER BRUSH MATS, 3' X 5'	3				156.00					468.03	207.00				129.66	371.07				129.66
35	TOILET SEAT COVER DISPENSER	6			237.96					29.58	163.86	119.40	248.58				187.62				119.40
36	HOSE FOR WINDSOR VSE, #1516	4	163.68								83.36										83.36
37	BRUSH STRIP FOR WINDSOR VSP 18	24	262.80							448.32	149.04										149.04
38	SWITCH FOR WINDSOR VSP, PART#1830bl	8	47.12							57.92	40.48										40.48
39	FILTER FOR WINDSOR VSE 1-3, PART#1044	6	41.76							61.50	28.68										28.68
40	DUST BAG HOUSING FOR WINDSOR VSP PART#1832	2	199.90								175.24										175.24
41	BRUSH FOR ADVANCE MICROMATIC 14E AUTO SCRUBBER	1	61.85								27.71										27.71
42	WEAR PAK CPL. FOR ADVANCE MICROMATIC 14E AUTO SCRUBBER	1																			
43	RUBBERMAID DUST MOP HANDLE, M116	6	34.14	35.58	68.46			84.78		64.92	53.64	36.00	39.00			55.20	70.38				34.14
44	24" DUST MOP FRAMES	5	10.15	14.75	17.00			16.25		10.70	16.45	14.00	19.65		14.95	16.60					10.15
45	TOILET BOWL CADDY	10	34.60	49.60	33.10					51.20	24.50	30.00	49.30		49.90		99.50				24.50
46	54" WET MOP HANDLE	6						66.30		60.48	97.26	88.80	59.70		103.50	84.00					59.70
47	GALLON PLASTIC JUGS	12									12.60	12.00									12.00
48	6X8 CARPETED ENTRY MAT	2				392.40					476.10	138.00					322.00				138.00
49	POP-UP SAFETY CONES	22	475.20	413.60	491.48					465.96	421.30	462.00				723.36	505.34				413.60
50	DOODLEBUG PAD HOLDER	2	12.56	8.10				20.00		15.96	6.24	8.00	13.12		17.00		13.86				6.24
51	28 OZ DAMP MOP HEAD, LARGE	60		381.00	804.45					280.20	378.00		336.60				565.20	356.40			280.20

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52	IMPACT DISPOSABLE WASHROOM FLOOR MAT, #1525	2		72.64						86.28	82.82	68.00	13.52		12.10		79.60			68.00
53	56 GALLON GLUTTON CONTAINER, BROWN	4		804.00	521.40					139.38	450.76	552.00			552.00		525.92			450.76
54	SCOTCH-BRITE SURFACE PREP PAD	3	381.60	60.09						372.30	351.84				207.00					351.84
55	SQUARE SCRUB DUST CONTAINMENT SYSTEM	1	218.66							248.57					250.00					218.66
56	BAG LIGHT INDICATOR LENS FOR WINDSOR VSP, #1869hg	2	25.98							32.48	22.72	28.00								22.72
57	HOSPITAL GRADE FILTER FOR WINDSOR VSP14, #1875	10	205.60							278.60	172.60									172.60
58	BRASS NOZZLE #80015, FIT NOBLES FALCON 2800	10	324.80								227.50		330.00				335.20			227.50
59	2-PIECE BRASS NOZZLE #80015, FIT CASTEX FALCON 2800	10	324.80								227.50		330.00							227.50
60	DUST COVER TO FIT CASTEX POWER EAGLE 700 EXTRACTOR #230500	1	47.14								39.43		47.95				44.96			39.43
	<b>CONSUMABLES</b>																			
1	JUMBO JUNIOR TOILET PAPER	300	6,105.00	7,386.00	6,423.00					4,992.00	5,733.00	10,200.00	7,410.00		6,900.00		7,455.00			6,900.00
2	PETITE BATH TISSUE	30	1,018.50	1,033.80	1,076.70					824.10	915.60	960.00	1,027.20		1,013.70		1,118.40			824.10
3	ROLL PAPER TOWELS	255		10,786.50	8,672.55						6,632.55	7,981.50	7,410.30				7,854.00			7,410.30
4	MULTI-FOLD TOWELS	40	839.60	846.00	885.60					746.40	826.80	719.20	748.40		804.00		680.80			680.80
5	9" X 13" WYPALL TOWELS	26	2,034.50	822.38						2,089.36	1,621.10	907.40					2,081.04			822.38
6	33" X 40" TRASH BAGS	25			715.00	866.67			625.00	547.50	714.75	450.00	563.00				779.25			714.75
7	38" X 60" TRASH BAGS	120	2,996.40		4,586.40	3,838.15			3,632.44	3,176.40	3,553.20	2,880.00	3,472.80				3,813.60			2,880.00
8	24" X 33" TRASH BAGS	80	1,645.60		1,952.00	2,445.54			3,120.00	1,328.80	2,258.40		2,288.00				2,652.80			1,328.80

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9	DOUBLE WAXED PAPER BAGS 9 3/4 X 2 3/4	2							24.08	63.80	27.56						37.40			24.08
10	HAND CLEANER W/SCRUBBERS	6									570.72	438.00			450.00		585.84			438.00
11	CONCENTRATED LAUNDRY DETERGENT	5	159.70	195.75	129.75				125.00	184.40	124.05	100.00	149.75		128.50		132.60			124.05
12	"D" ALKALINE BATTERY	144	119.52		100.80				113.16		95.04	115.20		128.16	124.44	56.40			93.60	56.40
13	DOUBLE "A" ALKALINE BATTERY	216	66.96		54.00				68.49		73.44	60.48		84.24	138.78	41.04			45.36	41.04
14	TRIPLE "A" ALKALINE BATTERY	96	31.68		24.00				31.10		32.64	26.88		37.44		19.40			21.12	19.40
15	9 VOLT ALKALINE BATTERY	92	105.80		105.80				113.63		106.72	105.80		118.68		68.40			87.40	68.40
16	C-ALKALINE BATTERY	96	58.56		51.34				61.28		63.36	65.28		75.84	68.48	30.00			46.08	30.00
17	DOUBLE "A" ENERGIZER LITHIUM BATTERY	24	52.32						57.78		70.56			54.96		47.07			48.48	47.07
18	URINAL SCREENS	5			84.00				51.85	93.15	70.55				62.50					70.55
19	CHLORINE BLEACH,	7	70.63	57.33	64.96				80.43	71.82	49.98	44.80			58.73		69.58			44.80
20	INSTANT HAND SANITIZER	2	90.02		84.50				75.74	81.00	82.74	66.00	72.84		80.26		94.74			66.00
21	GOJO LUXURY FOAM HANDWASH	75		2,943.75	2,801.25			3,007.50	2,895.75		2,130.00	2,400.00			2,508.75	2,880.00	2,935.50			2,130.00
22	STAINLESS STEEL, PRE-TREATED, POP UP DISPENSER, CLEANING CLOTHS	3								253.00	68.94									
23	10" X 800' WHITE HIGH CAPACITY TOUCHLESS ROLL TOWEL	50	3,076.50	2,396.00	2,013.50						3,115.50	2,600.00				3,046.50	2,247.00			2,013.50
24	DISPOSABLE TOILET SEAT COVERS	3	72.00	100.41						70.59	75.24	78.00	98.43		82.95		87.84			70.59
25	PURELL INSTANT HAND SANITIZER	10	599.50	562.20	565.50					570.80	409.40	479.00			507.30	285.40	641.50			285.40
26	PINK LOTION ANTI-BACTERIAL SOAP	1	32.10	33.20						33.76	25.89	18.80	43.71		29.38		40.04			18.80
27	INSTANT HAND SANITIZER with ALOE	6	347.70	328.14							303.42				292.98	214.80	172.68			214.80
28	KUTOL FOAMING LUXURY HAND SOAP	5		163.75							164.75	175.00	121.50				185.60			163.75

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29	URINAL BLOCK REPLACEMENTS	5	291.60	31.00	34.65					35.95	29.15									31.00
30	43"X48" TRASH BAGS	8	183.36	201.52	221.68	279.68				159.44	182.00	176.00	179.36				215.52			176.00
31	PURELL INSTANT HAND SANITIZER	8	585.28	543.12	545.04						555.36				490.16		577.36			490.16
	<i>COPY PAPER</i>						24,656.00				62,728.00			26,360.00						
	GRAND TOTAL BID AWARDED		26,785.81	33,347.08	37,052.56	8,089.88	24,656.00	9,492.73	13,452.18	21,460.01	102,801.10	36,252.88	28,324.40	26,859.32	17,584.17	11,168.89	43,484.67	356.40	342.04	35,576.03
	TOTAL OF BIDS AWARDED		417.42	1,538.88	2,013.50				962.16	2,534.27	5,428.81	5,601.78	7,504.86		7,804.16	1,089.39	680.80			35,576.03

JANITORIAL SUPPLIES

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
1. BOWL MOP, w/ 12” plastic handle 4 1/2”, acid resistant polypropylene mop head (FCC 6, LTC 12, OCC 12, WVC 12) – EACH	<u>42</u>	_____	_____
2. REUSABLE RUBBER GLOVES, nitrile flock lined, chemical & abrasion resistant, 18 mm thickness, x-large ( FCC 6, OCC 6) – PAIR	<u>12</u>	_____	_____
3. BROWN JERSEY KNIT GLOVES, 9 oz., w/ wrist cuff, one size fits all (FCC 72, LTC 12, OCC 24, WVC 36) – PAIR	<u>144</u>	_____	_____
4. 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 5, OCC 5, WVC 10) –CASE	<u>20</u>	_____	_____
5. LAMBS WOOL DUSTER, Duster Cats, part #DUSL360 or equivalent, washable, w/ metal extendable handle to 48” (FCC 2) – EACH	<u>2</u>	_____	_____

<p>6. 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) – CASE</p>	<p style="text-align: center;"><u>2</u></p>	<p>_____</p>	<p>_____</p>
<p>7. TIME MIST-ULTRA CONCENTRATED METERED AIR FRESHENER REFILLS, 7 oz., 12 refills per case, cinnamon, must fit Time Mist-plus Metered Aerosol Dispenser, (FCC 1, WVC 2) – CASE</p>	<p style="text-align: center;"><u>3</u></p>	<p>_____</p>	<p>_____</p>
<p>8. 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 2) - CASE</p>	<p style="text-align: center;"><u>3</u></p>	<p>_____</p>	<p>_____</p>
<p>9. TIME MIST – ULTRA CONCENTRATED AIR FRESHENER REFILLS, 7 ounce, 12 refills per case, fresh scent fragrance, must fit Time Mist Metered Aerosol Dispenser, (FCC 1, WVC 3) - CASE</p>	<p style="text-align: center;"><u>4</u></p>	<p>_____</p>	<p>_____</p>

JANITORIAL SUPPLIES

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
10. TIME MIST air freshener, red clover tea, 7 ounce, 12 refills per case, must fit time mist metered Aerosol dispenser, (WVC 5) -CASE	<u>5</u>	_____	_____
11. 32 OZ. MEASURING CUPS, polycarbonate in construction, with ounce markings (FCC 3, OCC 12) – EACH	<u>15</u>	_____	_____
12. COTTON WASHCLOTHS, 11.5” X 11.5” (FCC 50, LTC 100, WVC 100) – EACH	<u>250</u>	_____	_____
13. COTTON CLOTH HEAVYWEIGHT TERRI TOWEL (FCC 12) – EACH	<u>12</u>	_____	_____
14. BAG FILTERS FOR WINDSOR VERSAMATIC VSP, (PAPER BAG “SENSOR” FILTERS), part #5300, must fit & work properly, 10 per pack (FCC 5, LTC 12, OCC 12, WVC 6) – PACK	<u>35</u>	_____	_____
15. WASTEBASKET, rectangular, Rubbermaid #2957 or equivalent, 41 ¼ quart, 15 ¼ x 11 x 19 7/8, gray in color, (LTC 12,) – EACH	<u>12</u>	_____	_____
16. WASTEBASKET, 22 gallon, gray, rubber maid, #3546, 15.75” diameter by 30.13” high. (WVC 4) -EACH	<u>4</u>	_____	_____

17.	44 GALLON ROUND CONTAINER, gray, Rubbermaid #2643 or equivalent, 24" diameter x 31 ½ high, (LTC 2) – EACH	<u>2</u>		
18.	8" CHEMICAL RESISTANT TRIGGER SPRAYER, must fit 24 oz. bottle. (FCC 24, OCC 24, WVC 12) – EACH	<u>60</u>		
19.	QUIET DOLLY FOR 44 GALLON ROUND CONTAINER, Rubbermaid #2640-43 or equivalent, (FCC 3, LTC 2, WVC 4) – EACH	<u>9</u>		
20.	24 OUNCE ROUND PLASTIC SPRAY BOTTLE with quantity graduations, (FCC 12, LTC 12, OCC 12, WVC 12) – EACH	<u>48</u>		
21.	ERGO DUST PAN/Broom, Unger model # EDPBR, or Equivalent, (LTC 3, OCC 6) – EACH	<u>9</u>		

JANITORIAL SUPPLIES

<u>Item#</u>	<u>PER DISTRICTWIDE QUANTITY</u>	<u>ITEM UNIT BID</u>	<u>TOTAL BID</u>
22.	360 Duster Refills PGC 16944 must fit Swiffer Duster Handle PGC 44750, 6 dusters per box, 6 boxes per case (OCC 6, WVC 2) – CASE	<u>8</u>	

23.	SWIFFER DUSTERS with extendable handle, handle Extends 3 feet, 1 handle and 2 dusters per box. (WVC 10) -BOX	<u>10</u>		
24.	BRUSH STRIP FOR WINDSOR VSE 1-3 , part# 2046H (red bristles), must fit and work properly (LTC 6, OCC 12)- EACH	<u>18</u>		
25.	BAG FILTER FOR WINDSOR VSE 1-3, Part #2003 , must fit and work properly, 10 per pack (LTC 10, WVC 6 ) - PACK	<u>16</u>		
26.	20" WHITE SUPER POLISHING PADS, 3M # 4100 or equivalent,1" thickness, 5 per box,( LTC 3, WVC 1, OCC 2) - BOX	<u>6</u>		
27.	21" BLACK STRIPPING PADS, 3M #7300, or equivalent, 5 per box, (FCC 2, LTC 1)) - BOX	<u>3</u>		
28.	21" BURNISHING PAD (HOGSHAIR), 3M #3200, or equivalent, 5 per box,(LTC 1, OCC 4) - BOX	<u>5</u>		
29.	TIME-MIST METERED AEROSOL DISPENSER, programmable start stop, indicator for empty can , low battery,(FCC 10) - EACH	<u>10</u>		
30.	4' X 6' CARPETED ENTRY MAT WITH FABRIC EDGE, charcoal in color, (WVC 2) - EACH	<u>2</u>		

31.	12" X 17" STRETCH DUSTERS, REUSABLE, ORANGE DOT STRETCH DESIGN for medium – duty cleaning, Sellars # 7 BQ- 142348 or equivalent , 400 per case, (OCC 2) –CASE	2		
32.	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, ( FCC 1) - EACH	1		

JANITORIAL SUPPLIES

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>	
33.	54" CORROSION-PROOF& SHOCK- PROOF MOP HANDLE, with stainless steel yoke, fits 8 to 32 ounce mops,( FCC 3, LTC 3) - EACH	6		
34.	RUBBER BRUSH MATS , 3' X 5' , 5/8" NAP ON THE MAT, (WVC 3) - EACH	3		
35.	TOILET SEAT COVER DISPENSER, wall mounted, Chrome dispenser, holds 500 seat covers. (FCC 6) – EACH	6		
36.	HOSE FOR WINDSOR VSE, part # 1516, must fit and work properly. (LTC 4)-EACH	4		

37.	BRUSH STRIP FOR WINDSOR VSP 18, part#4028H (red bristles), must fit and work properly. (FCC 12, OCC 12) -EACH	<u>24</u>		
38.	SWITCH FOR WINDSOR VSP , part# 1830bl, must fit and work properly. (LTC 1, WVC 6, OCC 1) -EACH	<u>8</u>		
39.	FILTER FOR WINDSOR VSE 1-3, part# 1044, must fit and work properly. (LTC 6) -EACH	<u>6</u>		
40.	DUST BAG HOUSING FOR Windsor VSP, part# 1832hg, must fit and work properly. (LTC 2) - EACH	<u>2</u>		
41.	BRUSH FOR ADVANCE MICROMATIC 14E Auto Scrubber, part#340129, must fit and work properly. (LTC 1) -EACH	<u>1</u>		
42.	WEAR PAK CPL. FOR ADVANCE MICROMATIC 14E Auto Scrubber, part# 340032, must fit and work properly. (LTC 1) EACH	<u>1</u>		
43.	RUBBERMAID DUST MOP HANDLE, M116, Snap on Hardwood 60” (WVC 6) -EACH	<u>6</u>		

JANITORIAL SUPPLIES

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
44. 24" DUST MOP FRAMES, zinc plated, rust resistant, ¼ wire with round ends. (FCC 2, WVC 3) -EACH	<u>5</u>	_____	_____
45. TOILET BOWL CADDY with carry handle. Wide sloping rim to prevent spillage. ProLink#150 or equivalent. (FCC 10) -EACH	<u>10</u>	_____	_____
46. 54" WET MOP HANDLE. Fiberglass with plastic holder and stainless steel yoke. Self locking threaded collar. Geerpres Dyna Mate-GEER-4211-EA or equivalent. (FCC 6) -EACH	<u>6</u>	_____	_____
47. GALLON PLASTIC JUGS with screw on lids. Clear and round containers. (WVC 12) -EACH	<u>12</u>	_____	_____
48. 6X8 CARPETED ENTRY Mat, with fabric edges and non-skid backing. Charcoal in color. (WVC 2) -EACH	<u>2</u>	_____	_____
49. POP-UP SAFETY CONES.20" with multi-lingual "Caution" Imprint and Wet Floor Symbol. Safety cone is stored in Wall Mounted Tube. RubberMaid#9500 or equivalent. ( FCC 6, LTC 6, WVC 10) -EACH	<u>22</u>	_____	_____

50.	DOODLEBUG PAD HOLDER. Swivels to allow holder to twist. Threaded to accommodate screw in wooden handles. (FCC 2) -EACH	<u>2</u>	_____	_____
51	28 OUNCE DAMP MOP HEAD, LARGE, 5" headband, blend Cotton/synthetic, looped ends, double sewn tail bands, Green in color. (FCC 24, LTC 12, OCC 24) -EACH	<u>60</u>	_____	_____
52.	Impact Disposable Washroom Floor Mat, Impact# 1525 or equivalent, size 17.5" x 20 3/8", 6 mats per case. (LTC – 2) –CASE	<u>2</u>	_____	_____
53.	56 Gallon Glutton Container (hooded type) part # RCP-256V BRO, Brown in color, (LTC – 4 ) -EACH	<u>4</u>	_____	_____

JANITORIAL SUPPLIES

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
54.	Scotch –Brite Surface Preparation Pad SPP 14 x 20, 10/case (OCC – 3) -CASE	<u>3</u>	_____

- |     |  |  |    |       |       |
|-----|--|--|----|-------|-------|
| 55. | Square Scrub Dust Containment System.<br>Six parts are included in the installation kit.<br>Dust skirt with Velcro Strips – Zinc Vacuum<br>Attachment – Black Velcro Strap – 2 Alcohol Pads<br><br>(OCC 1) -EACH | – 1 ½ inch Vacuum Connector – Vacuum Hose. | 1  | _____ | _____ |
| 56. | Bag Light Indicator Lens for Windsor VSP,<br>part# 1869hg, must fit and work properly.<br>(LTC -2) -EACH   |  | 2  | _____ | _____ |
| 57. | Hospital Grade Filter for Windsor VSP 14. Part#<br>1875, must fit and work properly.<br>(OCC -10) -EACH  |  | 10 | _____ | _____ |
| 58. | Brass Nozzle # 80015, to fit Nobles<br>Falcon 2800 Plus Automatic Carpet Extractor,<br>part # 201011, must fit and work properly.<br>(LTC – 10 ) –EACH   |  | 10 | _____ | _____ |
| 59. | 2-piece Brass Nozzle # 80015, to fit<br>Castex Falcon 2800 Automatic Carpet<br>Extractor, part # 201011 must fit and<br>work properly. (LTC 10)- EACH  |  | 10 | _____ | _____ |
| 60. | Dust Cover to fit Castex Power Eagle<br>700 Extractor, part# 230500, must fit<br>and work properly. (LTC- 1 ) –EACH  |  | 1  | _____ | _____ |

SUPPLIES GRAND TOTAL \$ \_\_\_\_\_

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 5, LTC 100, OCC 120, WVC 75) – CASE	<u>300</u>	_____	_____
*2. PETITE BATH TISSUE, 2-PLY, 500 sheets per roll, 3 3/4" x 4.15", 96 rolls per case, (FCC 30) – CASE	<u>30</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 20, LTC 75, OCC 100, WVC 60) – CASE	<u>255</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 40) – CASE	<u>40</u>	_____	_____
*5. 9" x 13" WYPALL TOWELS, must contain at least 30% recycled content, 1,008 per package (FCC 2, OCC 12, WVC 12) – PACKAGE	<u>26</u>	_____	_____
*6. 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) – CASE	<u>25</u>	_____	_____

\*7.38" 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 15, LTC 25, OCC 30, WVC 50) – CASE

120

\*8.24" 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 (FCC 5, LTC 20, OCC 20,  
 WVC 35) – CASE

80

CONSUMABLES

<u>Item#</u>	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
* 9.DOUBLE WAXED PAPER BAGS, 9 3/4" x 2 3/4" x 9 7/8", 250 per case (FCC 1, OCC 1) - CASE	<u>2</u>	_____	_____
10. HAND CLEANER W/ SCRUBBERS, 8-liter size, must fit Sani-Tuff Industrial Hand Care System dispenser, 2 boxes per case, (FCC 1, WVC 5) – CASE	<u>6</u>	_____	_____

11. CONCENTRATED LAUNDRY DETERGENT, summit advantage plus, SUM A59040P,low suds, 40 lb. bucket with bale, powder,(FCC 3, WVC 2 ) – EACH	<u>5</u>	_____	_____
12. “D” ALKALINE BATTERY (FCC 12, LTC 72, WVC 60) – EACH	<u>144</u>	_____	_____
13. DOUBLE “A” ALKALINE BATTERY (FCC 48, LTC 72, OCC 24, WVC 72) – EACH	<u>216</u>	_____	_____
14. TRIPLE “A” ALKALINE BATTERY (LTC 24, WVC 72) – EACH	<u>96</u>	_____	_____
15. 9-VOLT ALKALINE BATTERY (FCC 12, LTC 48, WVC 32)– EACH	<u>92</u>	_____	_____
16. “C” ALKALINE BATTERY (FCC 24, LTC 48, WVC 24 ) – EACH	<u>96</u>	_____	_____
17. DOUBLE "A" ENERGIZER LITHIUM BATTERIES, (LTC 24) - EACH	<u>24</u>	_____	_____
18. URINAL SCREENS with deodorizing blocks, releases sudsing action for sanitation for up to 30 days, must have enzymatic bacteria technology to reduce odors. Cherry Fragrance or Fresh Scent Fragrance. Non para blocks. Must be able to have block replaced in the screen. 12 per box (WVC 5) – BOX	<u>5</u>	_____	_____

19. CHLORINE BLEACH, gallon jugs, 6 per case (FCC 3, LTC 1, WVC 3) – CASE	<u>7</u>	_____	_____
20. INSTANT HAND SANITIZER, 4 ounce bottle with flip cap. (24 per case) (FCC 1, OCC 1) – CASE	<u>2</u>	_____	_____

CONSUMABLES

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
21. GOJO LUXURY FOAM HANDWASH, 1250ml size, must fit and work properly with GOJO 1250ml dispenser, (GS-41), 3 units per case (FCC 10, LTC 40, WVC 25) – CASE	<u>75</u>	_____	_____
22. STAINLESS STEEL, PRE TREATED, POP UP DISPENSER, CLEANING CLOTHS, 75 cloths per dispenser, 6 dispensers per case (WVC 3) -CASE	<u>3</u>	_____	_____
23. 10" X 800', WHITE HIGH CAPACITY TOUCHLESS ROLL TOWEL, to fit Georgia Pacific enMotion Automatic Dispenser, 6 rolls per case, (LTC 50) – CASE	<u>50</u>	_____	_____
24. DISPOSABLE TOILET SEAT COVERS, half-fold, 250 per pkg., 2500 per case, (FCC 3) – CASE	<u>3</u>	_____	_____

25. PURELL INSTAND HAND SANITIZER FOAM, #5392-02, 2 – 1.2L 40.5 US FL OZ, (FCC 4, LTC 2, OCC 4) -EACH	<u>10</u>		
26. PINK LOTION ANTI-BACTERIAL SOAP, liquid, gallon bottles, 4 per case. (FCC 1) – CASE	<u>1</u>		
27. INSTANT HAND SANITIZIER WITH ALOE. 4- 1000mL Bottles per case. Must fit and work properly in Purell TEX Touch-Free Dispenser # 2720-12. (FCC 6) -CASE	<u>6</u>		
28. KUTOL FOAMING LUXURY HAND SOAP #69041, Green Seal Certified, 6/100ML Bags-Case (OCC 5) -CASE	<u>5</u>		
29. URINAL BLOCK REPLACEMENTS for Urinal screens, must last for up to 30 days, must have enzymatic bacteria technology to reduce odors. Cherry or Fresh Scent. Non para blocks. 12 Blocks per Case. (WVC 5) -CASE	<u>5</u>		
30. 43” x 48” Trash Bags, 14mics, 25 bags roll, 8 rolls case (OCC 8) CASE	<u>8</u>		
31. Purell Instant Hand Sanitizer NXT M2000ml, #2256-04, 4/case (OCC 8) -CASE	<u>8</u>		

CONSUMABLES GRAND TOTAL \$

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 2011 and November 2011.

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 2011                    75 cases  
November 2011            75 cases

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

Deliveries to LTC  
July 2011                    100 cases  
November 2011            100 cases

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

Deliveries to OCC  
July 2011                    40 cases  
November 2011            80 cases

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

Deliveries to WVC  
July 2011                    120 cases  
November 2011            120 cases

Olney Central College  
For IECC District Office/Diana Tighe  
1040 W. St. John’s St.  
Olney, IL 62450

Deliveries to OCC  
July 2011                    45 cases  
November 2011            45 cases

<u>DISTRICTWIDE</u> <u>QUANTITY</u>	<u>PER</u> <u>UNIT</u> <u>BID</u>	<u>ITEM</u> <u>TOTAL</u> <u>BID</u>
<u>800 CASES</u>	_____	_____
OFFICE COPY PAPER 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 – #9, #31 CONSUMABLES.**

**NOTE: Consumable Items #1 – #9, #31 must be "Green Seal Certified".**

Samples should be labeled to match bid item number.

Samples should be sent to Galen Dunn at Frontier Community College, 2 Frontier Drive, Fairfield, IL 62837 no later than **June 13, 2011.**

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.

**Agenda Item #10**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529

TREASURER'S REPORT  
June 30, 2011

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

<b>FUND</b>	<b>BALANCE</b>
Educational	\$3,811,077.61
Operations & Maintenance	(\$161,364.34)
Operations & Maintenance (Restricted)	\$153,082.55
Bond & Interest	\$311,055.57
Auxiliary	\$461,895.06
Restricted Purposes	(\$591,241.33)
Working Cash	\$174,840.65
Trust & Agency	\$381,434.60
Audit	(\$15,113.23)
Liability, Protection & Settlement	\$291,609.59
<b>TOTAL ALL FUNDS</b>	<b>\$4,817,276.73</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**June 30, 2011**

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

	<b>ALL FUNDS</b>
	<b>Fiscal Year 2011</b>
<b>ASSETS:</b>	
CASH	4,817,277
IMPREST FUND	22,000
CHECK CLEARING	12,500
INVESTMENTS	18,190,000
RECEIVABLES	5,102,191
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	651,529
OTHER ASSETS	548,658
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>29,344,155</b>
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	186,965
ACCOUNTS PAYABLE	76,339
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	3,467,659
OTHER LIABILITIES	448,934
<b>TOTAL LIABILITIES:</b>	<b>4,179,897</b>
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	3,030,328
PR YR BDGTD CHANGE TO FUND BALANCE	282,236
 <b>FUND BALANCES:</b>	
FUND BALANCE	21,193,831
RESERVE FOR ENCUMBRANCES	657,863
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>25,164,258</b>
 <b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	 <b>29,344,155</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF June 30, 2011

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

ALL FUNDS

	FY 2011
	YEAR-TO-DATE
<b>REVENUES:</b>	
LOCAL GOVT SOURCES	7,995,700
STATE GOVT SOURCES	9,478,402
STUDENT TUITION & FEES	15,274,858
SALES & SERVICE FEES	3,142,113
FACILITIES REVENUE	8,975
INVESTMENT REVENUE	183,014
OTHER REVENUES	337,810
<b>TOTAL REVENUES:</b>	<b>36,420,872</b>
<b>EXPENDITURES:</b>	
INSTRUCTION	11,563,673
ACADEMIC SUPPORT	447,209
STUDENT SERVICES	1,329,556
PUBLIC SERV/CONT ED	63,337
OPER & MAINT PLANT	2,783,710
INSTITUTIONAL SUPPORT	7,446,330
SCH/STUDENT GRNT/WAIVERS	6,313,346
AUXILIARY SERVICES	4,329,390
<b>TOTAL EXPENDITURES:</b>	<b>34,276,551</b>
<b>TRANSFERS AMONG FUNDS:</b>	
INTERFUND TRANSFERS	2,125,000
<b>TOTAL TRANSFERS AMONG FUNDS:</b>	<b>2,125,000</b>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<b>4,269,321</b>

**Illinois Eastern Community Colleges**  
**Operating Fund - Income Statement**  
**CASH BASIS**  
**July 1, 2010 -- June 30, 2011**

<b>REVENUES:</b>	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
Local Government Sources	2,639,690	1,132,652	3,772,342
State Government Sources	7,415,150	2,063,252	9,478,402
Net Tuition and Fees	8,120,050	-	8,120,050
Sales & Service Fees	28,781	-	28,781
Facilities Revenue	-	8,400	8,400
Investment Revenue	104,734	31,079	135,813
Other Revenues	264,199	100	264,299
<b>TOTAL REVENUES:</b>	<b>18,572,604</b>	<b>3,235,483</b>	<b>21,808,087</b>
<b>EXPENDITURES:</b>			
Salaries	14,429,388	803,468	15,232,856
Employee Benefits	1,938,660	139,663	2,078,323
Contractual Services	499,673	252,370	752,043
Materials	1,354,723	218,389	1,573,112
Travel & Staff Development	219,745	4,185	223,930
Fixed Charges	241,736	198,331	440,067
Utilities	105,430	1,053,413	1,158,843
Capital Outlay	195,069	18,318	213,387
Other	120,083	1,701	121,784
<b>TOTAL EXPENDITURES:</b>	<b>19,104,507</b>	<b>2,689,838</b>	<b>21,794,345</b>
<b>TRANSFERS :</b>			
Funding Bond Proceeds	2,125,000	-	2,125,000
Interfund Transfers	(1,059,795)	-	(1,059,795)
<b>TOTAL TRANSFERS:</b>	<b>1,065,205</b>	<b>-</b>	<b>1,065,205</b>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<b>533,302</b>	<b>545,645</b>	<b>1,078,947</b>

**OPERATING FUNDS  
COMPARISON REPORT FY09-11**

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

College	Category	FISCAL YEAR 2009			FISCAL YEAR 2010			FISCAL YEAR 2011			
		Estimated Budget	Spent Thru June	% of Bdgt	Estimated Budget	Spent Thru June	% of Bdgt	Estimated Budget	Spent Thru June	% of Bdgt	% of Year
Frontier	Bills		\$2,231,308			\$1,728,044			\$1,732,291		
	Payroll		\$2,028,332			2,201,569			2,122,999		
	Totals	\$4,457,801	4,259,640	96%	\$4,502,379	3,929,613	87%	\$4,352,051	3,855,290	89%	100%
Lincoln Trail	Bills		\$1,886,101			1,399,227			1,488,107		
	Payroll		\$2,508,271			2,469,055			2,288,367		
	Totals	4,575,110	4,394,372	96%	\$4,620,861	3,868,282	84%	\$4,382,964	3,776,474	86%	100%
Olney Central	Bills		\$2,505,821			1,998,417			2,144,092		
	Payroll		\$4,494,275			4,804,423			4,613,349		
	Totals	7,117,178	7,000,096	98%	\$7,188,350	6,802,840	95%	\$7,257,531	6,757,441	93%	100%
Wabash Valley	Bills		\$2,810,933			2,213,370			2,265,746		
	Payroll		\$3,339,987			3,146,471			2,980,418		
	Totals	6,340,835	6,150,920	97%	\$6,404,243	5,359,841	84%	\$5,907,806	5,246,164	89%	100%
Workforce Educ.	Bills		\$2,187,577			2,361,367			3,425,051		
	Payroll		\$1,585,896			1,679,332			1,637,818		
	Totals	3,887,648	3,773,473	97%	\$4,150,932	4,040,699	97%	\$4,881,642	5,062,869	104%	100%
District Office	Bills		\$271,705			259,743			239,518		
	Payroll		\$965,480			903,533			844,808		
	Totals	1,322,403	1,237,185	94%	\$1,217,108	1,163,276	96%	\$1,168,424	1,084,326	93%	100%
District Wide	Bills		\$2,069,716			1,567,016			1,587,220		
	Payroll		\$958,620			827,061			745,097		
	Totals	4,181,925	3,028,336	72%	4,364,077	2,394,077	55%	2,441,480	2,332,317	96%	100%
<b>GRAND TOTALS</b>		<b>\$31,882,900</b>	<b>\$29,844,022</b>	<b>94%</b>	<b>\$32,447,950</b>	<b>\$27,558,628</b>	<b>85%</b>	<b>\$30,391,898</b>	<b>\$28,114,881</b>	<b>93%</b>	<b>100%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**June 30, 2011**

	FY 2011		FY 2010		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	15,232,856	54.18%	16,031,444	58.17%	(798,588)
Employee Benefits	2,078,323	7.39%	2,229,906	8.09%	(151,583)
Contractual Services	752,043	2.67%	640,672	2.32%	111,371
Materials	1,573,112	5.60%	1,385,076	5.03%	188,036
Travel & Staff Development	223,930	0.80%	199,389	0.72%	24,541
Fixed Charges	440,067	1.57%	397,253	1.44%	42,814
Utilities	1,158,843	4.12%	1,172,065	4.25%	(13,222)
Capital Outlay	213,387	0.76%	215,425	0.78%	(2,038)
Other	6,442,320	22.91%	5,287,398	19.19%	1,154,922
	<u>28,114,881</u>	<u>100.00%</u>	<u>27,558,628</u>	<u>100.00%</u>	<u>556,253</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 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 14, 2011  
**RE:** Personnel Report

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

## **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Change-in-Status**
- 400.3. Administrative Guidelines Change**
- 400.4. Annual Review of FMLA taken during 2011 fiscal year (External Report)**
- 400.5. Resignation**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Faculty

1. Sharon Hoffee, Nursing Instructor, effective August 15, 2011

### B. Professional / Non-Faculty

1. Linda Sargent, Coordinator, Literacy Development, FCC, effective August 15, 2011, contingent upon continued grant funding

### C. Classified

1. Jennifer Balding, Office Assistant, OCC, effective July 25, 2011

## 400.2. Change-in-Status

### A. Administrative

1. Jeffery Cutchin, Assistant Dean, Student Services, FCC, to Dean of Instruction, OCC, effective September 6, 2011

### B. Classified

1. Linda Horn, Office Assistant, OCC, to Program Advisor, Allied Health, OCC, effective July 20, 2011

## 400.3. Administrative Guidelines Change

### A. Administrative Guidelines Change for Full-Time Bargaining Unit Faculty

1. Individual Applied Music Rate

<u>Rate</u>	<u>Effective Date</u>
\$153.00 per student/per credit hour	Fall 2011

**B. Administrative Guidelines Change for Part-time Faculty**

1. Individual Applied Music Rate

<u>Rate</u>	<u>Effective Date</u>
\$153.00 per student/per credit hour	Fall 2011

**400.4. Annual Review of FMLA taken during 2011 fiscal year (External Report)**

**400.5. Resignation**

**A. Classified**

1. Misti Hinterscher, Upward Bound Counselor, DO/OCC, effective July 9, 2011

**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**

**Locally Funded & PHS Projects  
Projects Schedule**

	Funding Source	Estimated Budget								
FCC Classroom Remodeling	Local	\$392,000	████████████████████							
District Wide - Surveillance Systems	PHS	\$144,000	████████████████████							