

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

July 19, 2005



Location:

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

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

**Illinois Eastern Community Colleges
Board Agenda**

**July 19, 2005
7:00 p.m.
Olney Central College**

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECCEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
 - A. Student Personnel Policy 500.14
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Proposed PHS Bond Issue Bruce
 - B. Required Bond Issuance Hearing Bruce
 - C. Approval of Bond Counsel and Underwriter Bruce
 - D. IECC 2005-2007 CatalogSchwartz
 - E. Phlebotomy Handbook Davis
 - F. Accountability and Program Review Report.....Pampe
 - G. Performance Report.....Pampe
9. Bid Committee ReportBrowning
 - IECC
 - Projectors
 - Computers
 - 2005-2007 Catalog
 - Janitorial Equipment & Supplies
10. District Finance

A. Financial Report	Browning
B. Approval of Financial Obligations	Browning
11. Chief Executive Officer's Report	Bruce
12. Executive Session	Bruce
13. Approval of Executive Session Minutes	
A. Written Executive Session Minutes	Bruce
B. Audio Executive Session Minutes.....	Bruce
14. Approval of Personnel Report	Bruce
15. Collective Bargaining	Bruce
16. Litigation	Bruce
17. Acquisition and Disposition of Property.....	Bruce
18. Other Items	
19. Adjournment	

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, June 21, 2005.

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

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

Mrs. Brenda K. Culver, Dr. George Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Trustees absent: Dr. Larry Rost, Miss Laura Tiusaba Guzman, (student trustee). There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

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

Abbreviations Used in Minutes:

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

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the regular meeting, Tuesday, May 17, 2005, were presented for disposition.

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

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

#3-A. Visitors & Guests: Visitors & guests present were recognized. Mr. John Howard, Mr. Ary Jennings and Mr. Dave Brown presented an informational power point program on the recently renovated welding center in Girard, which was constructed in cooperation with the Freeman United Coal Company.

#3-B. IECCEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

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

#5-C. Report from Cabinet: None.

Amend Agenda: The CEO recommended that the agenda be amended to add an item under Agenda #6, to consider a revision to the following policy: Vacation Leave Policy – Administrative, Professional Non-Faculty, Technical, Clerical and Maintenance Staff (400.12). Without objection, the Chair directed that the agenda be amended as recommended.

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

A. Vacation Leave Policy – Administrative, Professional Non-Faculty, Technical, Clerical and Maintenance Staff (400.12): The current policy is revised to add the following paragraph, to be inserted after paragraph number six in the existing policy:

Voluntary and involuntary separation accumulation vacation day payments made pursuant to section 400.12 shall be subject to restrictions as set forth in Public Act 94-004, and as interpreted by the Board of Trustees.

Recommendation: An amended copy of the foregoing revised policy was presented and without objection the Chair directed that the amended copy be accepted and made a part of the records of this meeting. The CEO recommended that second reading be waived and the foregoing revised policy be adopted.

Board Action: Mr. Williams made a motion to waive second reading and adopt the revised Vacation Leave Policy (400.12) as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #7- "Policy Second Readings" – None.

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

#8-A. FY07 RAMP Document: Ms. Cantwell reviewed the Resource Allocation and Management Plan (RAMP) for FY 2007, which includes four capital project requests from FCC, LTC, OCC and WVC, as follows:

Olney Central College
Project Name: Applied Technology Center
District Priority No.: 1 of 4
Total Building Budget: \$1,620,760

Wabash Valley College
Project Name: Technology/Student Support Expansion to Main Hall
District Priority No.: 2 of 4
Total Building Budget: \$6,051,348

Lincoln Trail College
Project Name: Center for Technology
District Priority No.: 3 of 4
Total Building Budget: \$7,964,546

Frontier Community College
Project Name: Student Center
District Priority No.: 4 of 4
Total Building Budget: \$3,115,427

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

Board Action: Trustee Marilyn J. Wolfe made a motion to approve IECC's Resource Allocation and Management Plan for FY2007 as recommended. Trustee Walter L. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-B. FY2005-2006 Budget Resolution: Mr. Browning presented a resolution on budget requirements. The CEO recommended adoption of the following resolution establishing budget requirements for fiscal year 2005-2006.

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 2006 fiscal year:

1. Date of Fiscal Year: July 1, 2005 - June 30, 2006.
2. Publication of Notice of Public Hearing on Budget: On or before August 12, 2005.
3. Tentative Budget to be available for Public Inspection at the District Business Office: On and after August 12, 2005.
4. Mailing Tentative Budget to Board of Trustees: August 12, 2005.
5. Public Hearing on Budget: September 20, 2005 at the hour of 6:00 p.m. to 6:30 p.m., local time, Frontier Community College, 2 Frontier Drive, Fairfield, IL 62837.
6. Adoption of Budget: September 20, 2005 following the Public Hearing.

Board Action: Dr. Fischer made a motion adopt the foregoing resolution establishing budget requirements as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-C. Inter-Fund Loans Resolution: Mr. Browning presented a resolution relating to inter-fund loans. State statute requires that the Board of Trustees approve by resolution each year certain inter-fund loans and transfers. The CEO recommended adoption of the following resolution authorizing inter-fund loans during fiscal year 2006.

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges District No. 529 desires to affect certain inter-fund loans for fiscal year 2006, 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 2006, 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, 2006.

Board Action: Mr. Williams made a motion adopt the foregoing resolution relating to Inter-Fund Loans as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-D. Building & Maintenance Fund Resolution: Mr. Browning presented a resolution relating to expenditures from the Building and Maintenance Fund. The CEO recommended approval of the following resolution authorizing certain expenditures from the Operations, Building and Maintenance Fund.

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 janitors, engineers and for other custodial employees 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 building, 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 Colleges District No. 529 by resolution authorizes the Chief Executive Officer of the District to budget and expend funds from tax for operations, building and maintenance purposes for the payment of salaries of janitors, engineers or other custodial employees, 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: Dr. Fischer made a motion to adopt the foregoing Building and Maintenance Fund Expenditure resolution as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-E. Working Cash Fund Resolution: Mr. Browning presented a Working Cash Fund resolution. The CEO recommended adoption of the following resolution authorizing the Treasurer to permanently transfer approximately \$48,662 Working Cash Fund interest to the General Fund on or before June 30, 2005.

WHEREAS, the Board of Trustees affected the permanent transfer of interest earned on the Working Cash Fund monies to the General Fund on or before June 30, 2005.

WHEREAS, the Board of Trustees initiated this transfer which is 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 \$48,662 Working Cash Fund interest to the General Fund, said transfer to be made on or before June 30, 2005.

Board Action: Mr. Williams made a motion to adopt the foregoing Working Cash Fund resolution as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-F. Prevailing Rate of Wages: Mr. Browning presented the Ordinance relating to the Prevailing Rate of Wages. The CEO recommended adoption of “An Ordinance of the Board of Trustees of Illinois Eastern Community Colleges Ascertainning 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 2005. 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: Mr. Williams made a motion to adopt the Ordinance Ascertainning the Prevailing Rate of Wages as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-G. Blue Cross Blue Shield Renewal: The CEO recommended approval to renew the contract with Blue Cross Blue Shield of Illinois for health and dental insurance coverage for district employees, with an approximate 7% decrease in health insurance premiums and an approximate 8% increase in dental premiums, effective August 31, 2005.

Monthly renewal rates:

Health: Employee \$385.52; Employee & Spouse \$830.62; Employee & Child(ren) \$614.70; Employee & Family \$1,121.79.

Dental: Employee \$29.14; Employee & Spouse \$59.52; Employee & Child(ren) \$75.24; Employee & Family \$80.41.

Total: Employee \$414.66; Employee & Spouse \$890.14; Employee & Child(ren) \$689.94; Employee & Family \$1,202.20.

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

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

#8-H. FY06 Property, Automobile and Liability Insurance Renewal: Current carriers have provided renewal rates for FY06 that represent an approximate 7.6% decrease over expiring premiums. The CEO recommended approval to accept the renewal rates as follows:

Property, Inland Marine, General Liability \$132,375; Broadcast/Multi Media Liability \$3,805; Automobile \$59,235; Umbrella \$21,560; School Board \$18,500; Medical Professional Liability (Nursing & Radiology) \$7,546; Student Athletic/Intercollegiate \$71,580; Student Intramural \$2,700; Medical Professional Liability (Cosmetology/Massage) \$1,155; Boiler & Machinery \$8,508; Crime \$2,649; Fiduciary \$2,788; Foreign Liability \$3,000; Workers' Compensation \$162,500; Treasurer's Bond \$4,000. Total \$501,901.

Board Action: Dr. Fischer made a motion to accept renewal rates as recommended for the district's property, automobile and liability insurance for FY06 as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-I. Accrual Run-Out: The CEO recommended approval to follow the procedure followed in prior years, to pay the July 14th FY05 "run-out" bills prior to Board approval, with the understanding that these bills will be made available for Board review at the July Board meeting.

Board Action: Mr. Williams made a motion to approve payment of July 14, FY05 "run-out" bills prior to Board approval as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-J. Audit Engagement: Clifton Gunderson, Certified Public Accountants, has proposed to continue their current auditing services to the IECC District, for an annual fee of \$24,150 plus out of pocket expense. The CEO recommended approval to continue auditing services with Clifton Gunderson, as outlined in their 2005 Audit Engagement Letter.

Board Action: Mr. Williams made a motion to approve the Audit Engagement Letter from Clifton Gunderson, Certified Public Accountants as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-K. Building Lease Agreements: The CEO recommended approval of the following leases as detailed in the Board Mailing for this meeting:

1. OCC Cosmetology Lease – amendment to lease for the Cosmetology program property located at 104 E. Main, Olney, IL extends the lease through June 30, 2006, monthly rent remains the same at \$1,000.00.
2. IECC Dislocated Worker Program Lease – amendment to lease for the Dislocated Workers office space located at 214 E. Main, Olney, IL extends the lease through June 30, 2006, the monthly rent remains the same at \$1,000.00.

3. IECC Illinois Employment Training Center (IETC) – updated lease for the IETC space located at 216 E. Main, Olney, IL. The lease is for the period of July 1, 2005 through June 30, 2006, the monthly rent remains as the same as the prior lease at \$860.00.

4. IECC/CMS IDES Sublease – amendment to sublease with Central Management Services for IL Dept. of Employment Security, located at 216 E. Main, Olney, IL to extend the lease through June 30, 2006, monthly rent at \$472.00.

5. IECC/Lakeland College Sublease – amendment to sublease with Lakeland College Dislocated Workers Center for property located at 216 E. Main, Olney, IL extending the sublease to June 30, 2006, the monthly rent remains the same at \$772.00.

6. IECC/CEFS Sublease – amendment to sublease with CEFS Economic Opportunity Corporation for property located at 216 E. Main in Olney, IL, extending the sublease to June 30, 2006, the monthly rent at \$200.00.

7. IECC/IL Rehab Services Sublease – amendment to sublease with State of Illinois Rehabilitation Services for property located at 216 East Main Street, Olney, IL, to June 30, 2005, the monthly rent at \$200.00.

8. IECC/ILWIB Sublease – amendment to sublease with Illinois Local Workforce Investment Board for property located at 216 East Main Street, Olney, IL, to extend to June 30, 2006, the monthly rent at \$125.00.

9. IECC/Elvan Wallace and A. Carol Wallace – amendment to lease for the Frontier Newton Center located at 207 E. Jourdan St., Newton, IL extending the lease through May 31, 2007, the monthly rent remains the same at \$837.00.

Board Action: Miss Wolfe made a motion to approve the foregoing lease agreements with details as set forth in the lease documents as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$4,226,451.98, as of May 31, 2005.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for June 2005, totaling \$822,775.51, were presented for approval.

Board Approval for Payment of Financial Obligations: Miss Wolfe made a motion to approve payment of district financial obligations for June 2005, in the amounts listed, and payments from the revolving fund for May 2005. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

1. Property Tax Farmland Reassessment.
2. Tech Prep Final Report.
3. Non-Traditional Scholarship Grant.
4. Constitution Day – September 17.
5. 2005 Spring Student Satisfaction Survey Results.
6. Enrollment Report.

AGENDA #12 – “Executive Session” – The CEO recommended that an executive session be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity]; and, under Section 2(c)(2) of the Open Meetings Act to consider collective negotiating matters; and, under Section 2(c)(11) of the Open Meetings Act to consider pending litigation against, affecting or on behalf of the District or litigation which is probable or imminent; and, under Section 2(c)(21) of the Open Meetings Act to consider and approve minutes of meetings lawfully closed under the Act; and to conduct the semi-annual review of executive session minutes as mandated by Section 2.06 of the Act.

#12-A. Executive Session: Mrs. Culver made a motion to hold an executive session to consider the matters outlined by the CEO. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Dr. Rost, Miss Tiusaba. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 8:29 p.m.

#12-B. Executive Session Ended: Mr. Williams made a motion to reconvene in open session. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 9:30 p.m.

(Note: Separate minutes have been prepared for the foregoing executive session.)

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

#13-A. Written Executive Session Minutes: The Board of Trustees did not hold an executive session at the May 17, 2005 regular meeting.

#13-B. Audio Executive Session Minutes: The Board of Trustees did not hold an executive session at the May 17, 2005 regular meeting.

#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 recommendations:

#13-C (A) The following written executive session minutes were reviewed in December 2004 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, September 18, 2001.
13. Tuesday, June 18, 2002.
14. Tuesday, July 16, 2002.
15. Tuesday, August 20, 2002.
16. Tuesday, September 17, 2002.
17. Tuesday, December 10, 2002.
18. Tuesday, February 18, 2003.
19. Tuesday, June 17, 2003.
20. Tuesday, August 19, 2003.
21. Tuesday, September 16, 2003.
22. Tuesday, August 17, 2004.

#13-C (B) The following written executive session minutes have been approved, but remain closed to the public record, and are being subjected to the semi-annual review for the first time in June 2005:

1. Tuesday, November 16, 2004.
2. Tuesday, December 14, 2004.

#13-C (C) It is recommended that the following previously approved written executive session minutes be opened to the public record:

1. Tuesday, November 16, 2004.

#13-C (D) It is recommended that the following previously approved written executive session minutes remain closed to the public record:

1. Tuesday, December 14, 2004.

#13-C (E) Executive sessions were held on the following dates; however, the written minutes of these sessions have been opened to the public record:

1. Tuesday, January 18, 2005.
2. Tuesday, February 15, 2005.
3. Tuesday, March 15, 2005.
4. Tuesday, April 19, 2005 (special meeting).

#13-C (F) It is recommended that the following previously approved audio executive session minutes remain closed to the public record and that these audio executive session minutes remain in the custody of the Board Secretary until 18 months following the executive session at which the audio minutes were taken:

1. Tuesday, January 20, 2004.
2. Tuesday, February 17, 2004.
3. Tuesday, April 20, 2004.
4. Tuesday, June 15, 2004.
5. Tuesday, August 17, 2004.
6. Tuesday, November 16, 2004.
7. Tuesday, December 14, 2004.
8. Tuesday, January 18, 2005.
9. Tuesday, February 15, 2005.
10. Tuesday, March 15, 2005.
11. Tuesday, April 19, 2005 (special meeting).

#13-C (G) 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, April 19, 2005 (regular meeting).
2. Tuesday, May 17, 2005.

Board Action: Mr. Williams made a motion to approve the foregoing recommendations as outlined, for minutes of executive sessions held on the dates listed. Mrs. Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

400.1. Employment of Personnel

A. Faculty

1. Brenda Groves, Nursing Instructor, effective August 11, 2005.
2. Sharen Wolke, Nursing Instructor, effective August 11, 2005.

B. Classified

1. Jan Adams, Custodian, WVC, effective June 27, 2005.
2. Mary Warren, Records Clerk, FCC, effective July 1, 2005.

400.2. Request for Approval of Proposed Non-College Employment

A. Faculty – Mark Fitch, Bateman Auto Parts, Olney, Illinois, approximate time 128 days/256 hours per contract year.

400.3. Reemployment of IECC/LTC Correctional Center Employees for FY06. Employment is completely dependent upon funding from the Department of Corrections.

A. Administrative

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

B. Professional/Non-Faculty

1. John Arabatgis, Academic Counselor/LCC/RCC
2. Ida McVaigh, Youthful Offender Counselor/RCC
3. Karen Miller, Youthful Offender Counselor/LCC

C. Classified

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

D. Faculty

1. Larry Conour, Computer Tech Inst/RCC
2. Alice Holtzhouser, Business Management Inst/RCC
3. David Johnston, Computer Tech Inst/LCC
4. Karen Mason, Food Service Tech Inst/LCC
5. James Patrick, Commercial Custodial Services Inst/LCC
6. Harvey Ricker, Commercial Custodial Services Inst/RCC
7. Paul Stouse, Horticulture Inst/RCC

400.4. No Action On This Item

400.5. Notice of Intent to Renew President Contracts

The Board of Trustees gave notice of intent to renew the contracts of the College Presidents: Dr. Harry Benson, Wabash Valley College; Dr. Jack Davis, Olney Central College; Dr. Michael Dreith, Frontier Community College; Dr. Carl Heilman, Lincoln Trail College.

400.6. FY05-06 Special Assignments

Frontier Community College

Academic

1. Jeff Cutchin, Lead Inst Cisco Systems, \$450.
2. Kathy Doty, Lead Inst Office Occupations, \$450.
3. Rodney Maxey, Lead Inst Auto Tech, \$450.

Extra-Curricular

1. Jeff Cutchin, Computer Technician, \$6,000.
2. Kathy Doty, College Bowl Team Advisor, \$400.
3. Jeannette Wiles, Phi Theta Kappa Advisor, \$400.

4. Jeff Cutchin, SIFE Advisor, \$400

Lincoln Trail College

Academic

1. Bea Abernathy, Lead Inst Information Tech, \$450.
2. Nancy Simmons, Lead Inst Medical Asst/Pharm Tech, \$450.

Athletic

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

Extra-Curricular

1. Carrie Mallard, Scholastic Bowl Coordinator, \$350.
2. Diane Reed, Phi Theta Kappa Advisor, \$175.
3. Susan Polgar, Phi Theta Kappa Advisor, \$175.
4. Carrie Mallard, Student Senate Advisor, \$500.
5. Brandi Jittjumnongk, Student Senate Advisor, \$500.
6. Yvonne Newlin, Performing Arts Coordinator, \$1,000.

Olney Central College

Academic

1. Mark Fitch, Lead Inst Collision Repair Tech, \$475.
2. Johnie Harrell, Lead Inst CRT Auto Service Tech, \$475.
3. Russ Jausel, Lead Inst Industrial Maint Tech, \$550.
4. Amie Mayhall, Lead Inst Office Technology, \$550.
5. Ryan Roark, Lead Inst Cisco Systems, \$450.
6. Kristi Urfer, Lead Inst Accounting, \$450.
7. Nedra Pershing, Lead Inst Massage Therapy, \$450.

Academic - Nursing

1. TBD, Dept Head, Nursing/OCC, \$2,500+12 hrs rel time.
2. Nancy Buttry, Dept Head, Nursing/FCC, \$2,500+12 hrs rel time.
3. Tamara Fralicker, Dept Head, Nursing/LTC, \$2,500+12 hrs rel time.
4. Kathleen Nelson, Dept Head, Nursing/WVC, \$2,500+12 hrs rel time.

Extra-Curricular

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

Other

1. Ed Wright, Coordinator of Food Services, \$12,500.

Wabash Valley College

Academic

1. Judy Neikirk, Lead Inst Social Services, \$450.
2. Byford Cook, Lead Inst Industrial Studies, \$450; Lead Inst Electronics, \$450.
3. Dan Edwards, Lead Inst Radio/TV, \$450.
4. Gary Wise, Lead Inst Manufacturing Tech, \$450.
5. Larry Hoeszle, Lead Inst Diesel Equipment, \$500.
6. Linda Kolb, Lead Inst Early Child Dev, \$450; Small World, \$2,400.
7. Don Mersinger, Lead Inst Agriculture, \$500.
8. Cathy Robb, Lead Inst Admin Information Tech, \$500.
9. David Wilderman, Lead Inst Manufacturing Tech, \$450.
10. Mark Pettigrew, Lead Inst Machine Shop Tech, \$450.

Athletic

1. Paul Schnarre, Athletic Director, \$3,500; Head W Softball Coach, \$6,000.
2. Clyde Buck, Head W Basketball Coach, \$6,000.

Extra-Curricular

1. TBD, Student Publications Advisor, \$1,000.
2. Brenda Phegley, Phi Theta Kappa Advisor, \$400.

District Office

Extra-Curricular

1. Don Mersinger, Int'l Soccer Coach, \$1,500.
2. David Cunningham, Faculty Assessment Coordinator, Student Learning Outcomes Committee, \$1,500.
3. Amie Mayhall, Faculty Assessment Coordinator, Student Learning Outcomes Committee, \$1,500.

400.7. Resignations

A. Faculty

1. Randal Hargis, Computer Instructor, effective June 2, 2005.

B. Professional/Non-Faculty

1. Everick Sullivan, Men's Head Basketball Coach, LTC, effective June 8, 2005.

C. Classified

1. Rhoda Slichenmyer, International Student Liaison, DO, effective July 1, 2005.

400.8. Retirement

A. Faculty

1. Don Mersinger, Ag Tech Instructor, effective May 31, 2006.

Personnel Report Addendum

400.9. Employment of Personnel

A. Professional/Non-Faculty

1. Willard “Junsie” Cotton, Men’s Basketball Coach, LTC, effective June 27, 2005.

400.10. Temporary Employment

A. Temporary Faculty

1. Karen Marks, Nursing Instructor for the term of August 11, 2005 thru September 30, 2005.

400.11. Termination of Employment

A. Professional/Non-Faculty

1. James Glash, Men’s Basketball Coach, OCC, effective June 22, 2005.

#14-A. Correct Date: Without objection, the Chair directed that the employment date of Jan Adams be changed from July 7, 2005 to June 27, 2005.

#14-B. Board Action to Amend Personnel Report: Mr. Williams made a motion to amend the Personnel Report, to add an addendum containing Sections 400.9, 400.10 and 400.11, as recommended. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

#14-C Request to Divide the Issue: Mr. Koertge requested that the vote on the Personnel Report be divided, to separate the issue of Section 400.11, Termination of Employment of James Glash. Without objection, the Chair directed that the issue be divided as requested.

#14-D. Board Action to Approve Personnel Report with Exception: Mr. Williams made a motion to approve the foregoing Personnel Report as amended, with the exception of Section 400.11, Termination of Employment of James Glash. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#14-E. Board Action on Personnel Report Section 400.11: The Chair directed that a recorded roll call vote be taken on Approval of Personnel Report Section 400.11, Termination of Employment of James Glash. Upon roll call vote the following trustees voted yea: Mrs. Culver, Dr. Fischer, Mr. Lane, Mr. Williams, Miss Wolfe. Mr. Koertge abstained. Trustees voting nay: None. Trustees absent: Dr. Rost, Miss Tiusaba. The motion having received 5 yea votes and 0 nay votes and 1 abstention, 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” – Mr. Williams made a motion to adjourn. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 9:35 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Agenda Item #4

Public Comment

Agenda Item #5

Reports

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

Agenda Item #6

Agenda Item #6

Policy First Reading (and Possible Approval)

Student Personnel Policy 500.14

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 16, 2005
RE: Board Policy Student Personnel 500.14

I am recommending the following revisions of Board Policy Student Personnel 500.14 – Tuition Waiver:

- A. Clarification of tuition waivers for Senior Citizens.
- B. Conditions for dependent children of full-time employees to qualify for tuition waiver.
- C. Maximum of 3 credit hours for part-time non-faculty employees working 10 or more hours per week.
- D. Maximum of 3 credit hours per semester for part-time faculty who teach at least 3 load hours per semester.
- E. Clarification of before or after 6 p.m. waivers

These revisions will align the policy to recent changes approved by the cabinet to the Procedures Manual.

TLB/rs

STUDENT PERSONNEL - 500

Tuition Waiver (500.14)

Date Adopted: November 17, 1998

Revised: ~~September 16, 2003~~

Revised: July 19, 2005

~~A. Senior Citizens: It shall be the policy of the Board of Trustees that tuition for senior citizens will be waived for individuals who have attained the age of 60.~~

A. Senior Citizens: Tuition is waived for residents of the District who are 60 years or older. Non-credit course fees are **not** waived.

~~Senior citizens may make voluntary payment, or may make a contribution to the college or college foundation.~~

B. Full-Time Employees: It shall be the policy of the Board of Trustees that tuition shall be waived for all full-time employees (*current or retired*) of the District and members of their immediate family. Members of the immediate family shall be defined as the spouse and dependents of full-time employees. However, a spouse or dependent who has been convicted of criminal conduct that would threaten staff or student health, welfare, or safety; or who was discharged for cause from district employment, shall not be entitled to a tuition waiver. *Children can qualify as a dependent if they satisfy the following conditions:*

They are under 24 years of age;

They are not married;

They currently reside in-district with the full-time employee of Illinois Eastern Community Colleges.

~~C. Part-Time Employees: Part-time employees working 20 hours or more may be given an in-district tuition waiver for one course per semester.~~

C. Part-time Non-Faculty Employees: – Part-time non-faculty employees working 10 hours or more per week may be given an in-District tuition waiver for one class per semester, up to a maximum of 3 credit hours per semester. This tuition waiver does not apply to work-study students.

D. Part-time Faculty: – Part-time faculty employed to teach at least 3 load hours for the semester in which the waiver is granted may be given an in-District tuition waiver for one class per semester, up to a maximum of 3 credit hours per semester.

E.D. Tuition Cap: Tuition will be waived for credit hours taken over 19 per semester.

F.E. After 6 p.m.; before 6 p.m. Waiver: Tuition of \$10.00 per semester hour will be charged for students enrolled in four semester hours or less per semester if the course(s) begins **after** 6 p.m. Tuition of \$10.00 per semester hour will be charged for students enrolled in four semester hours or less **before** 6 p.m. if the student works a night shift on a full-time basis.

G.F. Discretionary Tuition Waivers: Other types of tuition waivers *may be granted for such as* academic and athletic scholarships, special educational programs, partial *tuition* waivers of ~~tuition~~, and or workshops, ~~may be initiated by the colleges, upon~~ *at the* recommendation of the President of the college with approval of the Chief Executive Officer or his designee.

Agenda Item #7

Agenda Item #7

Policy Second Reading

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Proposed PHS Bond Issue

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 19, 2005
RE: Proposed PHS Bond Issue

Preparations are being made for a \$3.5 million issue of Protection, Health, Safety (PHS) Bonds. Projects for this new issue have been identified and we are in the process of preparing the required Capital Project Application Forms for submittal to the ICCB.

Roger Browning and I have been working with bond counsel and the underwriters to coordinate the issuance of our series 2005 PHS Bonds with our expiring outstanding PHS Bonds.

Attached is the Bond Debt Service amortization schedule for our expiring 2002 PHS bond issue. The Board of Trustees will be asked to take action on the 2005 issuance in October of this year, so I want the Board to see the impact of our expiring bond issue and this additional issuance in 2005.

With the collection of property tax proceeds, pursuant to our levy and extension for bond and interest, the Board will pay for our proposed 2005 PHS Bond issuance over a three to five year period. We are currently working with bond counsel to determine the best option and a model will be presented for review prior to the required Board action.

I would recommend that the Board accept this proposal as outlined, and allow the CEO and CFO to proceed with preparation for a 2005 PHS bond issue.

TLB/cr

Attachments

BOND DEBT SERVICE

**ILLINOIS EASTERN COMMUNITY COLLEGES
SER. 2002 PROTECTION, HEALTH, and SAFETY BONDS**

Dated 12/01/2002
Delivery Date 12/17/2002

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
12/17/2002					
11/1/2003	780,000	1.950%	76,578.33	856,578.33	
5/1/2004			34,165.00	34,165.00	
6/30/2004					890,743.33
11/1/2004	1,450,000	2.300%	34,165.00	1,484,165.00	
5/1/2005			17,490.00	17,490.00	
6/30/2005					1,501,655.00
11/1/2005	1,320,000	2.650%	17,490.00	1,337,490.00	
6/30/2006					1,337,490.00
	3,550,000		179,888.33	3,729,888.33	3,729,888.33

Agenda Item #8B

Required Bond Issuance Hearing

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 19, 2005
RE: Required Bond Issuance Hearing

Before the Board of Trustees can issue the Protection Health Safety (PHS) bonds, a Bond Issuance Hearing must be held at least seven days prior to Board action authorizing the issuance of the bonds.

Attached is the required publication notice to establish a hearing date and time that is at least seven days prior to the October 18th Board of Trustees meeting. At the October 18, 2005 Board meeting the PHS bonds could then be authorized if the Board so desires.

I would propose that a Special Board meeting be held on October 3, 2005. The hearing would be scheduled from 8:00 a.m. until 8:30 a.m. with the Board meeting at 8:30 a.m. to transact any required business. This proposed meeting time and date is subject to discussion and Board member availability. Only a majority of the Board would be required for the hearing and Board meeting.

TLB/cr

Bond Issue Notification Hearing

The Board of Trustees of Illinois Eastern Community College District No. 529 will hold a public hearing on October 3, 2005 at 8:00 a.m. The hearing will be held in the Board's meeting room at 233 East Chestnut Street, in Olney, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds in the amount of up to \$3,600,000 for the purpose of financing numerous repairs, replacement, rehabilitation and improvements throughout the District, constituting fire prevention, health and safety work, including: 1. natatorium renovation, bleacher replacement, library roof replacement, science gas piping, gym lighting, gym AC – (Wabash Valley College, "WVC"); 2. ADA compliance for buildings and sidewalks, upgrade sprinkler system, site lighting, classroom lighting (Frontier Community College, "FCC"); 3. wood paneling replacement, tuck-point exterior walls, roof replacement and repairs, replace water supply – (Lincoln Trail College, "LTC"); 4. elevator upgrade, stair treads and landings, floor tile replacement, stairway walls, greenhouse glass, ADA compliance for sidewalks and toilets, gym roof replacement, gym water service, ventilation for life science and art, computer HVAC supplement, gym fire alarm – (Olney Central College, "OCC"); 5. district-wide: lab gas valves, environmental work and asbestos removal; and 6. related facilities, improvements and costs.

By: /s/ Harry Hillis, Jr.

Title: Secretary

Note to Publisher: The above notice is to be published one time on or before 7 days before the hearing, but not prior to 30 days before the hearing. **The publication may be in the "legals" or "classified" section of the paper. NO SPECIAL BORDER IS REQUIRED FOR THIS PUBLICATION. DO NOT USE ANY SPECIAL BORDER.** Please send your statement to:

Terry L. Bruce
Illinois Eastern Community College District No. 529
233 E. Chestnut Street
Olney, Illinois 62450

Board of Trustee's Approval and Order Setting Public Hearing:

The undersigned, Chairman of the of Board of Trustees of Illinois Eastern Community Colleges hereby approves and orders the setting of the above Bond Issue Notification Act hearing.

Date: July ____, 2005

ATTEST:

Secretary, Board of Trustees

Chairman, Board of Trustees

When signed by the Chairman, please date and fax back to Evans, Froehlich, Beth & Chamley at 217/359-6468 and file with the District Secretary.

Agenda Item #8C

Approval of Bond Counsel and Underwriter

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 19, 2005
RE: Approval of Bond Counsel & Underwriter

Mr. Chairman, I recommend the Board retain Kurt Froehlich of Evans, Froehlich, Beth & Chamley of Champaign, Illinois, to handle the issuance, and Bill Morris of Kirkpatrick Pettis, Chicago, Illinois to originate, underwrite and distribute the bonds.

TLB/cr

Agenda Item #8D

IECC 2005-2007 Catalog

Agenda Item #8D

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 19, 2005
RE: 2005-2007 Catalog

Every two years the Board of Trustees is requested to approve the District catalog. It is the contract with students who attend our four colleges. It also contains course offerings and program descriptions.

The catalog was mailed to you last week. The attached document sets forth the changes made since the last Board approval of a catalog. Numerous other changes that will appear in the catalog have been approved individually and separately by the Board. This would include such matters as changes in policy, the calendar, fees, and tuition.

I ask the Board's approval of the new catalog.

TLB/rs

Attachment

**Deleted, Added, and Revised Programs
2005-2007 IECC Catalog**

Deleted Programs from 2003-2005 Catalog

Air Conditioning and Refrigeration Degree (LTC)
Sheet Metal Certificate (LTC)

Added Programs to 2005-2007 Catalog

Computer Security Certificate (LTC)
Crime Scene Technician Degree (OCC)
Electrical Distribution Systems Certificate (FCC)
Industrial Maintenance HVAC I Certificate (OCC)
Medical Assistant Certificate (LTC)
Network Support Specialist Degree (OCC)
Pharmacy Technician Certificate (LTC)
Turf and Landscape Design Certificate (WVC)

Revised Programs

Administrative Assistant Certificate/Degree (FLOW) and Information Processing Certificate/Degree (FLOW) combined into Administrative Information Tech Certificate/Degree (FLOW)

To Be Withdrawn

Architectural Drafting Degree/Certificate (LTC)
Computer Aided Drafting Certificate (LTC)
Industrial Engineering Drafting Degree/Certificate (LTC)
Microcomputer Business Systems Degree (LTC)
Quality Improvement Specialist Degree/Certificate (LTC)
Quality Management Certificate (LTC)

Agenda Item #8E

Phlebotomy Handbook

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 19, 2005
RE: Phlebotomy Handbook

Illinois Eastern has recently begun a Phlebotomy Program at Olney Central College. To meet program requirements, a student handbook must be developed.

This handbook has been developed by President Jack Davis and Dean Donna Henry following the existing Nursing Student Handbook.

I ask the Board's approval of the new Phlebotomy Handbook.

TLB/rs

Attachment

OLNEY CENTRAL COLLEGE



PHLEBOTOMY PROGRAM

Student Handbook
2005-2006

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ILLINOIS EASTERN COMMUNITY COLLEGES

MISSION STATEMENT

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

PURPOSES

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

- educational programs, including pre-baccalaureate, career, and technical degrees and certificates that prepare a diverse student body for transfer to a four-year institution of higher education or entry into a multicultural global workplace;
- program, course and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
- utilization of resource-sharing partnerships to expand, retrain, and strengthen the industrial base of southeastern Illinois;
- academic programs and institutional services that are reviewed and revised on a scheduled timeframe with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
- adult and continuing education designed to meet the immediate and long-term needs of the residents in the district;
- programs in remedial education, which assist district residents in attaining skills and abilities needed to enter and complete college-level programs;
- student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, transferring to a four-year institution, entering employment, or completing certificate or course goals;
- curricula and services that are developed and updated, as necessary, to meet both short- and long-term needs of the residents of the district;
- community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring multicultural and diversity within our communities;
- professional enrichment and growth experiences for college, faculty, administrators, and staff which will improve and enhance instruction and service; and,
- resources, facilities, staff, and equipment to support all program and service components of the college.

ILLINOIS EASTERN COMMUNITY COLLEGES

CORE VALUES

These values, which are the foundation of Illinois Eastern Community Colleges, have defined the district since its inception, and are affirmed by the faculty, students, staff, and administration. At IECC, we believe in and place value on:

- **Responsibility:** encouraging personal growth and learning through leadership, stewardship, and accountability.
- **Honor/Truth:** providing an environment where honesty, truth, and integrity are encouraged in our work, communications, and service to our community.
- **Fairness:** supporting freedom of expression and civility, justice and consistency.
- **Respect/Self-Respect:** recognizing and accepting diversity with mutual regard by others through activities and communications.
- **Compassion:** promoting the well-being of students, employees, and constituents through a caring and concerning attitude.

NON-DISCRIMINATION STATEMENT

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

SECTION I

PROGRAM OF LEARNING

OLNEY CENTRAL COLLEGE PHLEBOTOMY PROGRAM

The Olney Central College Phlebotomy Program is offered through a cooperative agreement with Stover Institute for Medical Professionals.

MISSION

The mission of the Phlebotomy Program of Olney Central College is to provide quality education in phlebotomy that affords qualified persons the opportunity to develop knowledge and skills necessary to become entry-level phlebotomy technicians.

The mission is achieved by providing:

- the education and training necessary to become competent, ethical entry-level phlebotomy technicians;
- a thorough knowledge of the theory, skills and procedures relevant to the practice of phlebotomy technicians;
- an environment that helps cultivate greater self-awareness in students and the communication skills necessary for appropriate interactions with clients, members of the health care community and the public;
- a climate of respect for the diversity of persons and ideas wherein students feel free to discuss social and practice issues;
- knowledge of the role of the phlebotomy technician within the greater health care community;
- an environment that is conducive to learning and personal growth; and,
- a stimulus for inquiry and a commitment to continued learning.

PHILOSOPHY

The faculty believe in the necessity of quality education in the clinical laboratory sciences as practitioners are integral members of the health care community and client outcomes are dependent on accurate diagnostics. Phlebotomy technicians are members of the clinical laboratory services and of the greater health care community. Phlebotomy technicians are front-line providers and are capable of providing services in in-patient and out-patient facilities, community centers, and homes. Phlebotomy technician education is the processes by which students are provided with learning experiences which help develop the cognitive, affective and psychomotor abilities necessary for this practice.

The faculty believe the responsibilities and level of functioning of various members of the clinical laboratory sciences are determined by education preparation and experience. The faculty support the concept of educational mobility and encourage students to further their education.

Phlebotomy Certificate Program Educational Outcomes

Upon completion of the Phlebotomy Program that student will demonstrate entry-level competencies to include:

1. Recognize various components of the health care delivery system and responsibilities of other laboratory and health care personnel within the system.
2. Practice infection control and safety.
3. Integrate basic knowledge of anatomy and physiology, terminology and disease processes as they relate to the laboratory and testing.
4. Recognize the importance of specimen collection in the overall patient care system.
5. Demonstrate an understanding of requisitioning and the legal implications of the work environment.
6. Collect, transport, handle and process various blood specimens for analysis following appropriate policies and procedures.
7. Demonstrate appropriate, effective communication in interactions with clients, other members of the health care team, and the public.
8. Relate importance of quality assurance in phlebotomy.
9. Demonstrate understanding of CLIA (Clinical Laboratory Improvement Act) and point of care testing.
10. Use technology in the work environment.
11. Practice within the ethical-legal framework of the profession.
12. Recognize the necessity of continuing education and learning as a function of growth and maintenance of competence.

SECTION II

ETHICAL-LEGAL RESPONSIBILITIES

ASCLS Code of Ethics
www.ascls.org/about/ethics.asp
accessed June 2005

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals practice their profession.

Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.

Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

Duty to Colleagues and the Profession

Clinical Laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for member of the profession.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

Duty to Society

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

Pledge to the Profession

As a clinical laboratory professional, I strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession
- Preserve the dignity and privacy of others
- Uphold and maintain the dignity and respect of our profession
- Seek to establish cooperative and respectful working relationships with other health professionals
- Contribute to the general well being of the community

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

STUDENT CONDUCT

The process of becoming an effective member of the health care professions involves attaining competency in knowledge, skills and behavior. Phlebotomy students are evaluated by testing and oral and written assignments, through skills performance, and observation and interaction in class and clinical settings. A shared process of student self-assessment and faculty assessment is utilized. Input from peers, other faculty, and clinical instructors may also be considered. Underlying all evaluation is the assumption that the student practices the core values of the College. These core values, truth/honor, fairness, compassion, respect/self-respect and responsibility, are also inherent to the conduct of students and practitioners of Phlebotomy.

Truth includes doing one's own work. Students are expected to do homework, tests and other assignments unassisted unless the instructor provides other directions. No credit will be given for material that is not the student's own work. Any student who displays dishonest behavior will be brought before program officials for review of the situation and may be dismissed from the program and/or College.

Honor means integrity in one's beliefs and actions. Honor involves congruence between what one says and what one does and consistency in behaviors. The student is expected to adhere to policies of the college, the program, and any affiliates. As the student develops in the practice of phlebotomy, adherence to the ethics and standards of the practitioner is required.

Fairness involves weighing situations and interactions and responding reasonably. It also means the student will be courteous and civil in expressing opinions and agreeing or disagreeing with others.

Compassion means demonstrating an understanding of the difficulties of others. It also includes recognizing that decisions involve looking at the context of a situation. The student is expected to realize that balancing different needs requires flexibility to allow for suitable adjustments.

Self-respect involves valuing self and is demonstrated by conduct, appearance and interaction with others. The student is expected to interact with peers, faculty, other college personnel and affiliate personnel with respect. Respect also involves not talking when others are speaking, listening to others, responding non-judgmentally to the views of others, and demonstrating tolerance. Appropriate verbal and non-verbal communication is required. The student is expected to meet the standards of the Phlebotomy Program and any affiliate in conduct, dress, and appearance.

Responsibility involves choosing responses and accepting consequences of choices. A student automatically assumes certain responsibilities when enrolling in phlebotomy courses. The student will be on time, take exams on scheduled days, maintain alertness, make full use of class/clinical time, avoid excessive conversation during class and maintain composure when discussing exam results and other forms of evaluation. The student also assumes responsibility for accurate self-assessment of competency. When competencies are performed and signed, this indicates that the student, as well as the clinical instructor, has evaluated his/her own performance as meeting the criteria. The student also assumes responsibility for monitoring progress in the course through review of grades and feedback on assignments. The student is expected to confer with instructor and alter behaviors as identified.

Students will be given feedback, formally and informally, related to conduct. If concerns are identified, the instructor(s) and student will develop a plan for change. If a student does not demonstrate appropriate conduct following counseling, the situation will be reviewed with program administration. Such review may result in the student being dismissed from the program.

CRIMINAL BACKGROUND CHECK

All students accepted into the Phlebotomy Program must have a satisfactory criminal background check. This non-fingerprint background check form is submitted after acceptance into the Program. A satisfactory check is required for continuance in the program. If the background check results are unsatisfactory, the student will be withdrawn from all phlebotomy courses and dismissed from the program. The Program reserves the right to request a repeat background check while a student is in the Program if it is deemed necessary or prudent. Students may also be required to do a drug screening test based on agency policies. If a positive drug screen result is obtained, the student may be dismissed from the program.

CONFIDENTIALITY

Confidentiality of Records

All student Program records will be kept locked in a file cabinet in the Phlebotomy Program's office and will be treated as confidential. Students may request to review their own records.

Confidentiality of Classroom

When an individual or classmate chooses to share personal information in the classroom, it must go no further than the classroom. Students must keep in confidence all personal information divulged by classmates, instructors, and staff until and unless the individual gives permission to reveal specific information. Care should be taken to avoid discussing confidential information in public areas such as hallways and restrooms, and graduates are expected to maintain the confidentiality of information shared while they were students at the college.

SECTION III
GRADING-EVALUATION

GRADING SCALE

The following grading scale is used for assigning grades in Phlebotomy courses:

A	=	90-100
B	=	82-89.5
C	=	75-81.5
D	=	68-74.5
F	=	67.5-below

Passing Grade

Students must earn and receive a minimum of a "C" or higher in classroom theory as well as a satisfactory grade for the laboratory component in ALL courses in order to remain in the program. If a student receives less than a "C" or an unsatisfactory laboratory evaluation in any required course, the student cannot continue in the Phlebotomy Program (see Progression and Retention). In PHB 1222, the student must also pass the Final Phlebotomy Practical to be eligible to participate in PHB 1224, Phlebotomy Externship.

ASSIGNMENTS

Deadlines

Assignments are due on the date indicated by the instructor to receive full credit, unless prior arrangements are made with the instructor.

If an exam is missed, the student must contact the instructor regarding make-up. An alternate exam may be given. Patterns of absence with regard to testing will be noted and the instructor has the right to refuse the student a make-up exam.

Internship/Clinical Experiences

The purpose of Internship/Clinical Experience is to provide students the opportunity to use their knowledge and skills in a professional setting while receiving guidance, support, and instruction from the clinical supervisors. The student internship is one of the strongest and most valuable components of the program.

The student internship helps students make the transition from student to phlebotomy practitioner by providing real client experiences, where students implement learned procedures to treat their clients.

In the clinical settings, students are required to demonstrate they can integrate the various theories, ideas, techniques, and professionalism they have learned in the classroom and campus laboratory setting. Students' performance in the clinical setting is evaluated, and a passing grade is necessary for maintaining satisfactory academic progress.

ATTENDANCE

In order for the student to be eligible for the Phlebotomy Certification exam, specific requirements for the theory and supervised practice must be met. The student must fulfill all lecture, lab, and clinical time.

If absence is anticipated, the student must notify the instructor in advance. Phlebotomy laboratory and clinical hours missed must be made-up. Make-up time will be directed by the program instructor and/or the clinical supervisor. Absences constituting greater than 10% of the theory or of the laboratory or clinical time will be subject to review by the Phlebotomy Instructor(s) and the Associate Dean of Nursing and Allied Health. Such review may result in dismissal from the program.

Absences due to extenuating circumstances will be discussed and reviewed by the instructor(s) and Associate Dean of Nursing and Allied Health. The student may be required to remediate before proceeding or withdraw from the course.

Lecture & Lab Attendance

All learning requires attendance and participation. Attendance is expected at all lecture and lab classes. It is also expected that students will be on time and will be present for the entire class. Consistent attendance is required to demonstrate adequate performance. In an emergency, proper notification must be made if the student is unable to attend or will be late. Absences, tardiness, late paper work, and lack of participation may result in a lowering of the final grade and/or failure of the course.

All missed work and missed time must be made up. The student is required to meet with the instructor to determine appropriate make-up work for the missed period. The student is responsible for initiating the contact with the instructor. A learning contract will be written and signed by the student and the instructor.

Clinical Attendance

A predetermined number of clinical hours are required for program completion and absences are detrimental for demonstration of satisfactory performance by the student. It is therefore required that students attend all clinical experiences.

Phlebotomy students are required to demonstrate competency in specific laboratory procedures. Every effort will be made for the student to have opportunity to complete these competencies in the regularly scheduled hours. If competencies are not met, the student will receive an incomplete until competencies are obtained or until it is identified the student cannot meet the required objectives, at which point the student will receive a failing grade. The responsibility of meeting requirements rests with the student. The student is expected to ask for and take advantage of opportunities to implement procedures that arise in the clinical setting.

Tardiness

The student is expected to be on time and to attend all lecture, laboratory, and clinicals. Lectures, labs, and clinicals start at specified times with attendance taken. Students who are late or leave early will accumulate absence time toward the 10% criterion. Please inform your instructor when you arrive late or leave early to receive accurate credit for your attendance or you will be assigned credit according to the instructor's estimate of your arrival or departure. If a student will be late, proper notification must be made to the course instructor or clinical supervisor in advance.

Participation

Each student is expected to participate in all course discussions, exercises, and assignments. Lack of participation may result in the lowering of the final grade of a course as specified in the course syllabus.

SECTION IV

GUIDELINES FOR LABORATORY AND CLINICALS

CRITICAL AREAS OF CONCERN

Critical areas of concern include any actions or inactions on the part of the student that increase the risk of or exposure to loss, harm, death or injury of the client or others. Critical concerns include, but are not limited to, the following:

1. theft from clients, or others or the unauthorized removal of supplies or other property from the Campus or Affiliate Clinical Sites;
2. alteration, falsification or destruction of any client records;
3. refusal to perform assignment or follow directions of the instructor;
4. reporting to clinical experience while under the influence of alcohol and/or controlled substances, drugs, or having possession of same on person or property;
5. willful conduct which could endanger clients or others;
6. making false, vicious, or malicious statements concerning the College or Affiliate Clinical Sites or its services;
7. use of abusive, threatening, sexually inappropriate, or profane language, or gestures;
8. willful, deliberate, violation of or disregard for the College or Affiliate Clinical Site's safety and security, and its rules and policies;
9. solicitation of gifts or gratuities from clients, their significant others or vendors;
10. neglect or incompetence either in quantity or quality of work;
11. breach of confidentiality of the client, significant others, faculty, or classmates;
12. evidence of disregard or disrespect of the rights of clients or others in the clinical experiences; and,
13. harassment based on gender, sexual orientation, race, color, religion, national origin, ethnicity, veteran status, or disability.

Such actions or inactions will result in the student being immediately relieved of the clinical assignment, followed by a faculty review and possible dismissal from the Phlebotomy Program.

Dismissal from the Phlebotomy Program, whether culminating in receiving a failing grade or withdrawal, may prevent readmission.

Students being considered for dismissal will be notified in writing for the reasons of such action and will have a meeting with Program Faculty and Administration. The student has the right to appeal according to the college policy.

LIABILITY INSURANCE

Each student must carry a Professional – Personal Liability Insurance Policy. The fees for this policy will be paid at the beginning of semester with registration into PHB 1220.

CONFIDENTIALITY OF CLIENTS

Phlebotomy practitioners are ethically and professionally obligated to hold client information in confidence; students are expected to maintain the same high standards. The student must act to protect client confidentiality in all situations. Incidents or information related to clients will be discussed with the instructor and/or clinical supervisor in appropriate surroundings only. The student will not discuss these issues with other clients, friends, or family, or in public places.

CLINICAL GUIDELINES

Dress Code For Clinicals

Student apparel and grooming must be professional and conform to health, sanitation, and safety standards. The student is required to follow the dress code set forth here in the clinical settings:

Olney Central College identification badge is required.

Uniform is required. Hemlines of pants should be no longer than the heel of the shoe.

Clothes are to be clean and free of stains and wrinkles, and must fit appropriately. Very tight fitting clothing or very loose fitting clothes is considered inappropriate.

Undergarments are required.

Clean, white leather shoes are required.

Ornamental facial or other body piercing, including ears, is unprofessional and unacceptable. All tattoos must be covered.

No jewelry, other than a watch, of any kind is to be worn. These items can injure students and/or clients, damage equipment, and are a source of contamination.

Hair must be pulled back from the face and arranged off the collar. Elaborate hair ornaments (large bows, multiple decorative barrettes, etc.) or head coverings are not to be worn. A student is to be clean shaven, or if a beard or mustache is worn, it must be neat, clean, and trimmed close to the face.

Fingernails are to be shorter than the end of the finger, such that they will not scratch the client. Fingernails shall also be clean and neatly manicured. Artificial nails are not permitted in the clinical area. Nail polish must be clear.

Excellent personal hygiene practices (bathing, clean-groomed hair, and brushing teeth) are required. The student shall be free of offensive odors such as body odor, bad breath, and cigarette smoke. Clothes and linens must be free of cigarette smoke.

No scents shall be worn, including but not limited to perfume/cologne, essential oils, cigarette odor, scented deodorants, and scented cosmetics, due to possible client allergies or sensitivities.

Cosmetic make-up shall be modest.

Smoking, chewing gum or tobacco is unacceptable.

Failure to comply with the dress code may result in dismissal from the clinical area, a conference with the instructor/supervisor, and/or a lowering of the course grade.

Agency policy and faculty discretion will always prevail over this dress code.

Hygiene and Hand Washing

High standards of personal hygiene are required. Students are required to wash their hands before and after performing procedures on a classmate or client, after using the toilet, and after sneezing, blowing, or wiping their noses.

Equipment and Practice Areas

All students are expected to assist with maintenance of equipment and practice areas. Students are to use equipment and supplies according to product guidelines and as directed by the instructor. Abuse and neglect of equipment, supplies and instructional resources will not be tolerated. Students are to set-up, take-down and store equipment properly after use. These behaviors are also expected in clinical settings.

Clinical Experiences

1. Students, after demonstrating proficiency, with qualified supervision may be permitted to perform procedures unaided.
2. Clinical experiences are for the purpose of facilitating learning objectives by the student.
3. Students are not employees and are never substituted for regular staff.

STANDARD PRECAUTIONS

All students are expected to utilize standard precautions in all contact with clients throughout the Phlebotomy Program. Students are expected to follow the protocols for standard precautions and other barrier precautions as necessary.

BLOODBORNE PATHOGEN EXPOSURE

1. Students should immediately report to the Instructor any exposure or suspected exposure to bloodborne pathogens.
2. Students are expected to follow the protocol of the College or clinical site. The student will be responsible for physician, lab, and treatment costs for services rendered.
3. Students will be responsible for meeting any prescribed follow-up care. The student will be responsible for all costs of treatment or services.

LATEX ALLERGY GUIDELINES

Latex allergy is a serious threat to health care workers as well as clients. Allergic reactions to latex may be mild, such as skin disturbances, to severe reactions resulting in death. Exposure to latex products may cause hypersensitivity response either locally or systemically. A systemic reaction may occur even with trivial exposure to latex and may result in cardiopulmonary arrest within minutes.

Latex-free gloves are used in the Phlebotomy Program. Latex-free gloves may be obtained from the course instructor if these are unavailable at the Clinical Affiliate site.

The guidelines recommended by the Program are to address potential incidences of acquired latex sensitivity by students:

Procedure:

1. Students should become knowledgeable of latex allergy causes and potential signs and symptoms.
2. Student should seek medical care for EARLY diagnosis and treatment of hand dermatoses and symptoms suggestive of latex allergy.
3. Immediately report to the Clinical Supervisor actual, or suspected, latex allergic responses.

PSYCHIATRIC OR PSYCHOLOGICAL EXAMINATION GUIDELINES

Students who may for any reason appear to be unsafe in clinicals or who may compromise client safety may be required to submit to a psychiatric or psychological examination at any time at the student's expense. Alcohol/drug screening is included as part of these guidelines.

SUBSTANCE ABUSE

The Phlebotomy Program adheres to the Illinois Eastern Community Colleges District 529 Substance Abuse Policy.

The Board of Trustees recognizes the importance of a college environment which is free of substance abuse. Programs of education, rehabilitation, and treatment are implemented to promote a substance-free college environment. The college environment includes students, employees, and other persons participating in District 529-sponsored classes, programs, services, and other activities and events. Substance abuse is defined as unauthorized possession, sale, transfer, purchase or use of alcohol, unlawful narcotics, hallucinogens, or abuse of drugs in any form. Substance abuse within the college environment is prohibited. Students and employees involved in substance abuse within the college environment are subject to disciplinary action. Any illegal substance abuse will result in involvement of law enforcement officials.

Contractors to District 529 are expected to comply with the Drug-Free Workplace Act of 1988.

Procedures for Substance Abuse at Clinical Experiences

Any student who during a clinical experience is suspected of drug or alcohol use will not be allowed to continue the clinical experience. The Instructor or Clinical Supervisor will ask College or clinical site personnel to validate the student behavior and/or odor of alcohol-like substance. If these individuals concur that the student may be under the influence of drug or alcohol, the student will be removed from the clinical experience. If the student is determined to be under the influence of inappropriate drug use, the student will remain until arrangements can be made for transportation home for the student. The Instructor will notify the Associate Dean of Nursing and Allied Health as soon as possible. The student will receive no credit for the clinical experience.

Inappropriate drug use means: Impaired ability to function safely in the clinical experience.

Prescribed medication may be used as long as judgment or coordination is not impaired.

The following actions will be taken for a student with suspected and/or confirmed drug/alcohol use:

1. the student will be required to have an evaluation by a substance abuse specialist and follow the recommended plan of care. This will be at the student's expense; and,
2. each case will be reviewed by the Instructor and Associate Dean of Nursing and Allied Health, who will make a decision regarding the student's continuation in the Phlebotomy Program.

SECTION V

PROGRAM REQUIREMENTS & COSTS

PHLEBOTOMY PROGRAM ADMISSION REQUIREMENTS

Admission Requirements

NOTE: This is a limited enrollment program. If there is not sufficient space and resources to accommodate all applicants, the program will accept those applicants best qualified, using GPA and achievement test scores as guides, with preference given to students residing in the district. Selection of qualified applicants will be based on evaluation of applications in the order in which they are received.

Students seeking admission should be aware that a criminal background check is required if accepted into the program and will be done at the student's expense. Additionally, drug testing may be required to meet agency standards and is also a student expense. An unsatisfactory background check or positive drug screen will negate admission and/or result in dismissal from the program.

1. Students must be 18 years of age or older.
2. Students must have either a high school diploma or a G.E.D. (General Equivalency Diploma).
3. Students must have a minimum GPA of 2.0.
4. Students must complete the COMPASS/ASSET test and achieve minimum entry-level scores at or above the 34th percentile.
5. Basic computer skills (course completion; documentation of work skills).

Application Requirements

1. Complete an application to the College.
2. Verify residency.
3. Submit official copies of high school transcript, G.E.D. scores and college transcripts.
4. Complete COMPASS/ASSET testing.
5. Make an appointment with an Academic Advisor.

Requirements After Admission To The Program

1. Successfully complete a criminal background check and, if required, drug screening.
2. Provide proof of certification of CPR (adult, child, infant)/First Aid by midterm of first semester.
3. Submit a completed health form, by midterm of first semester, which includes documentation of immunizations and a two-step TB test.

The Phlebotomy Program must comply with Illinois law and College policy; therefore, requirements are subject to change.

Phlebotomy Program Requirements

PHB 1220: 3 Credit Hours--2 theory and 2 lab—60 contact hours

Pre-requisites: CPR/First Aide Certification; Medical terminology or equivalent coursework; Basic Computer course or equivalent knowledge base

This course introduces the student to anatomy, physiology, and laboratory terminology and their application in phlebotomy and specimen collection. Current phlebotomy and laboratory issues, including professionalism and ethical/legal responsibilities, pertaining to phlebotomists are reviewed.

Basic phlebotomy techniques, incorporating infection control, standard precautions and safety in the laboratory, are demonstrated and practiced.

PHB 1222: 3 Credit Hours—2 theory and 2 lab—60 contact hours

Pre-requisites: PHB 1220

This course emphasizes the role of the phlebotomist within the health care delivery system. Interpersonal skills with laboratory personnel, other members of the health care team and patients are stressed. Commonly used laboratory techniques in specimen collection, transport and processing are demonstrated and practiced. Additional safety issues concerning patients and phlebotomists are addressed. Lifespan considerations are integrated. Competencies expected of the phlebotomist are tested in preparation for a clinical practicum.

PHB 1224: 4 credit hours—4 lab hours—120 contact hours

Pre-requisites: PHB 1220; PHB 1222

This course provides a clinical externship for students in laboratory facilities. Clinical experiences provide opportunity for students to utilize knowledge and skills in direct care situations. Schedules are developed by the instructor and student in collaboration with affiliating clinical sites. Successful completion of this course requires the student to complete all hours and to complete a minimum of 100 successful unaided venipunctures, 25 successful unaided skin punctures and orientation in a full service laboratory.

Lab/Clinical Supplies

The required lab/clinical supplies that are to be provided by the student are:

- Watch with second hand
- Lab coat
- Navy scrub uniform
- 2 Chevrons (one for left sleeve of lab coat;
one for upper left front of scrub top)
- Uniform shoes
- Identification badge (ordered through school)

Textbooks

Students are expected to purchase the required textbook(s) for each course. Other references may be suggested to enhance the student's knowledge base and to begin building a reference library for the graduate.

CPR AND FIRST AID CERTIFICATION

The Phlebotomy Program requires all students to have current Cardiopulmonary Resuscitation (CPR) and First Aid certification prior to Clinical experiences. The CPR and First Aid class must be provided by an approved instructor. Students must complete the AHA Healthcare Provider CPR certification or American Red Cross Adult, Infant, & Child certification. A copy of your CPR/First Aid cards is to be

turned in no later than midterm of the first semester. If your certification is due to expire while you are enrolled in the program, you are required to re-certify. Professional ethics require phlebotomists to remain current in both CPR and First Aid.

You must provide the Instructor with a photocopy of the original card(s) that you were given at the completion of your CPR/First Aid course(s) or your refresher course(s). The photocopy of your card(s) will be placed in your file to document your compliance with this requirement. CPR and First Aid classes are offered at the IECC colleges.

PHYSICAL EXAMINATION AND IMMUNIZATIONS

By midterm of the first semester you must submit a completed physical exam form, signed by a physician, advanced practice nurse or physician assistant, and a completed immunization record. Protective immunizations and TB testing are updated annually and/or as needed and the results maintained in the student file. Information from the physical and immunization record shall be made available to Clinical Affiliate personnel upon request of the agency. Changes in health status, such as surgery, illness, or injury should be reported to the instructor and/or Associate Dean of Nursing and Allied Health.

HEALTH INSURANCE

It is recommended that all phlebotomy students carry their own personal health insurance. **Each student is responsible for his/her own health care costs including costs related to incidents occurring in the campus lab or clinical agencies.**

Students should immediately report to their instructor or clinical supervisor any exposure or suspected exposure to bloodborne pathogens or hazardous products, or any injury sustained in the campus lab or clinical agency. In the event of an untoward incident, students are expected to follow the written protocol of the College or the institution in which they are performing their clinical work. The student is responsible for physician, lab, and treatment costs for services rendered by a clinical facility. Students are also responsible for meeting the prescribed follow-up care of the College or institution for treatment costs of such care.

Incidents that occur in the campus lab will be followed-up according to the policies of the facility providing initial care.

SECTION VI

PROGRESSION AND GRADUATION

PROGRESSION AND RETENTION

Students must receive a minimum of "C" or higher and a satisfactory laboratory evaluation in ALL phlebotomy courses for completion of the Certificate Program.

1. If a student receives a grade of less than "C" in a phlebotomy course and/or an unsatisfactory laboratory evaluation, the student will not be allowed to continue in the program.
 - a. The student must reapply to the program within one year.
 - b. The student will be readmitted to the program based on space availability in the course needed

WITHDRAWAL/EXIT FROM PROGRAM

Students who withdraw are not guaranteed readmission. If a student is readmitted, readmission may be delayed due to the availability of program space.

Withdrawal Initiated by Student: If a student withdraws from a phlebotomy course or decides not to continue in the program, the student will inform the instructor in writing and complete an exit questionnaire. Students must follow college withdrawal policies and complete appropriate college forms. Students will meet with appropriate student services staff to complete the withdrawal procedure. Students who desire readmission to the program will be required to meet the same application requirements as other applicants. Students who have successfully completed some courses may be considered for advanced placement if space is available.

Withdrawal Initiated by the College: The College may initiate withdrawal of a student from the Phlebotomy Program in the following cases:

- student receives a final course grade lower than a "C" in any course.
- student performance places others in physical or emotional jeopardy (see critical guidelines and student conduct) or,
- student fails to meet academic, ethical, professional, and/or legal standards of practice for phlebotomy.

DISMISSAL, WITHDRAWAL, REAPPLICATION

When a student is dismissed or administratively dropped from the program, the written notice will state whether or not the student may reapply to the program and how much time must elapse before reapplication will be considered. There may also be conditions the student will be required to meet before a reapplication will be considered. If the student reapplies for admission to the program, and if the student is readmitted, a determination will be made at that time concerning course and program requirements the student must fulfill. If the student withdraws, the student can apply for readmission. If application for readmission occurs one or more years from the last completed phlebotomy course, the student may be required to repeat previously completed courses.

GRADUATION

Criteria

To successfully graduate from the Phlebotomy Program the student must complete courses with a minimum of a satisfactory grade of "C" or better, have a cumulative GPA of 2.00 and current CPR/First Aide Certification.

Graduation ceremony

Phlebotomy students who meet the requirements listed above are eligible to attend the graduation ceremony.

Certification Exam

Students who satisfactorily complete all program requirements are eligible to apply for certification through the National Center for Competency Testing Certified Phlebotomy Technicians.

SERVICES

Financial Aid and Scholarships

Applications for financial aid and scholarships may be secured from Student Services Offices.

Learning Resource Center (LRC)

The Anderson Library offers a variety of services to assist students. The local collection of books and periodicals is extended via interlibrary loan (ILL). On-line computer searching and holding capabilities, interlibrary van delivery and retrieval of materials, and fax transmissions are used to expedite ILL. A copy machine, listening/viewing equipment, computers and CD-ROM stations are available to facilitate research and study.

Learning Skills Center (LSC)

Students who encounter difficulty with studies are encouraged to seek the help of the staff in the LSC. Testing and counseling for learning styles and learning disabilities is available from qualified personnel. Tutoring is also available.

See the college catalog or visit the web site (www.iecc.edu) for a more detailed description of services available to students.

STUDENT RIGHTS/POLICIES

Information regarding the following policies is found in the Student Conduct and Rights section of the college catalog in print copy or on the web site (www.iecc.edu):

Student Complaint Policy

Sexual Harassment Policy

Privacy of Student Information

Detailed information is provided in the Appendices of the college catalog.

GRIEVANCE/APPEAL PROCEDURES

The Phlebotomy Program recognizes the need to resolve valid complaints in a fair, impartial and timely manner and thus follows the established grievance procedure to review and/or resolve causes of dissatisfaction in an orderly and systematic manner. The Student Complaint Policy is found in the Olney Central College Catalog and on the IECC website: www.iecc.edu.

SECTION VII

FORMS

**OLNEY CENTRAL COLLEGE
PHLEBOTOMY PROGRAM
LEARNING CONTRACT**

STUDENT NAME: _____ **DATE:** _____

INSTRUCTOR NAME: _____ **DATE:** _____

The Phlebotomy Program provides support and direction to assist capable students in completing course requirements and making satisfactory progress in the Program. The intention of this Learning Contract is to clarify, to the student, what the student must do to pass a course and/or meet specific requirements related to the student's performance and compliance with College and Program policy.

This Learning Contract address concerns about the student's performance and progress as follows: (specify concern(s) and Program standards)

Absences: _____

Homework: _____

Participation: _____

Written Tests: _____

Skills Tests: _____

Conduct: _____

Other: _____

**OLNEY CENTRAL COLLEGE
PHLEBOTOMY PROGRAM**

RELEASE OF LIABILITY FOR PHLEBOTOMY LAB PRACTICE

I _____, hereby release Illinois Eastern Community Colleges and Stover Institute for Medical Professionals and any representatives thereof from any and all liability claims that may arise in relation to any laboratory procedure which interrupts the integrity of the skin.

To the best of my knowledge I do not now have nor have I ever had any condition which may be communicated through blood or blood products.

I give my consent for a classmate to practice venipunctures and skin punctures on me under the supervision of a phlebotomy instructor.

(student)

(date)

TO BE COMPLETED PRIOR TO LABORATORY PRACTICE OF VENIPUNCTURES AND SKIN PUNCTURES PRACTICE. AFTER IT HAS BEEN SIGNED AND DATED THIS FORM IS PLACED IN THE STUDENT'S FILE.

**OLNEY CENTRAL COLLEGE
PHLEBOTOMY PROGRAM**

AGREEMENT OF CONFIDENTIALITY

I agree to hold in confidence any incidents and/or information regarding clients, classmates, and instructors.

Student's Signature

Date

After this form has been signed and dated, it is placed in the student's file.

**OLNEY CENTRAL COLLEGE
PHLEBOTOMY PROGRAM**

RELEASE OF LIABILITY

Phlebotomy students should immediately report to their clinical supervisor any exposure or suspected exposure to bloodborne pathogens or hazardous products, or any injury sustained in the clinical agency. In the event of an untoward incident, students are required to follow the written protocol of the institution in which they are performing their clinical work. The student is responsible for physician, laboratory and treatment costs for services rendered by a clinical facility and for any continuing costs related to the incident.

It is recommended that all phlebotomy students carry their own personal health insurance. Each student is responsible for his/her own health care costs including costs related to incidents occurring in the clinical agencies.

I, _____, hereby release Olney Central College, Slover Institute for Medical Professionals, and clinical agencies from any and all medical expenses or liability claims that may arise in relation to clinical experiences.

(student)

(date)

After this statement has been signed and dated, it is placed in the student's file.

**OLNEY CENTRAL COLLEGE
PHLEBOTOMY PROGRAM**

STUDENT RELEASE FORM

I have read the Phlebotomy Student Handbook in its entirety. I acknowledge and understand the policies printed in the handbook and agree to abide by them.

I acknowledge and understand some information in this publication may become outdated due to changes in Board of Trustees Policy, state law, and phlebotomy program guidelines. In such instances current board policy, state law, and phlebotomy program guidelines will prevail.

The date of fulfillment for this turning in this form will be designated by phlebotomy faculty.

Student's Signature

Date

After this form has been signed and dated, it is placed in the student's file.

Agenda Item #8F

Accountability and Program Review Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 13, 2005
RE: 2004-2005 Accountability and Program Review Report

The Illinois Community College Board requires IECC's Board and administration to review in particular our career and technical degree and certificate programs to see if they are current and appropriate for the student and the employer of today. In addition, the review explores the accountability of transfer programs as well as academic and support services of the District and colleges. This report contains those programs that will be altered or eliminated from our offerings.

I recommend approval of the 2004-2005 Accountability and Program Review Report. The report was approved by the Cabinet on July 6, 2005 and will be filed with the Illinois Community College Board on August 1, 2005.

The document has been sent to you under separate cover by UPS because of its length.

TLB/rs

Agenda Item #8G

Performance Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 16, 2005
RE: Performance Report for Fiscal Year 2005

The Performance Report is an annual report prepared for the Illinois Community College Board and the Illinois Board of Higher Education as a District-wide review of how IECC meets the six policy areas of higher education performance as identified in The Illinois Commitment for Higher Education and includes how varying classes and program have performed.

I recommend approval of the Fiscal Year 2005 Performance report.

The document has been sent to you under separate cover by UPS because of its length.

TLB/rs

Agenda Item #9

Bid Committee Report

BID COMMITTEE REPORT

JULY 2005

IECC

1. Projectors
2. Computers
3. 2005-2007 Catalog
4. Janitorial Equipment & Supplies

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Projectors
DATE: July 19, 2005

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

The Bid Committee recommends acceptance of the bids received that meet all specifications from **Dukane Corporation** located in St. Charles, IL for (8) model 8910 @\$1941.00 and (6) model 8755 @ \$1153.00 projectors for a total of **\$22,446.00.**

The lower bid of \$1675.00 for item #2 from Dell did not meet specifications because the lumens bid was 2200, not 2500 as specified.

A bid tabulation sheet is attached.

Respectfully submitted,
Roger Browning
Alex Cline
Harry Hillis, Jr.

Department: Title III and the Technology Plan

Rationale for Purchase: Replacements/Upgrades

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

LCD PROJECTOR MINIMUM SPECIFICATIONS:

Item 1

Model: Sharp XG-MB70X Multimedia Projector or equivalent
Resolution: true XGA (1024x 768), compressed SXGA (1280 x 1024)
Brightness: 3000 Lumens
Compatibilities: SXGA, XGA, SVGA, VGA; PAL/PAL-M/PAL-N/SECAM/NTSC/NTSC4.43
Sound Output: 2 watt mono
Remote Control: IR Remote w/wired capability
Lamp Life: 1500 hours
Inputs: Computer, Composite Video (RCA), S-Video, Audio (RCA)
Outputs: Computer, Audio,
Other Connections: USB, RS 232 Serial,
Projection Lamp: 250W User Replaceable
Warranty: 3 year parts and labor; 90 days lamp, Emergency Roadside Assistance Program

Included Accessories

Appropriate Ceiling Mount Kit
2'x2' Adjustable False Ceiling Plate
Ceiling Extension Tubes
Audio/Video/15-pin computer
Cable extension, minimum 50'
PS/2 Control Cable

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

Item 2

Model: Sharp – PG-MB60X Multimedia Projector or equivalent
Resolution: true XGA (1024x 768), compressed SXGA (1280 x 1024)
Brightness: 2500 Lumens
Compatibilities: SXGA, XGA, SVGA, VGA; PAL/PAL-M/PAL-N/SECAM/NTSC/NTSC4.43
Sound Output: 2 watt mono
Remote Control: IR Remote w/wired capability
Lamp Life: 1500 hours
Inputs: Computer, Composite Video (RCA), S-Video, Audio (RCA)
Outputs: Computer, Audio,
Other Connections: USB, RS 232 Serial,
Projection Lamp: 250W User Replaceable
Warranty: 3 year parts and labor; 90 days lamp, Emergency Roadside Assistance Program

Included Accessories

Appropriate Ceiling Mount Kit
2'x2' Adjustable False Ceiling Plate
Ceiling Extension Tubes
Audio/Video/15-pin computer
Cable extension, minimum 50'
PS/2 Control Cable

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

Item 3

Model: Mitsubishi XL8U Multimedia Projector or equivalent
 Resolution: true XGA (1024x 768), compressed SXGA (1280 x 1024)
 Brightness: 2000 Lumens
 Compatibilities: SXGA, XGA, SVGA, VGA; PAL/PAL-M/PAL-N/SECAM/NTSC/NTSC4.43
 Sound Output: 2 watt mono
 Remote Control: Radial Remote Control
 Lamp Life: 2000 hours
 Inputs: Computer, Composite Video (RCA), S-Video, Audio (RCA)
 Outputs: Computer, Audio,
 Other Connections: USB, RS 232 Serial,
 Projection Lamp: 250W User Replaceable
 Weight: 5.9 lbs
 Warranty: 3 year parts and labor; 90 days lamp, Emergency Roadside Assistance Program

Included Accessories

Travel Case with Wheels

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

PROJECTORS

Warranty and Support:

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

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

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

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

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

TO: Board of Trustees
 FROM: Bid Committee
 SUBJECT: Bid Recommendation –Computers
 DATE: July 19, 2005

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

The Bid Committee recommends acceptance of the bids received that meet all specifications listed below.

VENDORS	DESCRIPTION	QTY	UNIT	TOTAL
Grace Computers Salt Lake City, UT	Desktop Pentium 4 3.0 GHz	1	\$648.96	\$648.96
Grace Computers Salt Lake City, UT	Desktop Pentium 4 3.4 GHz	9	830.06	7470.54
Dell Round Rock, TX	17" Flat Monitor	9	215.00	1935.00
Grace Computers Salt Lake City, UT	19" Flat Monitor	2	263.96	527.92
Gateway N. Sioux, SD	Notebook	14	1450.00	20300.00
TOTAL				\$30882.42

The bid from Gateway for the 17" flat monitor for \$215.00 does not meet specifications as it requires a DVI video card.

A bid tabulation sheet is attached.

Respectfully submitted,
 Roger Browning
 Alex Cline
 Harry Hillis, Jr.

Source of Funds: Various, District Wide
 Department: Various District Wide
 Rationale for Purchase: Replacements/Upgrades

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

COMPUTERS
BID TABULATION

DESCRIPTION	QTY	CDS Office Tech. Springfield, IL	Charley Robinson, IL	Dell Round Rock, TX	Gateway N. Sioux, SD	Grace Computers Salt Lake City, UT
<u>DESKTOPS:</u>	1-9	\$862.00	\$716.00	\$770.00	\$670.00	\$648.96
3.0 GHz	10-19	850.00	709.00	770.00	670.00	644.96
	20-29	844.00	709.00	665.00	670.00	639.96
	30+	826.00	709.00	665.00	670.00	638.96
	1-9	963.00	872.00	1015.00	868.00	830.06
3.4 GHz,	10-19	950.00	863.00	1015.00	868.00	826.06
	20-29	943.00	863.00	875.00	868.00	821.06
	30+	923.00	863.00	875.00	868.00	820.06
	1-9	318.00	220.00	215.00	215.00	221.36
<u>MONITORS:</u> 17" FLAT	10-19	316.00	220.00	215.00	215.00	219.45
	20-29	313.00	220.00	205.00	215.00	217.36
	30+	309.50	220.00	205.00	215.00	215.27
	1-9	384.00	282.00	295.00	299.00	263.96
19" FLAT	10-19	382.00	282.00	295.00	299.00	261.45
	20-29	378.00	282.00	285.00	299.00	258.96
	30+	374.00	282.00	285.00	299.00	256.47
	1-9	1760.00	1591.00	1820.00	1450.00	1542.06
<u>NOTEBOOKS:</u> 2.0 GHz	10-19	1736.00	1576.00	1820.00	1450.00	1537.06
	20-29	1722.50	1576.00	1655.00	1450.00	1534.06
	30+	1687.50	1576.00	1655.00	1450.00	1532.06

DESKTOP COMPUTER SPECIFICATIONS #1

COMPUTER SYSTEM COMPONENT	REQUIRED SPECIFICATION	BIDDER PROPOSED			
Processor and Motherboard	Intel Pentium 4, 3.0 GHz processor with minimum 800MHz FSB				
Hard Drive	Minimum 80GB 7200 RPM SATA (NTFS format)				
Memory	512 MB RAM with available expansion slots				
Video Card	Integrated Graphics with up to 64 MB Dynamic Video Memory or 64 MB AGP or PCIe video card				
Optical Drive 1	DVD Drive				
Sound Card	Integrated Sound Blaster compatible audio				
Speakers	No speakers				
Keyboard	USB 104 Key Enhanced				
Mouse	Microsoft USB Optical with scroll wheel				
Network Card	Integrated 10/100/1000 Twisted Pair Ethernet				
External Ports	6 USB 2.0 Ports (2 front – upper ½ of case preferred, 4 rear) 1 Parallel 1 Headphone jack (front), 1 Microphone jack (front preferred)				
Case	Black Mini-Tower Chassis with an open design for easy serviceability				
Operating System	Microsoft Windows XP Professional with most recent Service Packs installed (NTFS format)				
		1-9	10-19	20-29	30+
Base Unit Pricing (monitor not included)	\$	\$	\$	\$	\$

DESKTOP COMPUTER SPECIFICATIONS #2

COMPUTER SYSTEM COMPONENT	REQUIRED SPECIFICATION	BIDDER PROPOSED			
Processor and Motherboard	Intel Pentium 4, 3.4 GHz processor with minimum 800MHz FSB				
Hard Drive	Minimum 120GB 7200 RPM SATA (NTFS format)				
Memory	1 GB RAM with available expansion slots				
Video Card	Integrated Graphics with up to 64 MB Dynamic Video Memory or 64 MB AGP or PCIe video card				
Optical Drive 1	DVD Drive				
Optical Drive 2	CD-RW				
Sound Card	Integrated Sound Blaster compatible audio				
Speakers	No speakers				
Keyboard	USB 104 Key Enhanced				
Mouse	Microsoft USB Optical with scroll wheel				
Network Card	Integrated Gigabit (10/100/1000)				
External Ports	6 USB 2.0 Ports (2 front – upper ½ of case preferred, 4 rear) 1 Parallel 1 Headphone jack (front) 1 Microphone jack (front preferred)				
Case	Black Mini-Tower Chassis with an open design for easy serviceability				
Operating System	Microsoft Windows XP Professional with most recent Service Packs installed (NTFS format)				
		1-9	10-19	20-29	30+
Base Unit Pricing (monitor not included)		\$	\$	\$	\$

COMPUTER MONITOR SPECIFICATIONS

Monitors: Black, LCD monitors should be supported by the standard or optional video card. (Monitors will be purchased independent of computers.)	1-9	10-19	20-29	30+
17" Flat Panel LCD Monitor .264 mm pixel pitch minimum	\$	\$	\$	\$
19" Flat Panel LCD Monitor .294 pixel pitch minimum	\$	\$	\$	\$

NOTEBOOK COMPUTER SPECIFICATIONS

<i>COMPUTER SYSTEM COMPONENT</i>	<i>REQUIRED MINIMUM SPECIFICATION</i>		<i>BIDDER PROPOSED</i>	
Screen	15.0" Active matrix color display			
Processor	2.0 GHz Intel Pentium M processor			
Memory	1 GB RAM			
Video	Integrated Graphics with 32 MB Dynamic Video Memory or 32 MB video card			
Hard Drive	80 GB Ultra ATA hard drive (NTFS format)			
Optical	CD-RW/DVD Drive (Integrated)			
Multimedia Package	Integrated sound and stereo speakers, internal microphone, headphone/speaker jack, line-in, and microphone jacks			
Keyboard	Full size			
Mouse	Touch pad or In-Keyboard Pointing Device and USB external optical mouse with scroll wheel			
Operating System	Microsoft Windows XP Professional with most recent Service Pack installed			
Expansion Slot	One Type II PC Card Slot			
Power	Long life Lithium Ion battery with AC pack			
External Ports	2 USB 2.0, VGA			
Modem	V.92 56K, integrated			
Network Adapter	Ethernet 10/100, integrated			
Wireless Network Adapter	54g WLAN, IEEE 802.11b, 802.11g			
Carrying Case	Basic Carrying Case			
Certifications	FCC Class B, UL, and CSA Certified			
	1-9	10-19	20-29	30+
Base Unit Pricing	\$	\$	\$	\$

Warranty and Support:

Vendor is to be IECC support contact on all warranty issues. Vendor shall have the sole responsibility to contact any and all manufacturers with warranty issues during warranty period. Warranty issues are to be resolved within two weeks or unit(s) will be subject to return for credit or replacement with unit(s) of same or better value. Shipping, delivery, handling, and any restocking fees charges on units(s) returned for credit or replacement shall be the responsibility of the vendor. Vendor shall determine method of shipment. Warranty shall include 30 day unconditional return privilege; 3 year, on-site, next business day warranty; 3 year parts replacement on site; 3 year labor on site provided problem cannot be resolved by phone with technical support. Telephone technical support required 24 hours per day, 7 days per week.

All hardware shall be **Windows XP** compatible. Current drivers and updates must be applied to the installed OS prior to delivery.

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

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

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

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendations – IECC 2005-2007 College Catalogs
DATE: July 19, 2005

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

Bid Committee recommends acceptance of the bid received that meets all specifications from **Wayne County Press** located in Fairfield, IL for a total of **\$14,550.00**. The lower bid received from Phillips Brothers did not meet specifications on the paper for the text stock.

A bid tabulation sheet is attached.

Respectfully submitted,

Roger Browning
Harry Hillis, Jr.
Pam Schwartz

Source of Funds: College Educational Fund

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

2005-2007 CATALOG
 BID TABULATION

	Creasy Printing Springfield, IL	Dan Pipkin Advertising Danville, IL	Krieger-Ragsdale Evansville, IN	M & D Printing Henry, IL	Phillips Brothers Printers Springfield, IL	Rich Printing Nashville, TN	Sheridan Books, Inc. Ann Arbor, MI	The Papers Milford, IN	United Graphics Mattoon, IL	Von Hoffman St. Louis, MO	Wayne County Press Fairfield, IL
BASE PRICE	\$15690.00 288 pgs	\$31,840.00	\$26,150.00	\$18,165.04	\$14,037.00	\$16,225.00	\$15,447.00	\$19,740.00 288 pgs + cover	\$16,915.40	\$15,316.00	\$14,550.00
ADDITIONAL PAGES	+725.00 8pgs	+847.00 each	Per specs	+8pgs 697 +16 pgs 1,002.00	+401.00 8pp	+681.00 8 pgs	must be done as revision n/a	292 pgs + cover \$20,286.00	632.00 8 pg	+429.00	+42.00
FEWER PAGES	-75.00 8 pgs	-847.00 each	Per specs	-8 pgs. 279.00 -16 pgs. 451.00	-197.00 8pp	-189.00 8pgs	n/a	284 pgs. + cover \$19,618.00	208.00 8pgs	-166.00	-24.00
ALTERATION CHARGES	20.00 per text pg. typesetting /hourly rate	125.00 hourly	Time & Material	23.00 pp	17.50 page	6.00 in text per color	70/hour	77.65/hr.	40.00/hr	8.80 pp	None
EACH HALFTONE	15.00 no charge if on disk	9.00	10.00	6.75 b/w 2x3 38.00 4x5 50.00 5x7 58.00 6x9 63.00 8x10 71.00 10x12 80.00	10.00	10.00	10.50	7.25	8.50 each 30 included in base bid	10.00	None
ALTERATION CHARGES	See above	125.00/hrly 66.00 matchprint 240.00 dylux	Time & material	34.25 per pg	17.50 page	10.00	70/hour	77.65/hr.	40/hr.	2.25 per line add or deletion	None
COVER STOCK	Productolit h gloss	80# Enamel	n/a	80# Boydun gloss	Matrix Gloss Cover	80# Crown Gloss	10 pt. Carolina C1S	80# Corniche Gloss	8 pt. Carolina C2S	80# Pasadena	80# Centura Gloss
TEXT STOCK	Windsor	50# Domatar Windsor	n/a	#50 white offset	Whitehall offset	50# Windsor Offset	50# Williamsburg White offset	50# Offset	50# Husky Offset	50# Domtar Offset	50# Windsor Offset

**ILLINOIS EASTERN COMMUNITY COLLEGES
 BID SPECIFICATIONS
 2005-2007 Catalog**

Bid Opening Date & Time	Sealed bids will be opened at the Illinois Eastern Community Colleges District Office on Thursday, June 30, 2005, 11:00 a.m.
Title	2005-2007 Catalog
Quantity	10,000 total copies (includes 226 plasticoil copies): 36 plasticoil copies for District Office; 2,491 copies for Frontier Community College (includes 20 plasticoil); 2,491 copies for Lincoln Trail College (includes 30 plasticoil); 2,491 copies for Olney Central College (includes 80 plasticoil); and 2,491 copies for Wabash Valley College (includes 60 plasticoil). (see “Binding Info” below)
Page Count	286 pages plus cover
Page size	8 ½” x 11”
Prepress info	Outside front and back (1 & 4) cover and divider pages created in Illustrator and will have full-bleed. Black text on gray/green (Pantone 443C) perfect bound spine created in Illustrator. Inside front and back cover (2 & 3) created in Word. Title page created in Illustrator. Contractor will produce halftones for approximately 30 photos. Photos will be inserted in camera-ready copy. Files and photos will be submitted on CD (PC format).
Text Stock	50# Domtar Windsor Smooth; Brightness 84; Opacity 90.
Cover Stock	80# Enamel; #2 Brightness.
Text Ink	Black
Cover Ink	Outside cover (1 & 4) text (black); IECC logo in Pantone (130C = gold; 347C = green; 485C = red; and 204-1 = blue – Pantone process color); front cover will have full bleed in white and Pantone 443C = gray/green; back cover will have full bleed in Pantone 443C with black text and logo; perfect bound spine will be in Pantone 443C. Inside cover (2 & 3) text in black.
Divider Pages	20 pages; full-bleed (gray); text (black); graphic (gray, black, and white); text stock.
Bleed Tabs	Contractor will print side bleed tabs (solid black with white text created in Illustrator) on text pages.
Photos	All photos (34 total) must be at least 133 line screen. Approximately 30 black and white photos on text pages; 4 color photos on front (1) cover.
Proofs	Dylux proof of text (made up into folded catalog form) with pictures and matchprint color proof of cover. Bid should include charges for alterations requested by colleges on dylux proof. If revisions are necessary, a second dylux proof of text and/or matchprint color proof (to verify changes) of cover must be submitted to the district coordinator, at no charge, for approval prior to platemaking. The district coordinator must be provided a minimum of three (3) full business days from receipt of proofs to review each dylux proof and/or matchprint color proof. Faxed proofs will not be accepted.
Binding Info	Trim and perfect bind 9,774 copies (perfect bound spine will be in Pantone 443C = gray/green with black text to match front and back covers); 226 copies will have white plasticoil binding (20 plasticoil copies for Frontier; 30 plasticoil copies for Lincoln Trail; 80 plasticoil copies for Olney Central; 60 plasticoil copies for Wabash Valley; and 36 plasticoil copies for District Office). (see “Quantity” above)
Packing Info	Cartons not to exceed 40 pounds.

Delivery Info	Freight paid by printer, boxed, and quantity specified delivered to the Student Services Office at each college (addresses below). Thirty-six (36) plasticoil copies will be delivered to the Institutional Development Office at the District Office. Plasticoil-bound copies will be packaged separately with boxes clearly labeled. A \$50.00 per day discount will be deducted from the contractor's final bill for each calendar day the project is late on delivery to each college and the District Office. Contact each college and District Office at least 24 hours in advance of delivery date and time.
Copy Date	Camera-ready copy will be delivered to printer by Monday, July 25, 2005.
Delivery Date	Delivery of catalogs to each college and District Office will be no later than Thursday, September 15, 2005 (see "Ship To" information below).
Billing Info	Send invoice to IECC District Office, 233 E. Chestnut St., Olney, IL 62450-2601. There will be no allowance or payment for overruns.

Sealed bids must be delivered to Illinois Eastern Community Colleges, Attn: Roger Browning, 233 East Chestnut Street, Olney, IL 62450-2601, labeled "2005-2007 Catalog Sealed Bid" and submitted on the enclosed form. Bidders must also include in bid packet samples of the cover and text paper stocks to be used in the printing, and a sample of catalogs produced for other colleges or organizations.

Illinois Eastern Community Colleges (IECC) reserves the right to reject any or all bids, to waive any irregularities and informalities in the bidding process, and to award the bid as may be in the best interest of IECC. Price, dependability, and quality of work will all be considered. **No work shall be subcontracted without IECC first authorizing the same.**

The quote as submitted will remain firm for 3 months from the date bid is awarded by Illinois Eastern Community Colleges. Paper stocks used on final printing will be tested for brightness.

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

Ship To:

**Frontier Community College
Student Services Office**
2 Frontier Drive
Fairfield, IL 62837-2601
618/842-3711
Toll free: 877/464-3687

**Olney Central College
Student Services Office**
305 North West Street
Olney, IL 62450-1099
618/395-7777
Toll free: 866/622-4322

**Lincoln Trail College
Student Services Office**
11220 State Highway 1
Robinson, IL 62454-5707
618/544-8657
Toll free: 866/582-4322

**Wabash Valley College
Student Services Office**
2200 College Drive
Mt. Carmel, IL 62863-2699
618/262-8641
Toll free: 866/982-4322

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
PRICING SHEET
2005-2007 Catalog**

The quote as submitted will remain firm for 3 months from the date bid is awarded by Illinois Eastern Community Colleges (IECC).

Base Price:	
Additional Pages:	
Fewer Pages:	
Alteration Charges:	
Each Halftone:	
Alteration Charges:	
Cover Stock:	
Text Stock:	

Company: _____

Address: _____

Telephone: _____

Email: _____

Sample Included: _____

Date: _____

Signature: _____

Print Signature Name: _____

TO: Board of Trustees
 FROM: Bid Committee
 SUBJECT: Bid Recommendation – Janitorial Equipment & Supplies
 DATE: July 19, 2005

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

The Bid Committee recommends acceptance of the following bids that meet all specifications:

The grand total of all bids is \$36,006.29.

<u>Item #</u>	<u>Qty</u>	<u>Description</u>	<u>Bid Amount</u>
All-Type Vacuum & Janitorial St Louis, MO			
<u>SUPPLIES:</u>			
1	24	Dust Mop Heads	\$143.76
3	60	Damp Mop Heads	287.40
71	12	Swivel Head Flashlights	104.28
78	12	Chemical Trigger Sprayers	9.48
<u>CONSUMABLES</u>			
4	25	Multi-Fold Towels	428.50
7	115	38" x 60" Trash Bags	2449.50
9	10	56 Gal Trash Bags	194.30
25	10	36" x 58" Trash Bags on Roll	142.80
TOTAL:			3760.02
American Sanitary Supply Evansville, IN			
<u>SUPPLIES:</u>			
64	6	12" Squeegees	29.22
65	6	18" Squeegees	37.92
66	6	12" Replacement Squeegee Rubbers	12.60
67	6	18" Replacement Squeegee Rubbers	17.40
<u>CONSUMABLES</u>			
12	5	Hand Cleaner/Scrubbers	234.90
TOTAL:			332.04
Black & Company Effingham, IL			
<u>SUPPLIES:</u>			
5	4	Green Doodle Bug Pads	20.52
12	4	Rubber Gloves	4.76
27	13	Lev-r-Matic Dispensers	1112.93
77	1	Platform Truck	280.00
<u>CONSUMABLES</u>			
1	246	Toilet Paper	4120.50
5	6	46" x 50" Trash Bags	108.84
15	144	Double "A" Batteries	38.88
16	48	Triple "A" Batteries	12.96
TOTAL:			5699.39
Earth Lab/ KRS Evansville, IN			
<u>SUPPLIES:</u>			
76	6	60" Mop Handles	49.26
TOTAL:			49.26

**Fox Valley Chemical
Ringwood, IL**

SUPPLIES:

60	1	Spill Pan	12.80
			TOTAL: 12.80

**HP Products
Indianapolis, IN**

EQUIPMENT:

1	8	18" Upright Vacuum	4506.72
2	4	14" Upright Vacuum	1760.20
4	1	Walk Behind Scrubber	3491.13

SUPPLIES:

6	3	Brown Doodle Bug Pads	16.32
13	60	Brown Gloves	14.40
14	3	Medium Disposable Powder Free Gloves	129.00
15	5	Large Disposable Powder Free Gloves	215.00
17	18	Lambs Wool Dusters	63.00
19	3	Hospital Filters for Windsor Versamatic VSP	45.84
20	26	Bag Filters for Windsor Versamatic VSP	221.52
21	1	Extension Tube for Windsor Versamatic Plus	26.53
22	4	Hoses for Windsor Versamatic Plus	109.32
23	1	Enviro Bag to fit Back Pack Vacuum	7.13
24	5	Switches for Windsor VSE	56.50
29	28	Measuring Cups	130.48
31	108	Cloth Terri Towels	56.47
33	1	Tandem Brute Dolly	68.98
36	18	Grout Brushes	15.84
37	3	Nomad Mats	182.49
40	2	Step-on Containers	93.20
41	4	Hoses for Windsor VSE	68.64
43	2	Bearing Blocks for Windsor VSE	16.46
47	36	Reusable Rubber Gloves	32.76
51	3	Extension Tubes for Windsor Versamatic	23.73
53	2	Dust Bag Housings for Windsor Versamatic	155.56
54	8	Power Cables for Windsor Versamatic	131.12
56	12	14 Qt. Plastic Buckets	55.08
57	24	Dust Pans	27.36
61	1	Square Brute Dolly	24.95
68	6	Safety Scrapers	6.36
69	2	Blades for Safety Scrapers	13.88
70	12	Twin Tissue Dispenser	105.36
73	3	Metal Plates for Windsor Versamatic	16.17
74	4	Baby Changing Tables	461.44
75	1	Protective Liners for Baby Changing Tables	47.75

CONSUMABLES

6	47	33" x 40" Trash Bags	814.04
10	2	36" x 60" Trash Bags	35.02
11	3	Wax Paper Bags	33.99
14	96	"D" Batteries	55.68
17	36	9 Volt Batteries	37.44
19	4	Urinal Screens	25.84
20	13	Chlorine Bleach	86.71
22	1	Instant Hand Sanitizer	26.36

TOTAL: **13511.77**

**Industrial Soap
St. Louis, MO**

EQUIPMENT:

3	2	Carpet Dryers	278.00
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SUPPLIES:

2	30	Bowl Mops	12.00
4	1	13" Scrubbing Pads	6.88
7	5	19" Scrubbing Pads	58.25
8	6	19" Black Stripping Pads	69.90
9	9	20" Blue Cleaner Pads	112.50
10	2	13" Black Stripping Pads	13.76
11	1	13" Blue Cleaner Pads	6.88
16	24	Wastebaskets, 28 1/8 qt.	287.76
26	25	Maxi-Angler Brooms	54.50
28	12	Air Freshener Refills	310.80
30	400	Cotton Washcloths	104.00
32	17	Air Sanitizers	778.60
34	3	Tampax Tampons	143.10
39	6	Brute Dollies for 44 Gallon Container	95.40
42	2	Dispensers for Sani Tuff Hand Care System	24.00
44	8	20" Black Stripping Pads	100.00
45	4	19" Red Buffing Pads	46.60
46	2	20" Burnishing Pads	25.00
48	18	Wastebaskets, 28 1/8 qt.	215.82
49	5	Bag Filters for Windsor Versamatic	49.50
50	1	Lower Chassis for Windsor Versamatic	42.00
52	2	Hand Nozzles for Windsor Versamatic	22.00
55	8	Metered Air Freshener Refills	207.20
59	10	Wet Floor Signs	78.80
79	30	8" Gray Counter Brushes	87.00

CONSUMABLES

2	160	Roll Paper Towels	3731.20
3	16	Wypall Towels	448.00
21	3	Pink Antibacterial Soap	53.70

TOTAL: 7463.15

**Moore Research
St. Louis, MO**

SUPPLIES

18	84	14" Brush for Windsor Versamatic	463.68
18A	48	18" Brush for Windsor Versamatic	363.36

TOTAL: 827.04

**Prestige Office Products
Hickory Hills, IL**

CONSUMABLES:

18	208	"C" Batteries	108.16
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TOTAL: 108.16

**Pro-Tex-All
Evansville, IN**

SUPPLIES:

35	6	1 Gallon Plastic Jugs	3.00
58	13	Pop Up Safety Cones	217.75
62	6	5 Gallon Plastic Buckets	22.50
72	4	56 Gal. Container	368.60

CONSUMABLES

23 99
24 122

Optimum Foaming Dispensers 00.
Optimum Pink Lotion Skin Cleanser

3446.50

TOTAL:

4058.35

**Royal Wholesale
Mt. Vernon, IL**

SUPPLIES:

25 38
38 1

Putty Knives
Fresh Products Super Sorb

52.44

25.79

CONSUMABLES:

13 6

Laundry Detergent

106.08

TOTAL:

184.31

Bid Committee recommends rejecting all bids for the following items:

Supplies: Item #63 Toilet Paper Dispensers
Consumables: Item #8 24" x 33" Trash Bags

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

Equipment:

Item #1 18" Upright Vacuum

Industrial Soap- only 1 motor for the machine, we specified separate brush and vacuum motor.

Pro-Tex-All- they bid 750 watts motor, we specified 1000 watts.

Royal Wholesale- they bid weight of 24 lbs., we specified maximum weight of 21 lbs., motor is 800 watts instead of 1000, and water lift is 79" instead of 80".

All-Type Vacuum-they bid 750 watts vacuum motor, we specified 1000.

American Sanitary- water lift does not meet specs and possibly vacuum motor.

Item #2 14" Upright Vacuum

Industrial Soap- only 1 motor for the machine, we specified separate brush and vacuum motor.

Pro-Tex-All- they bid 750 watts motor, we specified 1000 watts. No information supplied on Pro-Team machine.

Royal Wholesale-they bid weight of 20.6 lbs., we specified 20 lbs., motor is 800 watts, and we specified 1000 watts.

All-Type Vacuum- they bid 750 watts vacuum motor, we specified 1000.

American Sanitary- water lift does not meet specs and possibly vacuum motor.

Supplies:

Item #16 Rubbermaid Wastebasket
Black & Co.- product being bid is not fire resistant

Item #27 Lev-r-matic Dispenser
HP- has plastic housing instead of steel housing as specified.
Industrial Soap- has plastic housing instead of steel housing as specified.
Lorenz- does not have an adjustable length mechanism.

Item #48 Rectangular Waste Basket
Black & Co.- product being bid not fire resistant.

Item #70 Twin Tissue Dispenser
Fox Valley- submitted an error in their bid price; bid should have been \$34.60 for a total
of \$415.20.

Item #72 56 Gallon Container
HP- their bid of \$281.48 is for the base only, with lid totals \$556.68.

These items must be compatible with the low bids received.

Item #66 Replacement Squeegee Rubbers, 12"
Must be compatible with item #64

Item #67 Replacement Squeegee Rubbers, 18"
Must be compatible with item #65

Item #69 Blades for Safety Scraper
Must be compatible with item #68

A tabulation sheet is attached.

Respectfully submitted,

Roger Browning
Galen Dunn
Doug Edwards
Harry Hillis, Jr.
Glen Schwartz
Bob Story

Source of Funds: Operations & Maintenance Fund

Department: Maintenance

The "Advertisement for Bid" was placed in the Daily Republican Register for (1) day.

JANITORIAL EQUIPMENT AND SUPPLIES
 BID TABULATION

Item #	EQUIPMENT	Qty	All-Type Vacuum & Janitorial Supply St. Louis, MO	American Sanitary Supply Evansville, IN	Black & Company Effingham, IL	Earth Laboratories (KRS) Evansville, IN	Fox Valley Chemical Ringwood, IL	HP Products Indianapolis, IN	Industrial Soap St. Louis, MO	Lorenz Wholesale Mattoon, IL	Moore Research St. Louis, MO	Prestige Office Products Hickory Hills, IL	Pro-Tex-All Evansville, IN	Royal Wholesale Mt. Vernon, IL	Universal, Inc. Glen Ellyn, IL
1	18" UPRIGHT VACUUM	8	3992.00	3895.04	N/B	4891.60	N/B	4506.72	3640.00	N/B	N/B	N/B	4116.64	3612.24	N/B
2	14" UPRIGHT VACUUM	4	1716.00	1697.52	N/B	1911.00	N/B	1760.20	1464.00	N/B	N/B	N/B	1559.80 1410.24	1537.28	N/B
3	CARPET DRYER	2	344.00	334.06	408.50	N/B	N/B	298.94	278.00	399.00	N/B	N/B	330.00	465.88	286.00
4	20" WALK-BEHIND SCRUBBER	1	3998.00	3984.35	N/B	N/B	N/B	3491.13	N/B	N/B	N/B	N/B	3665.00	3916.57	N/B
Item #	SUPPLIES	Qty													
1	5" x 24" DUST MOP HEAD	24	143.76	N/B	212.64	190.80	N/B	184.80	145.44	152.16	N/B	N/B	217.44	N/B	N/B
2	BOWL MOP	30	19.50	18.90	19.50	N/B	N/B	41.70	12.00	23.70	27.00	N/B	15.60	17.70	N/B
3	28OZ. DAMP MOP HEAD	60	287.40	419.40	536.40	N/B	N/B	326.40	301.20	N/B	N/B	N/B	N/B	369.00	N/B
4	13" GREEN LIGHT SCRUBBING PADS	1	8.10	12.95	16.33	N/B	8.93	9.22	6.88	N/B	19.26	N/B	7.51	8.50	N/B
5	GREEN SCRUB PADS/DOODLE BUG	4	22.32	31.96	20.52	N/B	81.12	59.36	43.84	N/B	N/B	N/B	N/B	52.00	N/B
6	BROWN SCRUB PADS/DOODLE BUG	3	47.88	40.53	48.57	N/B	60.84	16.32	32.88	47.85	27.54	N/B	46.17	33.84	N/B
7	19" GREEN LIGHT SCRUBBING PADS	5	69.50	113.75	150.95	N/B	75.65	76.05	58.25	N/B	177.75	N/B	62.75	72.45	N/B
8	19" BLACK STRIPPING PADS	6	83.40	136.50	142.08	N/B	111.72	80.94	69.90	114.00	335.88 175.50	N/B	75.30	112.14	N/B
9	20" BLUE CLEANER PADS	9	134.82	249.75	154.17	N/B	136.17	132.93	112.50	171.00	287.55	N/B	122.31	142.74	N/B
10	13" BLACK STRIPPING PADS	2	16.20	25.90	20.10	N/B	17.86	15.20	13.76	17.80	33.30	N/B	15.02	17.00	N/B
11	13" BLUE CLEANER PADS	1	8.10	12.95	10.05	N/B	8.93	7.60	6.88	8.90	16.65	N/B	7.51	8.50	N/B
12	REUSABLE RUBBER GLOVES	4	7.96	7.44	4.76	N/B	N/B	10.92	5.92	39.80	N/B	N/B	N/B	6.92	N/B
13	BROWN JERSEY KNIT GLOVES	60	59.40	N/B	16.80	N/B	N/B	14.40	22.80	53.40	75.00	N/B	N/B	N/B	N/B

Item #	SUPPLIES	Qty	All-Type Vacuum & Janitorial Supply St. Louis, MO	American Sanitary Supply Evansville, IN	Black & Company Effingham, IL	Earth Laboratories (KRS) Evansville, IN	Fox Valley Chemical Ringwood, IL	HP Products Indianapolis, IN	Industrial Soap St. Louis, MO	Lorenz Wholesale Mattoon, IL	Moore Research St. Louis, MO	Prestige Office Products Hickory Hills, IL	Pro-Tex-All Evansville, IN	Royal Wholesale Mt. Vernon, IL	Universal, Inc. Glen Ellyn, IL
14	MEDIUM DISPOSABLE POWDER FREE GLOVES	3	336.00	322.50	193.20	N/B	189.00	129.00	252.00	N/B	388.80	N/B	211.74	166.32	N/B
15	LARGE DISPOSABLE POWDER FREE GLOVES	5	560.00	537.50	322.00	N/B	315.00	215.00	420.00	N/B	648.00	N/B	352.90	277.20	N/B
16	WASTEBASKET, RUBBERMAID, 28 1/8 QUART	24	584.40	522.72	69.36	610.56	514.56	391.44	287.76	N/B	727.92	N/B	524.64	531.84	N/B
17	LAMBS WOOL DUSTER	18	125.82	137.34	82.98	N/B	N/B	63.00	70.20	N/B	N/B	N/B	141.30	N/B	N/B
18	14" BRUSH FOR WINDSOR VERSAMATIC VSE	84	1041.60	N/B	N/B	819.00	N/B	704.76	672.00	N/B	463.68	N/B	N/B	N/B	N/B
18A	18" BRUSH FOR WINDSOR VERSAMATIC VSP	48	715.20	N/B	N/B	580.32	N/B	554.40	480.00	N/B	363.36	N/B	N/B	N/B	N/B
19	HOSPITAL FILTER FOR WINDSOR VERSAMATIC VSP	3	58.98	N/B	N/B	64.59	N/B	45.84	53.94	N/B	N/B	N/B	N/B	N/B	N/B
20	BAG FILTERS FOR WINDSOR VERSAMATIC VSP	26	351.00	N/B	N/B	510.90	N/B	221.52	309.40	N/B	N/B	N/B	N/B	N/B	N/B
21	EXTENSION TUBE FOR WINDSOR VERSAMATIC PLUS	1	35.25	N/B	N/B	N/B	N/B	26.53	28.00	N/B	N/B	N/B	N/B	N/B	N/B
22	HOSE FOR WINDSOR VERSAMATIC PLUS	4	147.52	N/B	N/B	152.48	N/B	109.32	112.00	N/B	N/B	N/B	N/B	N/B	N/B
23	ENVIRO BAG TO FIT BACK PACK VACUUM	1	10.25	N/B	N/B	N/B	N/B	7.13	N/B	N/B	N/B	N/B	N/B	14.20	N/B
24	SWITCH FOR WINDSOR VSE	5	81.25	N/B	N/B	105.30	N/B	56.50	80.00	N/B	N/B	N/B	N/B	N/B	N/B
25	PUTTY KNIFE/STIFF	38	151.62	71.82	89.30	N/B	55.48	106.02	83.60	N/B	N/B	N/B	N/B	52.44	N/B
26	O CEDAR MAXI-ANGLER BROOM	25	124.75	152.50	313.00	N/B	300.75	103.25	54.50	N/B	N/B	N/B	317.50	295.50	N/B
27	LEV-R-MATIC DISPENSER	13	1222.00	N/B	1112.93	N/B	N/B	267.93	456.30	545.35	N/B	N/B	N/B	N/B	N/B
28	TIME MIST-ULTRA AIR FRESHENER REFILLS	12	379.20	439.20	614.28	447.00	516.60	361.32	310.80	443.40	N/B	N/B	561.00	429.12	N/B
29	32OZ. MEASURING CUPS	28	176.40	N/B	187.32	N/B	N/B	130.48	162.40	182.00	181.72	N/B	N/B	135.80	N/B
30	COTTON WASHCLOTHS	400	N/B	N/B	N/B	N/B	N/B	N/B	104.00	N/B	N/B	N/B	N/B	(408) 114.24	N/B
31	CLOTH TERRI TOWELS	108	N/B	N/B	N/B	N/B	N/B	Bx/ 56.47	N/B	N/B	N/B	N/B	N/B	81.00	N/B
32	TIME MIST OZIUM 3000 AIR SANITIZER	17	983.96	1120.30	1126.42	1126.42	892.50	N/B	778.60	1014.90	N/B	N/B	1026.63	964.75	N/B
33	TANDEM BRUTE DOLLY	1	89.26	84.50	95.34	101.58	89.05	68.98	83.00	92.38	128.30	N/B	87.21	93.00	N/B
34	REGULAR TAMPAX TAMPONS FOR DISPENDING MACHINE	3	160.05	179.52	187.50	N/B	N/B	169.14	143.10	187.98	276.00	N/B	215.70	174.84	N/B
35	1 GALLON CLEAR PLASTIC JUG WITH GRIP HANDLE	6	N/B	N/B	N/B	N/B	N/B	7.08	5.28	N/B	N/B	N/B	3.00	N/B	N/B

Item #	SUPPLIES	Qty	All-Type Vacuum & Janitorial Supply St. Louis, MO	American Sanitary Supply Evansville, IN	Black & Company Effingham, IL	Earth Laboratories (KRS) Evansville, IN	Fox Valley Chemical Ringwood, IL	HP Products Indianapolis, IN	Industrial Soap St. Louis, MO	Lorenz Wholesale Mattoon, IL	Moore Research St. Louis, MO	Prestige Office Products Hickory Hills, IL	Pro-Tex-All Evansville, IN	Royal Wholesale Mt. Vernon, IL	Universal, Inc. Glen Ellyn, IL
36	GROUT BRUSH	18	34.02	N/B	22.32	N/B	N/B	15.84	34.20	N/B	N/B	N/B	N/B	31.14	N/B
37	3M TERRA NOMAD MATS	3	N/B	437.85	314.43	N/B	N/B	182.49	447.00	N/B	N/B	N/B	N/B	N/B	N/B
38	FRESH PRODUCTS SUPER SORB	1	29.90	32.76	62.50	31.24	N/B	46.98	N/B	31.89	N/B	N/B	27.50	25.79	N/B
39	BRUTE DOLLY	6	209.82	166.20	202.14	238.74	206.58	117.60	95.40	195.00	246.00	N/B	184.86	187.38	N/B
40	STEP-ON CONTAINER	2	129.60	118.00	136.38	145.32	127.40	93.20	118.00	N/B	152.94	N/B	122.68	97.46	N/B
41	HOSE FOR WINDSOR VSE 1-3	4	98.80	N/B	N/B	127.28	N/B	68.64	132.00	N/B	N/B	N/B	N/B	N/B	N/B
42	DISPENSER FOR SANI TUFF INDUSTRIAL HAND CARE SYSTEM	2	N/B	N/B	39.62	N/B	39.52	31.68	24.00	N/B	N/B	N/B	N/B	40.46	N/B
43	BEARING BLOCK FOR WINDSOR VSE	2	N/B	N/B	N/B	21.28	N/B	16.46	20.00	N/B	N/B	N/B	N/B	N/B	N/B
44	20" BLACK STRIPPING PADS	8	119.84	222.00	137.04	N/B	164.00	118.16	100.00	127.84	227.20 435.84	N/B	175.52	161.76	N/B
45	19" RED BUFFING PADS	4	55.60	55.50	65.52	N/B	65.80	53.96	46.60	76.00	104.00	N/B	50.20	57.96	N/B
46	20" BURNISHING PADS	2	31.96	60.48	34.26	N/B	34.90	29.54	25.00	38.00	56.80	N/B	N/B	31.72	N/B
47	REUSABLE RUBBER GLOVES	36	35.28	465.66	42.84	N/B	N/B	32.76	53.28	N/B	N/B	N/B	N/B	62.28	N/B
48	WASTEBASKET, RECTANGULAR 28 1/8 QT	18	395.64	N/B	52.02	457.92	401.40	293.58	215.82	N/B	545.94	N/B	393.48	398.88	N/B
49	BAG FILTERS FOR WINDSOR VERSAMATIC VSE 1-3	5	76.55	N/B	N/B	74.85	N/B	56.55	49.50	N/B	N/B	N/B	N/B	N/B	N/B
50	LOWER CHASIS FOR WINDSOR VERSAMATIC VSE 1-3	1	49.36	N/B	N/B	N/B	N/B	44.91	42.00	N/B	N/B	N/B	N/B	N/B	N/B
51	EXTENSION TUBE FOR WINDSOR VERSAMATIC VSE 1-3	3	31.05	N/B	N/B	39.06	N/B	23.73	32.70	N/B	N/B	N/B	N/B	N/B	N/B
52	HAND NOZZLE FOR WINDSOR VERSAMATIC VSE 1-3	2	29.40	N/B	N/B	27.82	N/B	22.16	22.00	N/B	N/B	N/B	N/B	N/B	N/B
53	DUST BAG HOUSING FOR WINDSOR VERSAMATIC VSP	2	197.84	N/B	N/B	195.30	N/B	155.56	178.00	N/B	N/B	N/B	N/B	N/B	N/B
54	POWER CABLE FOR WINDSOR VERSAMATIC VSP	8	135.20	N/B	N/B	218.00	N/B	131.12	176.00	N/B	N/B	N/B	N/B	N/B	N/B
55	TIME MIST-ULTRA CONCENTRATED METERED AIR FRESHENER REFILLS	8	255.04	292.80	409.52	N/B	342.24	252.16	207.20	398.40	267.84	N/B	374.00	373.92	N/B
56	14 QT PLASTIC BUCKET WITH MOLDED IN GRADUATIONS FOR ACCURATE MEASURING	12	94.68	97.08	97.68	109.68	96.12	55.08	88.80	94.68	115.32	N/B	89.28	98.16	N/B
57	HEAVY DUTY PLASTIC DUST PAN	24	242.88	70.32	65.52	N/B	61.20	27.36	29.76	71.76	73.44	N/B	61.44	67.92	N/B
58	POP UP SAFETY CONES	13	226.07	251.16	250.12	N/B	326.82	2049.84	286.00	240.50	280.41	N/B	217.75	277.55	N/B

Item #	SUPPLIES	Qty	All-Type Vacuum & Janitorial Supply St. Louis, MO	American Sanitary Supply Evansville, IN	Black & Company Effingham, IL	Earth Laboratories (KRS) Evansville, IN	Fox Valley Chemical Ringwood, IL	HP Products Indianapolis, IN	Industrial Soap St. Louis, MO	Lorenz Wholesale Mattoon, IL	Moore Research St. Louis, MO	Prestige Office Products Hickory Hills, IL	Pro-Tex-All Evansville, IN	Royal Wholesale Mt. Vernon, IL	Universal, Inc. Glen Ellyn, IL
59	WET FLOOR SIGN	10	149.50	146.50	161.30	N/B	167.40	79.10	78.80	152.50	127.50	N/B	98.80	108.60	N/B
60	WET/DRY SPILL PAN WITH HANDLE	1	16.88	19.62	18.10	N/B	12.80	13.82	18.00	17.92	24.35	N/B	16.63	19.22	N/B
61	SQUARE BRUTE DOLLY	1	35.10	34.29	34.48	N/B	59.50	24.95	32.00	33.95	42.86	N/B	27.95	27.34	N/B
62	5 GALLON PLASTIC BUCKET WITH BALE	6	51.66	49.92	N/B	N/B	N/B	31.02	28.80	N/B	N/B	N/B	22.50	N/B	N/B
63	STAINLESS STEEL SINGLE JUMBO JR. TOILET PAPER DISPENSER	13	440.70	N/B	763.62	N/B	N/B	489.97	364.00	N/B	N/B	N/B	N/B	N/B	N/B
64	GOLDEN CLIP WINDOW SQUEEGEE 12"	6	47.88	29.22	55.80	N/B	74.04	41.82	48.00	50.94	N/B	N/B	52.50	56.58	N/B
65	GOLDEN CLIP WINDOW SQUEEGEE 18"	6	53.88	37.92	65.10	N/B	88.44	48.18	60.00	59.34	N/B	N/B	61.26	61.98	N/B
66	SOFT REPLACEMENT SQUEEGEE RUBBERS 12" SIZE	6	7.74	12.60	8.16	N/B	12.30	5.94	12.00	12.36	N/B	N/B	N/B	8.16	N/B
67	SOFT REPLACEMENT SQUEEGEE RUBBERS 18" SIZE	6	9.54	17.40	11.28	N/B	16.50	7.86	18.00	12.36	N/B	N/B	N/B	10.56	N/B
68	SAFETY SCRAPER WITH LOCKING SYSTEM AND NON-SLIP TRIGGER	6	10.14	11.76	8.94	N/B	N/B	6.36	8.70	9.54	N/B	N/B	N/B	9.30	N/B
69	BLADES FOR ABOVE LISTED ITEM	2	10.20	19.10	8.88	N/B	N/B	13.88	6.60	19.78	N/B	N/B	N/B	20.40	N/B
70	JUMBO JR TWIN TISSUE DISPENSOR	12	589.20	120.00	450.00	N/B	27.00	105.36	396.00	282.00	N/B	N/B	239.40	445.68	N/B
71	INDUSTRIAL SWIVEL HEAD FLASHLIGHT	12	104.28	N/B	130.68	N/B	N/B	N/B	N/B	N/B	N/B	N/B	N/B	N/B	N/B
72	56 GALLON GLUTTON CONTAINER WITH LID	4	Lid 371.12 Base 379.12	N/B	Lid 402.72 Base 411.92	868.00	N/B	281.48	716.00	798.00	1258.76	N/B	376.72 368.60 479.08	804.08	N/B
73	METAL PLATE FORWINDSOR VERSAMATIC VSP 14	3	N/B	N/B	N/B	N/B	N/B	16.17	87.00	N/B	N/B	N/B	N/B	N/B	N/B
74	STURDY STATION 2, BABY CHANGING TABLE	4	663.56	715.48	715.76	719.44	630.64	461.44	596.00	678.76	807.72	N/B	618.60	626.76	N/B
75	PROTECTIVE LINERS FOR STURDY STATION 2	1	63.24	68.97	65.98	70.30	96.50	47.75	58.00	61.99	73.99	N/B	57.45	58.20	N/B
76	60" VINYL COVERED ALUMINUM MOP HANDLE	6	79.92	79.50	73.38	49.26	74.58	62.46	72.00	75.00	92.34	N/B	N/B	74.22	N/B
77	PLATFORM TRUCK	1	289.90	N/B	280.00	N/B	N/B	N/B	333.00	N/B	N/B	N/B	502.43	N/B	N/B
78	8" CHEMICAL RESISTANT TRIGGER SPRAYER	12	9.48	N/B	15.72	N/B	N/B	12.00	16.80	N/B	22.80	N/B	12.12	24.00	N/B
79	8" GRAY FLAGGED PLASTIC COUNTER BRUSH	30	113.70	118.80	111.00	111.00	N/B	210.90	87.00	119.40	144.30	N/B	101.70	96.60	N/B

Item #	CONSUMABLES	Qty	All-Type Vacuum & Janitorial Supply St. Louis, MO	American Sanitary Supply Evansville, IN	Black & Company Effingham, IL	Earth Laboratories (KRS) Evansville, IN	Fox Valley Chemical Ringwood, IL	HP Products Indianapolis, IN	Industrial Soap St. Louis, MO	Lorenz Wholesale Mattoon, IL	Moore Research St. Louis, MO	Prestige Office Products Hickory Hills, IL	Pro-Tex-All Evansville, IN	Royal Wholesale Mt. Vernon, IL	Universal, Inc. Glen Ellyn, IL
1	JUMBO JUNIOR TOILET PAPER	246	5409.54	4907.70	4120.50	N/B	N/B	5052.84	4907.70	5424.30	N/B	N/B	5707.20	4883.10	N/B
2	ROLL PAPER TOWELS	160	5918.40	3160.00	4092.80	N/B	N/B	4409.60	3731.20	3004.80	N/B	N/B	N/B	3744.00	N/B
3	9 X 13" WYPALL TOWELS	16	1073.60	632.00	1135.04	N/B	N/B	516.16	448.00	N/B	N/B	N/B	N/B	798.56	N/B
4	MULTI-FOLD TOWELS	25	428.50	498.25	666.50	N/B	N/B	543.50	820.00	520.75	N/B	N/B	430.25	441.75	N/B
5	46 X 50" TRASH BAGS	6	135.48	N/B	108.84	N/B	N/B	109.56	N/B	165.54	N/B	N/B	N/B	128.46	N/B
6	33 X 40" TRASH BAGS	47	968.67	840.83	1022.25	N/B	N/B	814.04	749.18	1116.72	N/B	N/B	N/B	923.55	N/B
7	38 X 60" TRASH BAGS	115	2449.50	3345.35	3206.20	N/B	N/B	2063.10	2760.00	2831.30	N/B	N/B	2718.60	2124.05	N/B
8	24 X 33" TRASH BAGS	53	1002.23	1331.89	1005.94	N/B	N/B	1300.62	1287.37	N/B	N/B	N/B	N/B	769.03	N/B
9	56-GALLON TRASH BAGS	10	194.30	248.00	204.10	N/B	N/B	162.40	199.10	N/B	N/B	N/B	213.40	218.40	N/B
10	TRASH BAGS, 36" X 60"	2	41.42	49.84	44.00	N/B	N/B	35.02	42.00	N/B	N/B	N/B	N/B	47.68	N/B
11	DOUBLE WAXED PAPER BAGS	3	50.94	58.50	42.84	N/B	N/B	33.99	50.70	N/B	N/B	N/B	N/B	45.90	N/B
12	HAND CLEANER /SCRUBBERS	5	N/B	234.90	436.45	N/B	N/B	292.75	275.00	N/B	N/B	N/B	388.35	300.85	N/B
13	CONCENTRATED LAUNDRY DETERGENT	6	N/B	N/B	116.16	N/B	N/B	146.04	83.70	N/B	N/B	N/B	110.28	106.08	N/B
14	"D" ALKALINE BATTERY	96	1296.00	N/B	67.20	N/B	N/B	55.68	71.04	N/B	N/B	60.48	N/B	N/B	N/B
15	DOUBLE "A" ALKALINE BATTERY	144	2547.36	N/B	38.88	N/B	N/B	43.20	51.84	N/B	N/B	41.76	N/B	N/B	N/B
16	TRIPLE "A" ALKALINE BATTERY	48	427.20	N/B	12.96	N/B	N/B	14.88	17.28	N/B	N/B	14.40	N/B	N/B	N/B
17	9-VOLT ALKALINE BATTERY	36	646.20	N/B	44.64	N/B	N/B	37.44	45.36	N/B	N/B	39.96	N/B	N/B	N/B
18	"C" ALKALINE BATTERY	208	2766.40	N/B	122.72	N/B	N/B	118.56	149.76	N/B	N/B	108.16	N/B	N/B	N/B
19	URINAL SCREENS	4	67.96	48.00	45.44	N/B	N/B	25.84	28.88	3.96	N/B	N/B	39.00	29.76	N/B
20	CHLORINE BLEACH	13	110.37	113.88	174.72	N/B	N/B	86.71	104.00	129.74	N/B	N/B	98.28	N/B	N/B
21	PINK LOTION ANTIBACTERIAL SOAP	3	83.94	128.64	117.39	N/B	N/B	109.68	53.70	N/B	N/B	N/B	66.51	N/B	N/B
22	INSTANT HAND SANITIZER	1	35.73	39.60	36.79	N/B	N/B	26.36	33.00	N/B	N/B	N/B	34.53	38.17	N/B
23	OPTIMUM FOAMING DISPENSOR	99	N/B	N/C	5309.37	NO CHARGE	N/B	0.00	346.50	N/B	N/B	N/B	0.00	NO CHARGE	N/B
24	OPTIMUM FOAMING PINK LOTION SKIN CLEANSER	122	N/B	5914.56 5958.48	4997.12	5518.06	N/B	6384.26	3782.00	N/B	N/B	N/B	3446.50	4047.96	N/B
25	36 X 58" HIGH STRENGTH TRASH BAG, ON ROLL	10	142.80 193.80	247.00	183.80	N/B	N/B	152.20	N/B	283.80	N/B	N/B	266.80	163.50	N/B

SECTION A

JANITORIAL EQUIPMENT

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
1. 18" UPRIGHT VACUUM with pull out wand with handle and on board accessory tools (upholstery nozzle, crevice nozzle) 120v, 2 motor-vac-1,000 watt vacuum motor, 200 watt brush motor, weight to be no more than 21 lbs., cable length no less than 40 ft., bag full light; non-slip timing belt w/ electronic overload protection, brush width-16.25", 80" water lift minimum. (FCC 2, LTC 2, OCC 2, WVC 2) – EACH	<u>8</u>	<u> </u>	<u> </u>
2. 14" UPRIGHT VACUUM with pull out wand with handle and on board accessory tools (upholstery nozzle, crevice nozzle), 120 volt, 2 motor vac – 1,000 watt vacuum motor – 200 watt brush motor, triple layer filter bag, non slip drive belt with electronic overload protection, replaceable brush strip, 40' power cable, weight 20 lbs., bag full light. (OCC 4) – EACH	<u>4</u>	<u> </u>	<u> </u>
3. CARPET DRYER, 2 speed dryer, 2000 CFM, 7.5 Amp., 25 hp motor, 25 ft. cord, weight 30 lbs., with 3 height levels. (OCC 2) - EACH	<u>2</u>	<u> </u>	<u> </u>
4. 20" WALK-BEHIND AUTOMATIC SCRUBBER WITH ATTACHMENTS, disc scrub head, 20" scrub path, max productivity per hour 26,400 square feet per hour @ 3 mph, 2 98 Ah gel batteries with on board charger, 170 rpm brush speed, 60 lb. brush pressure, 0.68 hp brush motor, 0.68 hp vacuum motor, brush-assist drive system, variable gravity feed solution system, 9.6 gal solution tank, 9.6 gal recovery tank, squeegee width 30.3", click-off/click—on scrub head for hands-free scrub head removal and attachment. (OCC 1) – EACH	<u>1</u>	<u> </u>	<u> </u>

SECTION A GRAND TOTAL \$

**SECTION B
JANITORIAL SUPPLIES**

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
1. 5" x 24" DUST MOP HEAD, synthetic, looped end w/ snap fasteners, keyhole square end, polyester backing and launderable, blue in color (FCC 12, LTC 12) – EACH	<u>24</u>	<u> </u>	<u> </u>
2. BOWL MOP, w/ 12" plastic handle 4 1/2", acid resistant polypropylene mop head (LTC 6, OCC 12, WVC 12) – EACH	<u>30</u>	<u> </u>	<u> </u>
3. 28 OZ. DAMP MOP HEAD, large, 5" headband, blend cotton/synthetic, looped ends, double-sewn tail bands, green in color (FCC 24, LTC 12, OCC 24) – EACH	<u>60</u>	<u> </u>	<u> </u>
4. 13" GREEN LIGHT SCRUBBING PADS, 3M #5000 or equivalent, 5 per box (FCC 1) – BOX	<u>1</u>	<u> </u>	<u> </u>
5. GREEN SCRUB PADS/DOODLE BUG, 20 per box (LTC 1, OCC 2, WVC 1) – BOX	<u>4</u>	<u> </u>	<u> </u>
6. BROWN SCRUB PADS/DOODLE BUG, 6" x 9" x 1/4", 20 per box (FCC 1, LTC 1, OCC 1) – BOX	<u>3</u>	<u> </u>	<u> </u>
7. 19" GREEN LIGHT SCRUBBING PADS, 3M #5000 or equivalent, 5 per box (OCC 5) – BOX	<u>5</u>	<u> </u>	<u> </u>
8. 19" BLACK STRIPPIING PADS, 1/4" thickness on pad, 3M #7200 or Equivalent, 5 per box, (FCC 1, OCC 5) – BOX	<u>6</u>	<u> </u>	<u> </u>
9. 20" BLUE CLEANER PADS, must be able to be used with 2500 RPM machines, 3M #5300 or Equivalent, 5 per box, (LTC 3, OCC 6,) – BOX	<u>9</u>	<u> </u>	<u> </u>
10. 13" BLACK STRIPPING PADS, 3M #7200 or Equivalent, 5 per box, (FCC 2) - BOX	<u>2</u>	<u> </u>	<u> </u>
11. 13" BLUE CLEANER PADS, 3M #5300 or Equivalent, 5 per box, (FCC 1) – BOX	<u>1</u>	<u> </u>	<u> </u>

SECTION B (CONTINUED)
JANITORIAL SUPPLIES

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
12. REUSABLE RUBBER GLOVES, nitrile flock lined, chemical & abrasion resistant, 18 mm thickness, x-large (FCC 4) – PAIR	4		
13. BROWN JERSEY KNIT GLOVES, 9 oz., w/ wrist cuff, one size fits all (FCC 36, WVC 24) – PAIR	60		
14. MEDIUM DISPOSABLE POWDER FREE NITRILE GENERAL PURPOSE GLOVES, 4 mil thickness, length 9 1/2”, Impact brand #8644 or equivalent, 100 per box/1,000 per case (WVC 3) – CASE	3		
15. 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 (LTC 1, OCC 1, WVC 3) – CASE	5		
16. WASTEBASKET, rectangular, Rubbermaid #2543 or equivalent, 28 1/8 quart, 11 3/8” x 10 1/4” x 15”, beige in color (OCC 12, WVC 12) – EACH	24		
17. LAMBS WOOL DUSTER, Duster Cats, part #DUSL360 or equivalent, washable, w/ metal extendable handle to 48” (LTC 6, OCC 12) – EACH	18		
18. 14” BRUSH FOR WINDSOR VERSAMATIC VSE, RED in color, part #2046H, must fit & work properly (FCC 24, LTC 24, OCC 12, WVC 24) – EACH	84		
18A. 18” BRUSH FOR WINDSOR VERSAMATIC VSP, RED in color, part #4028H, must fit & work properly (FCC 12, LTC 12, OCC 12, WVC 12) – EACH	48		
19. HOSPITAL FILTER FOR WINDSOR VERSAMATIC VSP, part #1875, must fit & work properly (LTC 3) – EACH	3		
20. BAG FILTERS FOR WINDSOR VERSAMATIC VSP, (PAPER BAG “SENSOR” FILTERS), part #5300, must fit & work properly, 10 per pack (FCC 6, LTC 10, OCC 10,) – PACK	26		
21. EXTENSION TUBE FOR Windsor Versamatic Plus, Part #5045 hg, (FCC 1) – EACH	1		

SECTION B (CONTINUED)
JANITORIAL SUPPLIES

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
22. HOSE for Windsor Versamatic Plus, Part #5040 hg, (FCC 1, LTC 2, OCC 1) – EACH	<u>4</u>	<u> </u>	<u> </u>
23. ENVIRO BAG to fit Back Pack vacuum, part #900005, 10 per pack (LTC 1) – PACK	<u>1</u>	<u> </u>	<u> </u>
24. SWITCH for Windsor VSE 1-3, part #0517, (LTC 1, WVC 4) – EACH	<u>5</u>	<u> </u>	<u> </u>
25. PUTTY KNIFE/STIFF, 1 1/4" to 1 1/2" wide (FCC 10, LTC 6, OCC 12, WVC 10) – EACH	<u>38</u>	<u> </u>	<u> </u>
26. O CEDAR MAXI-ANGLER BROOM, 13" wide, 51" long handle (FCC 5, LTC 2, OCC 10, WVC 8) – EACH	<u>25</u>	<u> </u>	<u> </u>
27. LEV-R-MATIC DISPENSER #09706, KIMBERLY CLARK OR EQUIVALENT, steel housing with grey baked enamel finish and smoked transparent front cover of high impact plastic. Dispenses one 8" and one 3.5" diameter roll with 1.5" diameter cores. Features key-activated spring lock or push-button operation, lever-operated dispensing mechanism with adjustable sheet length, and automatic transfer system. (LTC 3, OCC 6, WVC 4) – EACH	<u>13</u>	<u> </u>	<u> </u>
28. 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 4, LTC 4, WVC 4) – CASE	<u>12</u>	<u> </u>	<u> </u>
29. 32 OZ. MEASURING CUPS, polycarbonate in construction, with ounce markings (FCC 12, LTC 6, OCC 10) – EACH	<u>28</u>	<u> </u>	<u> </u>
30. COTTON WASHCLOTHS, 11.5" X 11.5" (FCC 100, LTC 100, OCC 100, WVC 100) – EACH	<u>400</u>	<u> </u>	<u> </u>

SECTION B (CONTINUED)
JANITORIAL SUPPLIES

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
31. CLOTH TERRI TOWELS, 24" x 36", (FCC 48, LTC 36, OCC 12, WVC 12) – EACH	<u>108</u>	<u> </u>	<u> </u>
32. TIME MIST OZIUM 3000 AIR SANITIZER, #TMS031 REGULAR fragrance, 12 refills per case - (FCC 1, LTC 6, OCC 10,) – CASE	<u>17</u>	<u> </u>	<u> </u>
33. TANDEM BRUTE DOLLY, 20 1/4" x 45" x 8", Rubbermaid #2646 or equivalent (LTC 1) – EACH	<u>1</u>	<u> </u>	<u> </u>
34. REGULAR TAMPAX TAMPONS for Dispensing Machines, (FCC 1, LTC 1, OCC 1) – 500 PER CASE	<u>3</u>	<u> </u>	<u> </u>
35. 1 GALLON CLEAR PLASTIC JUG WITH GRIP HANDLE, (LTC 6) – EACH	<u>6</u>	<u> </u>	<u> </u>
36. GROUT BRUSH with 8 1/2 upsweep handle, (FCC 6, LTC 6, OCC 6) – EACH	<u>18</u>	<u> </u>	<u> </u>
37. 3M TERRA NOMAD MATS, burgundy in color, 3' x 6' (FCC 3) – EACH	<u>3</u>	<u> </u>	<u> </u>
38. FRESH PRODUCTS SUPER SORB, 12 oz. Can, Lemon Scented, 12 per case (LTC 1) – CASE	<u>1</u>	<u> </u>	<u> </u>
39. BRUTE DOLLY for 44 gallon Brute container, Rubbermaid #2640, or Equivalent, (LTC 6) – EACH	<u>6</u>	<u> </u>	<u> </u>
40. STEP-ON CONTAINER, Rubbermaid #6144, or Equivalent, Light Gray in color, (FCC 2) – EACH	<u>2</u>	<u> </u>	<u> </u>
41. HOSE For Windsor VSE 1-3, part #1516, (LTC 2, WVC 2) – EACH	<u>4</u>	<u> </u>	<u> </u>
42. DISPENSER FOR SANI TUFF INDUSTRIAL HAND CARE SYSTEM WITH SCRUBBERS, 8 liter size, (FCC 1, OCC 1) – EACH	<u>2</u>	<u> </u>	<u> </u>

SECTION B (CONTINUED)
JANITORIAL SUPPLIES

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
43. BEARING BLOCK FOR WINDSOR, VSE, part # RH-2047 or equivalent. Must fit and work properly, (LTC 2) – EACH	<u>2</u>	<u> </u>	<u> </u>
44. 20” BLACK STRIPPING PADS, ¼” thickness, 3M #7200 or equivalent, 5 per box (FCC 2, WVC 2, LTC 4) – BOX	<u>8</u>	<u> </u>	<u> </u>
45. 19” RED BUFFING PADS, 3M #5100 or equivalent, 5 per box (LTC 2, OCC 2) – BOX	<u>4</u>	<u> </u>	<u> </u>
46. 20” BURNISHING PADS, 3M #3500 or equivalent, 5 per box (LTC 2) – BOX	<u>2</u>	<u> </u>	<u> </u>
47. REUSABLE RUBBER GLOVES, nitrile flock-lined, chemical and abrasion resistant, 18mm thickness, Large (OCC 36) – PAIR	<u>36</u>	<u> </u>	<u> </u>
48. WASTEBASKET, RECTANGULAR, RUBBERMAID # 2543 or equivalent, 28 1/8 quart, 11 3/8” x 10 ¼” x 15”, brown in color (LTC 6, OCC 12) - EACH	<u>18</u>	<u> </u>	<u> </u>
49. BAG FILTERS FOR WINDSOR VERSAMATIC VSE 1-3, PART #2003, must fit and work properly, 10 per pack (WVC 5) – PACK	<u>5</u>	<u> </u>	<u> </u>
50. LOWER CHASIS FOR WINDSOR VERSAMATIC VSE 1-3, part #2543 bl, (WVC 1) – EACH	<u>1</u>	<u> </u>	<u> </u>
51. EXTENSION TUBE FOR WINDSOR VERSAMATIC VSE 1-3, part #1084 (WVC 3) – EACH	<u>3</u>	<u> </u>	<u> </u>
52. HAND NOZZLE FOR WINDSOR VERSAMATIC VSE 1-3, part #1517 (WVC 2) – EACH	<u>2</u>	<u> </u>	<u> </u>
53. DUST BAG HOUSING FOR WINDSOR VERSAMATIC VSP, part #1832 HG, (LTC 2) – EACH	<u>2</u>	<u> </u>	<u> </u>
54. POWER CABLE FOR WINDSOR VERSAMTIC VSP, part #23011 (FCC 2, LTC 6) – EACH	<u>8</u>	<u> </u>	<u> </u>

SECTION B (CONTINUED)
JANITORIAL SUPPLIES

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
55. TIME MIST-ULTRA CONCENTRATED METERED AIR FRESHENER REFILLS, 7 oz., 12 refills per case, cinnamon, must fit Time Mist-plus Metered Aerosol Dispenser, (FCC 4, WVC 4) – CASE	<u>8</u>	<u> </u>	<u> </u>
56. 14 QUART PLASTIC BUCKET WITH MOLDED IN GRADUATIONS FOR ACCURATE MEASURING, wide pour spout, Rubbermaid #RCP2614GRA or equivalent. (OCC-12)- EACH	<u>12</u>	<u> </u>	<u> </u>
57. HEAVY DUTY PLASTIC DUST PAN, Rubbermaid #RCP2005CHA or equivalent (FCC 6, LTC 6, OCC 12) – EACH	<u>24</u>	<u> </u>	<u> </u>
58. POP UP SAFETY CONES, Rubbermaid #RCP9S00yel or equivalent (OCC 13) – EACH	<u>13</u>	<u> </u>	<u> </u>
59. WET FLOOR SIGN, Rubbermaid #RCP6112-77yel or equivalent (OCC 10)- EACH	<u>10</u>	<u> </u>	<u> </u>
60. WET/DRY SPILL PAN WITH HANDLE, 16 1/2 w x 10 5/8” d x 7 1/6” h. Rubbermaid #RCP9M00bla or equivalent. (LTC 1)- EACH	<u>1</u>	<u> </u>	<u> </u>
61. SQUARE BRUTE DOLLY, Rubbermaid #RCP3530 or equivalent (LTC 1) – EACH	<u>1</u>	<u> </u>	<u> </u>
62. 5 GALLON PLASTIC BUCKET WITH BALE (LTC 6) – EACH	<u>6</u>	<u> </u>	<u> </u>
63. STAINLESS STEEL SINGLE JUMBO JR. TOILET PAPER DISPENSER (WVC 13) - EACH	<u>13</u>	<u> </u>	<u> </u>
64. GOLDEN CLIP WINDOW SQUEEGEE – PROFESSIONAL QUALITY SOLID BRASS SQUEEGEE, 12" size, complete with handle, rubber blade, and clips. Unger Brand or equivalent (OCC 6)- EACH	<u>6</u>	<u> </u>	<u> </u>

SECTION B (CONTINUED)
JANITORIAL SUPPLIES

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
65. GOLDEN CLIP WINDOW SQUEEGEE – PROFESSIONAL QUALITY SOLID BRASS SQUEEGEE, 18” size, complete with handle, rubber blade, and clips. Unger Brand or equivalent (OCC 6)- EACH	<u>6</u>	<u> </u>	<u> </u>
66. SOFT REPLACEMENT SQUEEGEE RUBBERS FOR UNGER, or equivalent, 12” size (OCC 6) – EACH	<u>6</u>	<u> </u>	<u> </u>
67. SOFT REPLACEMENT SQUEEGEE RUBBERS FOR UNGER, or equivalent, 18” size (OCC 6) – EACH	<u>6</u>	<u> </u>	<u> </u>
68. SAFETY SCRAPER WITH LOCKING SYSTEM AND NON-SLIP TRIGGER (OCC 6)- EACH	<u>6</u>	<u> </u>	<u> </u>
69. BLADES FOR THE ABOVE LISTED ITEM, 100 #9 BLADES PER BOX (OCC 2)- BOX	<u>2</u>	<u> </u>	<u> </u>
70. JUMBO JR. TWIN TISSUE DISPENSOR, SEE THROUGH COVER, SLIDING GATE MECHANISM, Georgia Pacific #GPC582-50 or equivalent. (OCC 12) – EACH	<u>12</u>	<u> </u>	<u> </u>
71. INDUSTRIAL SWIVEL HEAD FLASHLIGHT, 180 degree swivel action head, non-slip rubber base with spare bulb holder and belt clip twists into base, Eveready #ENEIN421WB-E or equivalent (FCC 6, OCC 6) – EACH	<u>12</u>	<u> </u>	<u> </u>
72. 56 GALLON GLUTTON CONTAINER WITH LID, brown in color. Rubbermaid #4CA-31318 and 4ca31458 or equivalent (LTC 4)- EACH	<u>4</u>	<u> </u>	<u> </u>
73. METAL PLATE FOR WINDSOR VERSAMATIC, VSP 14, part #2005 ER. (LTC 3) – EACH	<u>3</u>	<u> </u>	<u> </u>
74. STURDY STATION 2, BABY CHANGING TABLE, Rubbermaid part #7818 or equivalent. (LTC 4) – EACH	<u>4</u>	<u> </u>	<u> </u>
75. PROTECTIVE LINERS FOR STURDY STATION 2, Rubbermaid part #7817 or equivalent, 320 liners per case. (LTC 1) – CASE	<u>1</u>	<u> </u>	<u> </u>

SECTION B (CONTINUED)
JANITORIAL SUPPLIES

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
76. 60" VINYL COVERED ALUMINUM MOP HANDLE, with hinged side latch with roller adjustment knob. (LTC 6) – EACH	<u>6</u>	<u> </u>	<u> </u>
77. PLATFORM TRUCK, 48" x 30" welded reinforced steel deck with 9" x 3" Fully pneumatic wheels, 1200 lb. capacity, with 1 5/16" removable pipe handle. (LTC 1) – EACH	<u>1</u>	<u> </u>	<u> </u>
78. 8" CHEMICAL RESISTANT TRIGGER SPRAYER, must fit 24 oz. bottle. (LTC 12) – EACH	<u>12</u>	<u> </u>	<u> </u>
79. 8" GRAY FLAGGED PLASTIC COUNTER BRUSH, with plastic block and handle. (FCC 12, LTC 6, OCC 12) – EACH	<u>30</u>	<u> </u>	<u> </u>

SECTION B GRAND TOTAL \$

SECTION C
CONSUMABLES

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
*1. JUMBO JUNIOR TOILET PAPER, must fit & dispense properly w/ Scott dispenser #B9566, 9675, 9666, 9665, 4" x 1,000 ft., 2 ply, must contain at least 30% recycled content, 12 rolls per case (FCC 20, LTC 60, OCC 86, WVC 80) – CASE	<u>246</u>	<u> </u>	<u> </u>
*2. ROLL PAPER TOWELS, must fit and dispense properly w/ Scott dispenser #9721, 7 7/8" x 600 ft., must contain at least 30% recycled content, 12 rolls per case (FCC 5, LTC 10, OCC 70, WVC 75) – CASE	<u>160</u>	<u> </u>	<u> </u>
*3. 9" x 13" WYPALL TOWELS, must contain at least 30% recycled content, 1,008 per package (FCC 5, OCC 1, WVC 10) – PACKAGE	<u>16</u>	<u> </u>	<u> </u>
*4. MULTI-FOLD TOWELS, 10 1/4" x 11", bleached white, 184 towels per package, 12 packages per case, must contain at least 50% recycled content (FCC 25) – CASE	<u>25</u>	<u> </u>	<u> </u>
*5. 46" x 50" TRASH BAGS, 1.5 mil, (min), must be on rolls – not loose, 100 per case (LTC 6) – CASE	<u>6</u>	<u> </u>	<u> </u>
*6. 33" x 40" TRASH BAGS, 20 micron (min), must be on rolls – not loose, 250 per case (LTC 45, OCC 2) – CASE	<u>47</u>	<u> </u>	<u> </u>
*7. 38" x 60" TRASH BAGS, 24 micron (min), must be on rolls – not loose, 150 per case (FCC 15, LTC 25, OCC 30, WVC 45) – CASE	<u>115</u>	<u> </u>	<u> </u>
*8. 24" x 33" TRASH BAGS, 16 micron (min), must be on rolls – not loose, 1,000 per case (FCC 3, LTC 10, OCC 20, WVC 20) – CASE	<u>53</u>	<u> </u>	<u> </u>
*9. 56-GALLON TRASH BAGS, 23" x 20" x 48", high strength, 24 Micron Thickness (minimum), 50 per case (LTC 10) – CASE	<u>10</u>	<u> </u>	<u> </u>

SECTION C (CONTINUED)
CONSUMABLES

	<u>DISTRICTWIDE QUANTITY</u>	<u>PER UNIT BID</u>	<u>ITEM TOTAL BID</u>
*10. TRASH BAGS, 36" x 60", 17 Micron (minimum), must be on rolls –not loose, 200 per case (FCC 2) – CASE	<u>2</u>	<u> </u>	<u> </u>
*11. DOUBLE WAXED PAPER BAGS, 9 3/4" x 2 3/4" x 9 7/8", 250 per case (OCC 3) - CASE	<u>3</u>	<u> </u>	<u> </u>
12. HAND CLEANER W/ SCRUBBERS, 8-liter size, must fit Sani-Tuff Industrial Hand Care System dispenser, 2 boxes per case (FCC 1, OCC 2, WVC 2) – CASE	<u>5</u>	<u> </u>	<u> </u>
13. CONCENTRATED LAUNDRY DETERGENT, low suds, 40 lb.bucket with bale, powder (FCC 1, LTC 1, OCC 2, WVC 2) – EACH	<u>6</u>	<u> </u>	<u> </u>
14. "D" ALKALINE BATTERY (FCC 12, LTC 12, WVC 72) – EACH	<u>96</u>	<u> </u>	<u> </u>
15. DOUBLE "A" ALKALINE BATTERY (FCC 72, LTC 24, WVC 48) – EACH	<u>144</u>	<u> </u>	<u> </u>
16. TRIPLE "A" ALKALINE BATTERY (FCC 24, LTC 12, WVC 12) – EACH	<u>48</u>	<u> </u>	<u> </u>
17. 9-VOLT ALKALINE BATTERY (FCC 12, WVC 24) – EACH	<u>36</u>	<u> </u>	<u> </u>
18."C" ALKALINE BATTERY (FCC 48, LTC 48, OCC 112) – EACH	<u>208</u>	<u> </u>	<u> </u>
19. URINAL SCREENS, flat, cherry scented, protects & deodorizes, molds to the shape of any urinal, 12 per box (WVC 4) – BOX	<u>4</u>	<u> </u>	<u> </u>
20. CHLORINE BLEACH, gallon jugs, 6 per case (FCC 2, LTC 2, OCC 1, WVC 8) – CASE	<u>13</u>	<u> </u>	<u> </u>
21. PINK LOTION ANTI-BACTERIAL SOAP, liquid, gallon bottles, 4 per case (FCC 3) – CASE	<u>3</u>	<u> </u>	<u> </u>
22. INSTANT HAND SANITIZER, 4 ounce bottle with flip cap. (24 per case) (OCC 1) – CASE	<u>1</u>	<u> </u>	<u> </u>

SECTION C (CONTINUED)
CONSUMABLES

	<u>DISTRICTWIDE</u> <u>QUANTITY</u>	<u>PER</u> <u>UNIT</u> <u>BID</u>	<u>ITEM</u> <u>TOTAL</u> <u>BID</u>
23. OPTIMUM FOAMING DISPENSOR or equivalent, 1250 ml size, gray in color. (FCC 12, LTC 55, OCC 32) – EACH	<u>99</u>	_____	_____
24. OPTIMUM FOAMING PINK LOTION SKIN CLEANSER, 1250 ml size, must fit and work properly with Optimum 1250ml dispenser, 3 units per case (FCC 7, LTC 50, OCC 20, WVC 45) – CASE	<u>122</u>	_____	_____
*25. 36" x 58" HIGH STRENGTH TRASH BAG, must be on a roll, 100 per case. (WVC 10) – CASE	<u>10</u>	_____	_____

SECTION C GRAND TOTAL \$ _____

NOTE:

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

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

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

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

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

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

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

***We must receive samples at each location on items #1 – 11 and #25 CONSUMABLES at least 14 days prior to bid opening. Samples should be labeled to match bid item number.**

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

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____ DATE _____

FAX NUMBER _____

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

Agenda Item #10

District Finance

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

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529

TREASURER'S REPORT June 30, 2005

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

<u>FUND</u>	<u>BALANCE</u>
Educational	\$1,376,973.64
Operations & Maintenance	\$14,789.36
Operations & Maintenance (Restricted)	\$196.73
Bond & Interest	\$1,312.67
Auxiliary	\$42,150.65
Restricted Purposes	(\$86,584.89)
Working Cash	\$0.00
Trust & Agency	\$17,813.31
Audit	\$6,051.92
Liability, Protection & Settlement	\$43,203.02
TOTAL ALL FUNDS	\$1,415,906.41

Respectfully submitted,

Marilyn Grove, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES

Combined Balance Sheet - All Funds

June 30, 2005

	ALL FUNDS
	Fiscal
	Year
	2005
ASSETS:	
CASH	1,414,387
IMPREST FUND	21,500
CHECK CLEARING	2,000
INVESTMENTS	10,550,000
RECEIVABLES	3,125,358
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	459,225
OTHER ASSETS	429,772
TOTAL ASSETS AND OTHER DEBITS:	<u>16,002,242</u>
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	4,236
ACCOUNTS PAYABLE	13,649
ACCRUED EXPENSES	-
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	2,845,670
OTHER LIABILITIES	422,433
TOTAL LIABILITIES:	<u>3,425,938</u>
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	1,472,541
PR YR BDGTD CHANGE TO FUND BALANCE	15,430
FUND BALANCES:	
FUND BALANCE	10,923,366
RESERVE FOR ENCUMBRANCES	164,967
TOTAL EQUITY AND OTHER CREDITS	<u>12,576,304</u>
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	<u><u>16,002,242</u></u>

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF June 30, 2005

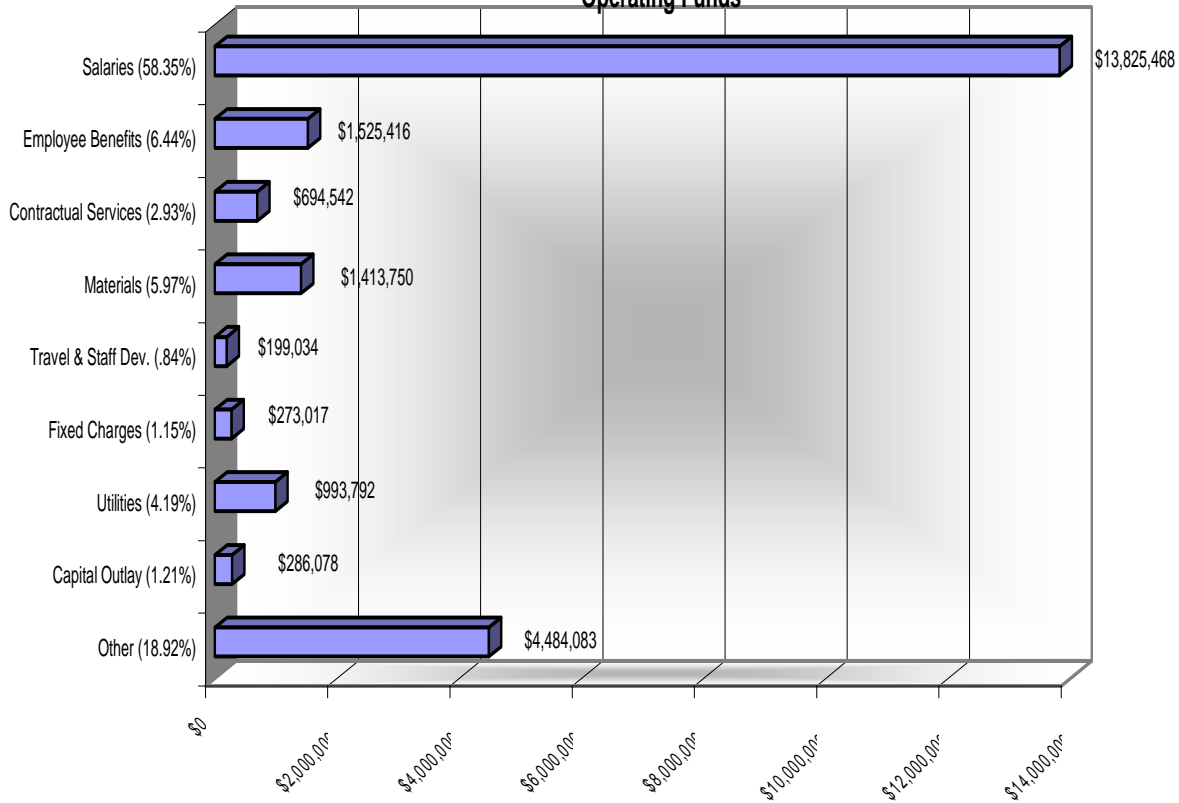
ALL FUNDS

	YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	4,631,340
STATE GOVT SOURCES	13,465,932
STUDENT TUITION & FEES	9,174,855
SALES & SERVICE FEES	2,769,416
FACILITIES REVENUE	36,537
INVESTMENT REVENUE	183,852
OTHER REVENUES	161,731
TOTAL REVENUES:	30,423,663
 EXPENDITURES:	
INSTRUCTION	10,136,855
ACADEMIC SUPPORT	466,546
STUDENT SERVICES	1,235,203
PUBLIC SERV/CONT ED	86,388
OPER & MAINT PLANT	2,506,678
INSTITUTIONAL SUPPORT	7,617,177
SCH/STUDENT GRNT/WAIVERS	4,430,637
AUXILIARY SERVICES	3,775,342
TOTAL EXPENDITURES:	30,254,826
 TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0
 NET INCREASE/DECREASE IN NET ASSETS	 168,837

Illinois Eastern Community Colleges

FY2005

Operating Funds



Illinois Eastern Community Colleges Dist. #529

As of June 30, 2005 - \$23,695,180

College	Category	FISCAL YEAR 2003			FISCAL YEAR 2004			FISCAL YEAR 2005			
		Annual Budget	Spent Thru FY 2003	% of Bdgt	Annual Budget	Spent Thru FY 2004	% of Bdgt	Annual Budget	Spent Thru FY 2005	% of Bdgt	% of Year
Frontier	Bills		\$1,692,941			\$1,684,087			\$1,708,364		
	Payroll		1,876,769			1,950,553			1,977,988		
	Totals	\$3,508,940	3,569,710	102%	\$3,628,050	3,634,640	100%	\$3,739,618	3,686,352	99%	100%
Lincoln Trail	Bills		1,178,066			1,243,834			1,298,011		
	Payroll		2,167,597			2,220,488			2,265,341		
	Totals	3,483,498	3,345,663	96%	3,592,572	3,464,322	96%	3,663,473	3,563,352	97%	100%
Olney Central	Bills		1,757,063			1,920,914			1,833,791		
	Payroll		3,422,046			3,541,058			3,743,576		
	Totals	5,213,613	5,179,109	99%	5,497,192	5,461,972	99%	5,547,557	5,577,367	101%	100%
Wabash Valley	Bills		1,557,129			1,646,281			1,734,758		
	Payroll		2,687,499			2,823,786			2,910,188		
	Totals	4,106,754	4,244,628	103%	4,337,053	4,470,067	103%	4,454,896	4,644,946	104%	100%
Workforce Educ.	Bills		1,192,266			1,318,272			1,426,088		
	Payroll		1,325,620			1,358,981			1,431,394		
	Totals	2,452,852	2,517,886	103%	2,697,665	2,677,253	99%	2,843,784	2,857,482	100%	100%
District Office	Bills		291,631			237,761			247,467		
	Payroll		863,962			854,328			876,085		
	Totals	1,252,323	1,155,593	92%	1,150,891	1,092,089	95%	1,217,781	1,123,552	92%	100%
District Wide	Bills		1,580,173			1,664,874			1,621,233		
	Payroll		545,941			612,638			620,896		
	Totals	2,915,211	2,126,114	73%	2,869,669	2,277,512	79%	2,956,704	2,242,129	76%	100%
O & M	Bills										
	Payroll										
	Totals										
GRAND TOTALS		\$22,933,191	\$22,138,703	97%	\$23,773,092	\$23,077,855	97%	\$24,423,813	\$23,695,180	97%	100%

Excludes DOC

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

Agenda Item #13

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 15, 2005
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., 400.3., 400.7., 400.8., and 400.9. will be mailed under separate cover.

dh

INDEX

400.1. Employment of Personnel

400.2. Change in Status

400.3. Temporary Employment

400.4. Approval to Hire Faculty Prior to Start of Fall Semester

400.5. Special Assignments

400.6. Honorable Dismissals

400.7. Resignations

400.8. Retirement

400.9. FMLA Request (External Report)

PERSONNEL REPORT

400.1. Employment of Personnel

A. Professional/Non-Faculty

1. Mike Burris, Men's Basketball Coach, OCC, effective July 21, 2005

B. Classified

1. Tina Pierce, International Student Liaison, DO, effective July 21, 2005

400.2. Change in Status

A. Classified

1. Karen Bryant, Office Assistant, FCC, to Administrative Assistant, FCC, effective September 1, 2005
2. Galen Dunn, Supervisor of Building and Grounds, FCC, to Maintenance/Groundskeeper, FCC, effective September 1, 2005

400.3. Temporary Employment

A. Temporary Faculty

1. Anne Hustad, Nursing Instructor for the term of August 11, 2005 thru September 30, 2005.

400.4. Approval to Hire Faculty Prior to Start of Fall Semester

400.5. Special Assignments

A. Frontier Community College

Extra-Curricular

1. Galen Dunn O & M Team Leader

Recommended
2005 - 2006
\$5,000.00

B. Lincoln Trail College

Extra-Curricular

1. Dan Leggett O & M Team Leader

Recommended
2005 - 2006
\$5,000.00

C. Olney Central College

Extra-Curricular

1. Larry Gangloff O & M Team Leader

Recommended
2005 - 2006
\$5,000.00

D. Wabash Valley College

Extra-Curricular

1. Ron Martin O & M Team Leader

Recommended
2005 - 2006
\$5,000.00

400.6. Honorable Dismissals

A. Administrative

1. Stacey Vinson

B. Professional/Non-Faculty

1. Robert Glen Schwartz
2. Bob Story

400.7. Resignations

A. Faculty

1. Nancy Simmons, Medical Assistant Instructor, effective August 11, 2005

B. Classified

1. Jan Adams, Custodian, WVC, effective June 27, 2005

400.8. Retirement

A. Faculty

1. Carolyn VonAlmen, Nursing Instructor, Effective September 1, 2005

B. Professional/Non-Faculty

1. Marilyn Grove, Treasurer, DO, effective November 30, 2005

400.9. FMLA Request (External Report)

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Adjournment

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

	Estimated Budget											
Science Building Roof Replacement WVC	\$325,200											
GRAND TOTAL	\$325,200		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted	

6/30/2005

