



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

**815 North Orlando Smith Avenue
Oglesby, IL 61348-9692**

**Board Meeting
A G E N D A**

**Tuesday, April 19, 2011
Board Room
6:30 p.m.**

NOTE:

If you are unable to attend this meeting, or if you have questions regarding the agenda, please call the President's office, 224-0402.

IVCC'S MISSION STATEMENT

IVCC teaches those who seek and is enriched by those who learn.

BOARD AGENDA ITEMS

January

Strategic Plan Update
Student Demographic Profile

February

Authorize Budget Preparation
Tenure Recommendations
Non-tenured Faculty Contracts
Reduction in Force
Tuition and Fee Review
Five-year Financial Forecast

March

President's Evaluation

April

IT Strategic Plan
Board of Trustees Election (odd years)
Organization of Board (odd years)

May

Budget Adjustments
Bid Approval for Spring and Summer/Fall
Schedules
President's Contract Review
Vice Presidents' Contract Renewals

June

RAMP Reports
Prevailing Wage Resolution
Authorization of Continued Payment for
Standard Operating Expenses

July

Tentative Budget
a. Resolution Approving Tentative Budget
b. Authorization to Publish Notice of
Public Hearing

August

Budget
a. Public Hearing
b. Resolution to Adopt Budget
College Insurance (every 3 years)
Program Review Report

September

Protection, Health, and Safety Projects
Cash Farm Lease
Approval of College Calendar (even years)

October

Authorize Preparation of Levy
Audit Report
Key Performance Indicators
ICCTA Award Nominations

November

Adopt Tentative Tax Levy

December

Adopt Tax Levy
Schedule of Regular Meeting Dates and Times

A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Recognition
 - 6.1 IVCC's Women's Basketball Team
 - 6.2 David Zallis, Student Trustee
7. Campus Update – Student Successes (Tracy Morris)
8. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 8.1 Approval of Minutes – March 15, 2011 Board Meeting and April 7, 2011 Facilities Committee Meeting (Pages 1-10)
 - 8.2 Approval of Bills - \$1,657,756.32
 - 8.2.1 Education Fund - \$1,076,689.54
 - 8.2.2 Operations & Maintenance Fund - \$117,735.43
 - 8.2.3 Operations & Maintenance (Restricted Fund) - \$148,735.32
 - 8.2.4 Auxiliary Fund - \$54,761.97
 - 8.2.5 Restricted Fund - \$257,377.50
 - 8.2.6 Liability, Protection & Settlement Fund - \$2,456.56
 - 8.3 Treasurer's Report (Pages 11-29)
 - 8.3.1 Financial Highlights (Pages 12-13)
 - 8.3.2 Balance Sheet (Pages 14-15)
 - 8.3.3 Summary of FY11 Budget by Fund (Page 16)
 - 8.3.4 Budget to Actual Comparison (Pages 17-24)
 - 8.3.5 Budget to Actual by Budget Officers (Page 25)
 - 8.3.6 Statement of Cash Flows (Page 26)

- 8.3.7 Investment Status Report (Page 27)
- 8.3.8 Check Register - \$5,000 or more (Pages 28-29)
- 8.4 Personnel - Stipends for Pay Periods Ending March 12, 2011 and March 26, 2011 (Pages 30-34)
- 8.5 Bid Results (Pages 35-39)
 - 8.5.1 Asbestos Abatement for Chemistry Lab Renovation at Building. E (Pages 35-37)
 - 8.5.2 Vertical Milling Machine (Pages 38-39)
- 8.6 Purchase Requests (Pages 40-49)
 - 8.6.1 Emergency Care Simulation Mannequin, Related Software and Training (Pages 40-48)
 - 8.6.2 Library Books – Jacobs Library (Page 49)
- 9. President's Report
- 10. Committee Reports
- 11. Faculty Retirement – Steven A. Swett, Warehousing Instructor at Sheridan Correctional Center (Pages 50-51)
- 12. Requests for Sabbatical Leave (Pages 52-66)
 - 12.1 Dr. Rebecca Donna, Criminal Justice/Forensics Instructor (Pages 52-60)
 - 12.2 Merri Mattison, Sociology Instructor (Pages 61-66)
- 13. Exelon Property Tax Appeal Resolution (Pages 67-70)
- 14. Protection, Health and Safety Project – Aluminum Wire Replacement and Branch Panels in Buildings D & E (Page 71-78)
- 15. Approval of New Advanced Renewable Wind Energy Technician Certificate (Pages 79-80)
- 16. Request for Proposal Results – Employee Medical, Rx, Dental, and Vision Insurance (Pages 81-83)
- 17. Request for Proposals – Security Services (Pages 84-94)
- 18. Discontinuation of Educational Programming at Sheridan Correctional Center (Page 95)
- 19. Resolution to Withdraw from the Bureau/Putnam Area Enterprise Zone (Pages 96-99)
- 20. Board Policy Manual – Section 4 (second reading)(Pages 100-167)
- 21. Information Items (Pages 168-179)
 - 21.1 Staff Retirement – Jane H. Norem, Head Librarian (Page 168)
 - 21.2 Staff Retirement – Rosemarie E. Harer, Custodian (Page 169)
 - 21.3 Staff Retirement – Betty Clydesdale, Senior Bookstore Assistant (Page 170)

- 21.4 Staff Retirement – Sharon L. Barthelemy, Coordinator of Career Services (Page 171)
- 21.5 Faculty Retirement – Lincoln Frost, Part-time Math Instructor (Page 172)
- 21.6 Staff Resignation – Laine A. Rizzo, Administrative Assistant I, Counseling Services (Page 173)
- 21.7 Service Employees International Union Local 138 – Notice to Bargain (Page 174)
- 21.8 Certificate of Achievement for Excellence in Financial Reporting (Page 175)
- 21.9 Articulation Agreement between Illinois Valley Community College and Governors State University (Pages 176-177)
- 21.10 Illinois Valley Building and Construction Trades Council – Thank You (Page 178)
- 21.11 Letter from Forrest “Woody” Miller (College Baseball Umpire) (Page 179)
22. Trustee Comment
23. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) collective negotiating matters between the public body and its employees or their representatives; 3) imminent litigation; 4) closed session minutes; and 5) hearing testimony on a complaint lodged against an employee to determine its validity.
24. Other
25. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
March 15, 2011

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, March 15, 2011 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Dennis N. Thompson, Chair
Michael C. Driscoll
Leslie-Anne Englehaupt
Larry D. Huffman
Melissa M. Olivero

Members Absent: Thomas C. Setchell, Vice Chair
David O. Mallery, Secretary
David S. Zallis, Student Trustee

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Rick Pearce, Vice President for Learning and Student Development
Lori Scroggs, Vice President for Planning and Institutional Effectiveness
Walt Zukowski, Attorney

SECRETARY PRO-TEM

In the absence of Mr. David Mallery, Mr. Dennis Thompson appointed Ms. Melissa Olivero as Secretary Pro-tem. Motion passed by voice vote.

APPROVAL OF AMENDED AGENDA

It was moved by Dr. Huffman and seconded by Dr. Driscoll to approve the amended agenda as presented. Motion passed by voice vote.

PUBLIC COMMENT

None.

CAMPUS UPDATE – ADVISORY COUNCILS (DR. RICK PEARCE)

Dr. Rick Pearce presented an update on advisory councils at IVCC. Providing career and technical education (CTE) programs is one of the primary purposes of the community college. The successful development and implementation of these programs requires cooperative efforts from business and industry, service organizations, non-profit organizations, The Workforce Investment Board, economic development councils, other community leaders, and College personnel. The program advisory councils help coordinate the cooperative efforts. The advisory councils serve as a resource to the faculty and College administration; provide information on the

curriculum, skill level requirements, technology and equipment, and continuing education needs; provide opportunities through internships and apprenticeships, and assist in identifying and providing employment opportunities; and assist in the overall CTE program evaluation. Council membership includes volunteers, full-time and part-time faculty, high school faculty, the Associate Vice President for Academic Affairs, the Career and Technical Education Recruiter, and referrals from other members and program coordinators and faculty. IVCC currently has 24 advisory councils.

CONSENT AGENDA

It was moved by Dr. Huffman and seconded by Ms. Englehaupt to approve the consent agenda, as presented. Motion passed by voice vote.

The following items were approved in the consent agenda:

Approval of Minutes – February 15, 2011 Board Meeting and February 23, 2011 Planning Committee Meeting

Approval of the Bills - \$3,056,712.21

Education Fund - \$1,380,873.25; Operations and Maintenance Fund - \$108,470.00; Operations and Maintenance (Restricted Fund) - \$1,265,400.00; Auxiliary Fund - \$96,507.38; Restricted Fund - \$109,509.70; and Liability, Protection and Settlement Fund - \$12,753.24.

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending February 12, 2011 and February 26, 2011.

Bid Results

Approved to accept the base bid from Lite Construction, Inc. – Montgomery, IL, in the amount of \$962,700 for the Chemistry Lab Renovation – Building E and an alternate bid for additional casework in the Biology Lab – Building A in the amount of \$4,500 for a total of \$967,200.

Purchase Request

Authorized the purchase of a 2011 Ford F-150 truck through the Illinois Joint Purchasing Program at a cost of \$16,650.

Bid Request – Vertical Milling Machine

Approved to request bids for a vertical milling machine at an estimated cost of \$17,000 in accordance with the accompanying specifications.

PRESIDENT'S REPORT

Dr. Corcoran has appreciated the work that has been done so far by the Health Insurance Committee in reviewing six proposals submitted for employee health insurance. The Committee consists of faculty members, support staff, and administrators. On March 3 two finalists, Healthscope and Blue Cross/Blue Shield, gave outstanding presentations. Board of Trustee member, Tom Setchell and Dr. Corcoran sat in on the presentations. Once the renewal rates for

FY 2012 are received from the health insurance cooperative, the College's current health plan, a recommendation will then be prepared for the April meeting of the Board. Dr. Corcoran noted the Illinois Council of Community College Presidents passed a resolution asking for the ICCB and Trustees Association to support their request that the General Assembly and Governor freeze the distribution of credit hour grants to all community colleges in fiscal year 2012 at fiscal year 2011 levels. The credit hour funding formula is not working well because the overall system is significantly under-funded. In comparing the 2011 distribution of funds for all community colleges to 2010, out of 39 districts, 36 received less funding from the credit hour formula while three received more. IVCC received \$239,000 (10%) less while the City Colleges of Chicago district received \$5.9 million (13%) more. Under the current system, colleges that generate significant credit hours in Adult Education are receiving tremendous increases in their reimbursement for claimable hours, while colleges that generate most of their hours in traditional baccalaureate and remedial categories are seeing reductions in their funding. Again, in the case of IVCC, around 60% of its credit hours are in the baccalaureate category compared to 39% for the City Colleges, while .01% of IVCC hours in Adult Education compared to those hours accounting for 33% at the City Colleges. Terry Bruce, president of Illinois Eastern Community College, and Dr. Corcoran co-chair the Council's Finance and Administrative Services Committee and after bringing this matter to an excellent group of CFOs, including Cheryl Roelfsema, the group unanimously approved the resolution to freeze all distributions for next fiscal year and in the meantime appoint a committee of CFOs to study a more balanced division of credit hour funding for fiscal year 2013 and beyond. Dr. Corcoran reported Professor Rick Shields coordinates the Volunteer Income Tax Assistance program for IVCC and this weekend he reported that six students have done 140 Federal and 142 State returns resulting in \$225,000 to 161 taxpayers and their 72 dependents in the district. They are also planning to handle the returns for over 80 Horizon House clients and staff this year. Former IVCC vice president, Dr. Frank Zeller is one of three volunteer preparers working with the students and Rick Shields. Overall, they are doing a wonderful job of representing the college in the district with their community service and Dr. Corcoran is very proud of them. Congratulations are in order to Coach Pat Cinotte and IVCC's women's basketball team for the great season they have had so far (going into today's game with a record of 29-4) - the most wins for a women's team in the College's history. Dr. Corcoran plans to do something similar to the way in which last year's record-setting team was honored with a recognition program as part of next month's regular board meeting. It should be noted that the men's team, under the direction of Coach Tommy Canale also had a fine year with a record of 17-14. On March 10 Dr. Corcoran met with IVCC employees assigned to work at the Sheridan Correctional Center and told them that he had begun laying the groundwork to have another Illinois community college assume oversight of the programs offered at the correctional center next fiscal year. Although these employees have been loyal to IVCC and the inmates they serve, Dr. Corcoran's opinion is it no longer makes good business sense to continue this arrangement with the Illinois Department of Corrections. Over the last 5-7 years, IVCC Sheridan employees have received 2 pay raises and IDOC has not allowed the College to fill several open positions. As Dr. Corcoran has told many of IVCC's administrators lately, with State funding being as it is the College needs to take a hard look at what are the essential programs and services it must provide, and be willing to let go of others. It is clear to Dr. Corcoran that this program needs to be let go and let another college take it over. Over the next few weeks, he plans to let all of the parties that need to be involved know of the direction in which the College is headed and on April 19, the administration will present an

action item for Board consideration that will officially bring our relationship with IDOC to an end with the close of the current contract. On an equally serious note, Dr. Corcoran met with the Safety Services staff to advise them that in light of the department director's plans for retirement in May, he has begun exploring alternative options for providing security at IVCC that would ultimately "raise the bar" for what is expected in terms of providing a safe and secure campus. Dr. Corcoran has asked Cheryl Roelfsema to research what trends are being seen in terms of campus security at other community colleges; ultimately, he thinks the time has come to consider partnering with an outside agency that could include having at least one armed security member on campus. After the research is complete, the administration will prepare RFPs for Board consideration with the plan being to recommend a new approach to this service as the College enters the next fiscal year. At this point in the College's history, Dr. Corcoran does not pretend to know what model is best for IVCC right now; however, he knows two things for sure: (1) it's a good business practice to always take a close look at every vacant position when the opportunity presents itself and assess if there's a better way of achieving the College's objectives, rather than hastily filling the position; and (2) he wants the campus to be as safe as possible for students, faculty, staff and visitors. On March 4, the administration welcomed Senator Sue Rezin to the campus for the first time and Dr. Corcoran was very impressed with her knowledge regarding the mission of community colleges overall and her sincere interest in hearing about IVCC's strategic goals and what she can do to help the College achieve them. The annual Student Academic Awards Banquet is at 6:30 p.m. Tuesday, April 5 in Starved Rock Lodge's Great Hall. Mike Phillips, winner of the 2011 Stephen Charry Memorial Award for Excellence in Teaching and student Caitlin Rinker, representing IVCC's Honors program, will be the speakers. Dr. Corcoran asked the Board members to let Jeanne Hayden know if they plan to attend. The fourth annual IVCC-LPO Hall of Fame induction ceremony at 7 p.m. Saturday, April 16 in the Cultural Centre will honor IVCC alumni Jim Bergagna (deceased), IV Cellular CEO Tom Walsh, former journalism instructor Dr. Rose Marie Lynch, former State Sen. Gary Dahl and the 1958-59 LPO national tournament basketball team. Dr. Corcoran encouraged everyone to recognize these fine individuals by attending. The annual employee recognition event will be held on April 29 at Celebrations 150. Activities will begin with a social hour at 4 p.m. and the presentation of awards will take place from 5:30-6:30 p.m. Dr. Corcoran asked everyone to mark their calendars and plan on attending if their schedule will allow. On behalf of the Athletic Department and specifically the baseball team, Dr. Corcoran thanked the chairman of the Board, Dennis Thompson, for the work he and his crew did on the baseball dugouts. The dugouts look great and the teams are ready for a new season. Dr. Corcoran also thanked Fran Brolley, director of community relations and development, on the fine job he and his staff did of producing the college's recent triennial report. Dr. Corcoran has heard nothing but tremendous feedback on this project and the credit needs to be given to Fran and the dedicated individuals that work with him including, Kim Stahly, David Dodge, Sue Monroe, and Donna Swiskoski. Dr. Corcoran reported the women's basketball and their coaches witnessed an accident while at the national tournament and the coaches lent a hand to those that were injured. A family member of the injured person commended Pat Cinotte and his assistant coaches for their support.

COMMITTEE REPORTS

Dr. Driscoll reported on the Board Planning Committee which met on Wednesday, February 23. The National Community College Benchmarking Project for 2010 was reviewed. It was reported that the student persistence rate from fall to spring was 68 percent and the student persistence

rate from fall to fall was 45-50 percent. All other items were close to the median compared to the other community colleges. It was noted that ISU students that need remedial help take the same classes as the other freshman, but take the classes five days a week instead of three. The Integrated Postsecondary Education Data System Data Feedback Report 2010 (IPEDS) shows that IVCC is very cost effective. The National Student Clearinghouse Student Transfer Patterns show that 73.4 percent of recent IVCC graduates continue with their education. Also 224 students transferred to other community colleges. This number may be misleading as IVCC students may transfer to ISU and also take a class at Heartland. But this also encourages the staff to look at new programs IVCC may want to offer. The Noel Levitz Student Satisfaction Inventory – 2010 Fall Results were reviewed. Dr. Driscoll commended Bob Mattson, Drew McConville, and Jeannette Frahm for collecting data from over 1,000 students. The report shows the College's commitment in serving the students. The College was above average on the 28 key areas. The Demographics Report was reviewed which showed a slight increase in enrollments for Fall 2010. Section 4 of the Board Policy Manual was reviewed. This section was included in the Board Book for the whole Board to review.

2011 ICCTA OUTSTANDING FACULTY AWARD NOMINATION – MICHAEL PHILLIPS

It was moved by Ms. Englehaupt and seconded by Ms. Olivero to nominate Mike Phillips, Geology Instructor and 2011 recipient of IVCC's Stephen Charry Memorial Award for Teaching Excellence to represent IVCC for the Illinois Community College Trustee Association's Outstanding Faculty Award. The recipient of the Stephen Charry Memorial Award for Teaching Excellence is determined by receiving nominations from students, faculty, and counselors. Six nominations were submitted. Mike Phillips was nominated by one of his colleagues and two students. All three talked about his passion for geology and learning and how infectious it was. Mike Phillips thanked the college for its support in his professional development. He commended Dean Ron Groleau for providing evaluations that made him a better instructor. He expressed his 14 years at IVCC as a great place to teach. Motion passed by voice vote.

2011 ICCTA OUTSTANDING PART-TIME FACULTY MEMBER AWARD NOMINATION – TINA HARDY

It was moved by Dr. Driscoll and seconded by Dr. Huffman to nominate Tina Hardy, Education Instructor and Disability Services Coordinator, to represent IVCC for the Illinois Community College Trustee Association's Outstanding Part-time Faculty Member Award. Tina Hardy, Coordinator of IVCC's Disability Services and part-time instructor, was nominated by Marianne Dzik. Tina finds different approaches to working with students in remediation. She explores ways of finding a meaningful education path for these students and ways for the College to serve them in a better way. Dr. Driscoll noted that Tina hosts an education panel each semester. Tina's students prepare questions for the panel, which is composed of educators, a legislator, school superintendents, school board members, etc. and the result is an invigorating discussion on education. It leaves her students excited about teaching. Motion passed by voice vote.

BOARDY POLICY SECTION 4 (FIRST OF TWO READINGS)

Section 4 of the Board Policy Manual was presented for its first reading. Dr. Driscoll encouraged Board members to send him an email on any concerns they may have and he would discuss it with the Board Planning Committee and then with Dr. Corcoran. This agenda item

will be presented at the April Board meeting for a second reading. No action was taken at this time.

FY2012 BOARD OF TRUSTEES BUDGET

It was moved by Dr. Huffman and seconded by Ms. Olivero to approve the tentative FY2012 Board of Trustees Budget with no changes from the FY2011 budget. Mr. Thompson would like to have more discussion on the budget at the next Board Retreat. Motion passed by voice vote.

TRUSTEE COMMENT

Dr. Huffman commended the Illinois presidents for pursuing the State funding issue. State funding is a residual funding formula. When the state does not provide the money, the colleges increase their tuition and raise their tax levies to provide quality programs; thus, the State does not have to provide as much. This continues to let the State off the hook. Theoretically, the State should provide 1/3 of the cost; they are providing 12 percent. The local tax payers and students are carrying the load.

Ms. Olivero did not attend the ICCTA Board of Representatives meeting in March, but did receive an email from ICCTA on the highlights of the meeting. The summary identifies bills that ICCTA opposes and supports. All board members would have received the email on the highlights of the meeting. The next meeting is May 3 with Lobby Day on May 4. Ms. Olivero plans to attend. Mr. Thompson feels one-day meetings would suffice. Some of the same items discussed on Friday are discussed again on Saturday. Ms. Olivero has found the meetings to be beneficial, but has a hard time justifying the expense of attending in light of the economical climate. Traveling to Chicago is expensive and it was suggested to video the meetings. It was also suggested that ICCTA organize one annual meeting and look toward community colleges willing to host the other meetings.

The administration will be looking to schedule a meeting of the Board Facilities Committee in the next two weeks. Items to be covered will be the master plan, PHS project, and RFP for security services.

CLOSED SESSION

It was moved by Ms. Olivero and seconded by Dr. Huffman to convene a closed session to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) collective negotiating matters between the public body and its employees or their representatives; 3) imminent litigation; 4) closed session minutes; and 5) hearing testimony on a complaint lodged against an employee to determine its validity.

Roll Call Vote: "Ayes" – Dr. Huffman, Ms. Olivero, Ms. Englehaupt, Dr. Driscoll, and Mr. Thompson. "Nays" – None, motion carried.

The Board recessed at 7:30 p.m. The Board entered closed session at 7:42 p.m. On a motion by Ms. Olivero and seconded by Ms. Englehaupt, the regular meeting resumed at 9:49 p.m. Motion passed by voice vote.

CLOSED SESSION MINUTES

It was moved by Ms. Olivero and seconded by Ms. Englehaupt to approve and retain the minutes of the Closed Session meeting on February 15, 2011. Motion passed by voice vote.

OTHER

It was moved by Dr. Huffman and seconded by Dr. Driscoll to authorize the College's legal counsel to pursue litigation for correction of tax abatement in the Bureau-Putnam Enterprise Zone. Motion passed by voice vote.

ADJOURNMENT

It was moved by Ms. Englehaupt, seconded by Dr. Driscoll, and carried unanimously to adjourn the meeting at 9:50 p.m. Motion passed by voice vote.

Dennis N. Thompson, Chair

David O. Mallery, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Facilities Committee Meeting
April 7, 2011

The Facilities Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:30 p.m. on Thursday, April 7, 2011 in the Board Room (C307) at Illinois Valley Community College.

Committee Members Dennis N. Thompson, Chair

Physically Present: David O. Mallery
Leslie-Anne Englehaupt

Others Physically Present: Larry D. Huffman
Jerry Corcoran, President
Rick Pearce, Vice President for Learning and Student Development
Cheryl Roelfsema, Vice President for Business Services and Finance
Lori Scroggs, Vice President for Planning and Institutional Effectiveness
Gary Johnson, Director of Facilities
Patrick Berry, Controller
Paul Basalay, Architect

The meeting was called to order at 5:30 p.m. by Mr. Thompson, committee chair.

MASTER PLAN UPDATE

On February 8, 2011, a group consisting of community members, faculty, staff, and students met to discuss an update to the IVCC master plan. A press release was sent out inviting everyone to participate in a survey posted on the IVCC website from February 14-28 encouraging feedback in 16 different categories on future needs of the campus for master planning purposes. On March 21, a building steering committee consisting of Jerry Corcoran, Lori Scroggs, Cheryl Roelfsema, Sue Isermann, Tracy Morris, Harold Barnes, Gary Johnson, Jamie Gahm, and Paul Basalay reviewed the February meeting notes and the responses to the survey and compiled a list that was forwarded to Dominick Demonica, Demonica Kemper Architects, to be used to update the IVCC master plan. The current master plan, the plans for the CTC building, and the RAMP document for the renovation of the library and the addition to the fitness center will form the basis of the update. The current disability services office is not located near the entrance of the College. It was suggested to move this office to the current location of the Foundation office to provide easier accessibility after the construction of the CTC building. The Small Business Development Center was slated to move to the Foundation office area, but could be moved to the upper level of Building C (C327-334). A sports complex, a community need, could be built south of the existing track and baseball fields. The sports complex could be a multi-purpose building for community use with an area for commencement that could accommodate up to 1,000 people. A lower level could accommodate baseball and softball practice areas, locker rooms, restrooms, and the fitness center could be relocated to this building. The committee felt

there was adequate parking, but suggested installing a crosswalk with stop signs/flashing signals to allow users to walk from the current parking lots 3 and 4 to the new building. Building G could be renovated for new program space. Other ideas included a stand-alone childcare center that could be built south of parking lot 3, and a fine arts center with classrooms and practice areas for the music and theatre programs where the current softball field is located. Grounds and landscaping plans included a road west of the campus buildings down the hill to the river, a bike trail parallel to Orlando Smith Road and with the lake gone and the pine forest ready to harvest, this area could be replanted with outdoor classroom space in mind. The current master plan refers to the Ottawa Center and the possible need for satellite centers on the western side of the district was expressed. There was concern that the master plan is updated every five years and perhaps some of the items on the list could be removed if it is not going to happen in the next five years and prevent Dominick Demonica from spending time on items that will not come to fruition. Others leaned toward flexibility in case the opportunity came along to build, the College could move forward with it. It was also suggested to hold a place for the wind turbine in case this becomes reality. Mr. Dennis Thompson suggested the master plan update would be a good topic for the next Board Retreat.

PROTECTION, HEALTH AND SAFETY PROJECT – REPLACE ALUMINUM FEEDER WIRE AND BRANCH PANELS AT BUILDINGS D & E

Recent Protection, Health and Safety (PHS) Projects have been completed significantly under budget creating excess PHS funds of \$723,734. These funds can be used for other projects. A high priority PHS project in FY2006 was an electrical project that involved replacing aluminum wire feeders, electrical panels, transformers, and static ground with a wire ground throughout the campus. The estimated cost was in excess of \$5 million. The projects were broken down into small projects and have all been completed except the replacement of the aluminum wire and electrical panels in Buildings D and E. The estimated cost of this project is \$631,997. The administration plans to use the excess PHS funds to pay for this project. The Facilities Committee plans to move forward with this project and recommend it to the entire Board at the April meeting.

REQUEST FOR PROPOSALS – SECURITY SERVICES

With the retirement of IVCC's Director of Safety Services on May 31, 2011 and the vacancy in a full-time position that occurred with the passing of another officer, this has given the administration the opportunity to explore other options for the safety services. A survey was conducted and of the 35 community colleges responding, nine outsource security (Heartland, Highland, Kankakee, Kishwaukee, Lewis & Clark, Shawnee, Richland, Southeastern, and Spoon River) and 25 have sworn (armed) officers. The administration prepared a Request for Proposals (RFP) for security services for armed, unarmed, and a combination of armed and unarmed officers. The administration wants to raise the level of security and would be feel more comfortable with some armed officers on campus. There was a question as to who would be responsible for IVCC's emergency plan. The RFP has flexibility and it is possible that the vendor could help design the plan for emergencies. The committee's recommendation to the whole Board is to release the RFP for safety services.

ADJOURNMENT

The meeting adjourned at 6:10 p.m.

IVCC Board Facilities Committee Meeting
April 7, 2011

Dennis N. Thompson, Committee Chair

Dennis N. Thompson, Board Chair

David O. Mallery, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

MARCH 2011

Cheryl Roelfsema, CPA
Vice President for Business Services and Finance/Treasurer

Patrick Berry, CPA
Controller

FINANCIAL HIGHLIGHTS – March 2011

Revenues

- As of April 1, the headcount for spring semester 2011, excluding Sheridan Correctional Center, is 4,941, which is 34 students more than at that same point in time last year. Credit hours for spring 2011 decreased by 402, or 1.03 percent, for a total of 38,640. Summer semester registration began March 28 and fall semester registration began April 4. It is too early to make comparisons for summer and fall.
- Preliminary Equalized Assessed Valuation (EAV) numbers from the county clerks indicate the District's EAV will be well below the six percent that was projected last fall. LaSalle County, the largest county in our district with approximately 75 percent of the total EAV, is estimating a decrease of .5 percent. The decline in residential home values and numerous appeals to the Board of Review have reduced the EAV.
- We have now received eight monthly payments from the State of Illinois for our operating grant monies and one-half of our equalization grant. The State has not made any payments for the Sheridan Correctional Center contract. There was an overpayment from FY2010 that was applied to FY2011.

Expenditures

Some of the more significant variances in expenditures for the nine-month period ending March 31, 2011 include the following:

- Fund 01 – Education – Public Services – Contractual Services – includes contracted educational services for the continuing education department and is offset by under-spending for general supplies and materials;
- Fund 01 – Education – Institutional Support – Contractual Services – includes annual payment for administrative software support – Datatel \$174,940, iStrategy \$15,000, IBM support \$15,850, and other desktop software; also includes \$49,000 in legal fees;
- Fund 01 – Education – Scholarships, Grants and Waivers – includes tuition waivers for summer, fall, and spring semesters;
- Fund 02 – Operations and Maintenance – Plant Maintenance – Capital Outlay – includes John Deere tractor (\$30,850), water line replacement (\$68,300), and repaving (\$24,180);
- Fund 05 – Auxiliary Enterprises Fund – Materials and Supplies – includes bookstore purchases for fall and spring semesters;

- Fund 06 – Restricted Purposes Fund – Public Service – Conferences and Meetings – includes \$74,500 paid for Dislocated Workers Center participants for mileage;
- Fund 6 – Restricted Purposes Fund – Student grants and waivers – more of our students are receiving PELL grants than budgeted;
- Fund 12 – Liability, Protection, & Settlement Fund – Fixed Charges – includes general liability and workers’ compensation insurance premiums for September 1, 2010 through September 1, 2011;
- Fund 03 – Operations and Maintenance Fund (Restricted) – Capital Outlay:

Projects in progress:

- Security Office Relocation/Fire Alarm Upgrade – the construction of the offices and the upgrading of the fire alarms is on schedule. It is estimated the security offices will be relocated the first week of May.
- Chemistry Lab renovation – The bid results for the asbestos removal are being submitted for Board approval. Colfax Corporation submitted the lowest bid at \$33,600 with unit rates of \$4.00 and \$3.00 to additional work. Construction will begin the second week of May.
- Other Projects:
 - The Community Instructional Center Project continues to move forward. On April 7 the Capital Development Board approved for this project to proceed under a Single Prime with Protected Subs delivery plan. This will streamline the construction process and still allow local contractors to participate. Plans for this project are dependent upon the release of State funds. The Illinois Supreme Court has agreed to hear arguments in the case of Illinois’ \$31 billion capital spending plan, which was struck down by an appellate court in January. The bill authorized \$31 billion in capital spending and expanded video gaming terminals, provided for lottery privatization, increased taxes and fees on vehicle titles, candy, hygiene products, and liquor. It is widely believed that the General Assembly is prepared to reauthorize the capital program, if the Supreme Court does not rule in favor of the State.
 - The Slope Maintenance Project financed with Capital Renewal funds has been approved by both the ICCB and the CDB. An orientation meeting was held with the CDB and Chamlin & Associates on March 24, 2011. The project will begin in late summer. If possible, this work will be combined with site work for the Community Instructional Center.

Illinois Valley Community College District #513
 Combined Balance Sheet
 All Fund Types and Account Groups
 March 31, 2011

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Assets and Other Debits								
Cash and cash equivalents	\$ 1,226,145	\$ 435,144	\$ 61,503	\$ 744,775	\$ 98,706	\$ -	\$ -	\$ 2,566,273
Investments	5,833,492	13,642,253	736,421	2,006,425	-			22,218,591
Receivables								
Property taxes	7,835,167	1,734,922	1,233,154					10,803,243
Governmental claims	-	-			679,022			679,022
Tuition and fees	1,016,206	-		11,077				1,027,283
Due from other funds	268,321	156,060	-	91,397	-	-	-	515,778
Bookstore inventories				611,334				611,334
Other assets	56,545	-	-	8,707	-	-		65,252
Fixed assets - net where applicable				35,750		61,022,305		61,058,055
Other debits								
Amount available in Debt Service Fund							2,031,078	2,031,078
Amount to be provided to retire debt							(824,867)	(824,867)
Total Assets and Other Debits	<u>\$16,235,876</u>	<u>\$15,968,379</u>	<u>\$ 2,031,078</u>	<u>\$ 3,509,465</u>	<u>\$ 777,728</u>	<u>\$61,022,305</u>	<u>\$ 1,206,211</u>	<u>\$ 100,751,042</u>

Illinois Valley Community College District #513
 Combined Balance Sheet
 All Fund Types and Account Groups
 March 31, 2011

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Liabilities								
Accounts payable	\$ 9,921	\$ 519	\$ -	\$ 11,518	\$ -	\$ -	\$ -	\$ 21,958
Accrued Salaries & Benefits	354,201	34,148		15,118	-			403,467
Post Retirement Benefits & Other	126,306	290		-	30			126,626
Unclaimed Property	2,054	401			41			2,496
Due to other funds	-	19,439	-	-	496,339	-	-	515,778
Due to student groups/deposits	7,916				281,318			289,234
Deferred revenue								-
Property taxes	4,019,097	889,911	632,531					5,541,539
Tuition and fees	623,011	-						623,011
Grants	-	-						-
Bonds payable							1,206,211	1,206,211
Total liabilities	<u>5,142,506</u>	<u>944,708</u>	<u>632,531</u>	<u>26,636</u>	<u>777,728</u>	<u>-</u>	<u>1,206,211</u>	<u>8,730,320</u>
Equity and Other Credits								
Investment in general fixed assets						61,022,305		61,022,305
Contributed capital								-
Retained earnings				3,482,829				3,482,829
Fund balance								-
Reserved for grant purposes		(525,149)						(525,149)
Reserved for building purposes		5,149,146						5,149,146
Reserved for debt service			1,398,547					1,398,547
Reserved for Liab., Prot., Sett.		5,715,122						5,715,122
Unreserved	11,093,370	4,684,552						15,777,922
Total equity and other credits	<u>11,093,370</u>	<u>15,023,671</u>	<u>1,398,547</u>	<u>3,482,829</u>	<u>-</u>	<u>61,022,305</u>	<u>-</u>	<u>92,020,722</u>
Total Liabilities, Equity and Other Credits	<u>\$16,235,876</u>	<u>\$15,968,379</u>	<u>\$ 2,031,078</u>	<u>\$ 3,509,465</u>	<u>\$ 777,728</u>	<u>\$61,022,305</u>	<u>\$ 1,206,211</u>	<u>\$ 100,751,042</u>

*Student accounts receivable are adjusted on a monthly basis. However, Taxes receivable and Inventories are only adjusted at fiscal year end.

Illinois Valley Community College District #513
 Summary of Fiscal Year 2011 Revenues & Expenditures by Fund
 Nine Months Ended March 31, 2011

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Fund (Restricted)	Bond & Interest Fund	Working Cash Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 16,311,384	\$ 2,737,768	\$ 1,562,073	\$ 1,225,053	\$ 30,161	\$ 2,795,333	\$ 7,630,910	\$ 229,709	\$ 197	\$ 32,522,588
Actual Expenditures	(13,404,702)	(1,770,875)	(2,055,567)	(1,265,400)	-	(2,971,397)	(8,320,409)	(919,507)	(31,500)	(30,739,357)
Other Financing Sources (Uses)	(3,226)	-	-	-	-	61,414	3,226	-	-	61,414
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	2,903,456	966,893	(493,494)	(40,347)	30,161	(114,650)	(686,273)	(689,798)	(31,303)	1,844,645
Fund balances July 1, 2010	5,778,463	1,444,558	5,642,640	1,438,894	4,643,718	3,597,479	161,124	6,404,920	41,976	29,153,772
Fund balances March 31, 2011	<u>\$ 8,681,919</u>	<u>\$ 2,411,451</u>	<u>\$ 5,149,146</u>	<u>\$ 1,398,547</u>	<u>\$ 4,673,879</u>	<u>\$ 3,482,829</u>	<u>\$ (525,149)</u>	<u>\$ 5,715,122</u>	<u>\$ 10,673</u>	<u>\$ 30,998,417</u>

**Illinois Valley Community College District #513
Fiscal Year 2011 Budget to Actual Comparison
Nine Months Ended March 31, 2011**

	<u>Annual Budget FY2011</u>	<u>Actual 3/31/11</u>	<u>Act/Budget 75.0%</u>	<u>Actual 3/31/10</u>	<u>Act/Budget FY10</u>	<u>Annual Budget FY2010</u>
EDUCATION FUND REVENUES						
Local Government Sources						
Current Taxes	\$ 6,778,669	\$ 6,501,869	95.9%	\$ 6,002,771	96.3%	\$ 6,234,013
Corporate Personal Property Replacement Tax	850,000	598,885	70.5%	406,398	40.6%	1,000,000
TIF Revenues	300,000	359,873	120.0%	303,614	104.7%	290,000
Total Local Government	<u>7,928,669</u>	<u>7,460,627</u>	94.1%	<u>6,712,783</u>	89.2%	<u>7,524,013</u>
State Government:						
ICCB Credit Hour Grant	1,765,165	1,323,867	75.0%	1,492,280	73.7%	2,026,000
Equalization	170,118	56,706	33.3%	49,884	11.7%	425,000
Career/Technical Education Formula Grant	120,000	84,570	70.5%	89,860	74.9%	120,000
Dept of Corrections	31,513	-	0.0%	-	0.0%	20,000
Other	-	-	0.0%	-	0.0%	-
Total State Government	<u>2,086,796</u>	<u>1,465,143</u>	70.2%	<u>1,632,024</u>	63.0%	<u>2,591,000</u>
Federal Government						
PELL Administrative Fees	8,000	7,785	97.3%	530	9.6%	5,500
ARRA Grant	-	-	0.0%	-	0.0%	-
Total Federal Government	<u>8,000</u>	<u>7,785</u>	97.3%	<u>530</u>	9.6%	<u>5,500</u>
Student Tuition and Fees:						
Tuition	5,915,228	5,774,748	97.6%	5,268,026	109.5%	4,810,610
Fees	1,048,468	1,028,566	98.1%	979,347	116.4%	841,621
Total Tuition and Fees	<u>6,963,696</u>	<u>6,803,314</u>	97.7%	<u>6,247,373</u>	110.5%	<u>5,652,231</u>
Other Sources:						
Investment Revenue	40,000	49,531	123.8%	26,140	24.9%	105,000
Public Service Revenue	1,099,707	459,138	41.8%	640,732	61.7%	1,037,962
Nongovernmental Gifts	48,000	48,000	100.0%	48,000	90.6%	53,000
Other	88,202	17,846	20.2%	28,535	184.1%	15,500
Total Other Sources	<u>1,275,909</u>	<u>574,515</u>	45.0%	<u>743,407</u>	61.4%	<u>1,211,462</u>
TOTAL EDUCATION FUND REVENUE	<u><u>18,263,070</u></u>	<u><u>16,311,384</u></u>	89.3%	<u><u>15,336,117</u></u>	90.3%	<u><u>16,984,206</u></u>
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	8,740,223	6,272,435	71.8%	5,931,522	73.5%	8,069,091
Employee Benefits	1,381,825	1,088,432	78.8%	955,375	84.3%	1,133,809
Contractual Services	158,595	72,771	45.9%	110,833	70.9%	156,230
General Materials & Supplies	431,112	253,093	58.7%	260,862	56.9%	458,803
Conference & Meeting Expenses	114,743	58,656	51.1%	53,601	29.8%	180,103
Fixed Charges	171,000	136,876	80.0%	84,897	78.6%	108,000
Utilities	1,000	591	59.1%	405	40.5%	1,000
Capital Outlay	-	27,950	0.0%	2,690	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 10,998,498</u>	<u>\$ 7,910,804</u>	71.9%	<u>\$ 7,400,185</u>	73.2%	<u>\$ 10,107,036</u>

**Illinois Valley Community College District #513
Fiscal Year 2011 Budget to Actual Comparison
Nine Months Ended March 31, 2011**

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2011	Actual 3/31/11	Act/Budget 75.0%	Actual 3/31/10	Act/Budget FY10	Annual Budget FY2010
Academic Support:						
Salaries	\$ 654,144	\$ 479,302	73.3%	\$ 486,563	76.3%	\$ 638,115
Employee Benefits	102,973	85,985	83.5%	84,492	72.2%	117,052
Contractual Services	136,324	116,170	85.2%	113,742	78.4%	145,051
General Materials & Supplies	391,808	273,033	69.7%	235,175	87.1%	269,958
Conference & Meeting Expenses	11,035	2,543	23.0%	8,207	26.3%	31,160
Fixed Charges	4,680	-	0.0%	-	0.0%	4,680
Utilities	46,148	38,303	83.0%	22,685	64.1%	35,375
Capital Outlay	-	25,429	0.0%	-	0.0%	10,000
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	1,347,112	1,020,765	75.8%	950,864	76.0%	1,251,391
Student Services:						
Salaries	1,106,619	847,730	76.6%	811,388	76.6%	1,059,148
Employee Benefits	240,204	199,254	83.0%	167,703	70.8%	236,966
Contractual Services	18,150	1,561	8.6%	10,317	62.2%	16,580
General Materials & Supplies	55,475	42,408	76.4%	35,025	69.8%	50,200
Conference & Meeting Expenses	26,600	4,904	18.4%	9,521	33.9%	28,100
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	1,447,048	1,095,857	75.7%	1,033,954	74.3%	1,390,994
Public Services/Continuing Education:						
Salaries	362,361	260,858	72.0%	258,751	68.9%	375,807
Employee Benefits	33,156	28,218	85.1%	35,480	103.0%	34,462
Contractual Services	234,500	231,306	98.6%	122,720	62.7%	195,800
General Materials & Supplies	200,350	65,696	32.8%	160,022	59.8%	267,500
Conference & Meeting Expenses	10,865	6,592	60.7%	10,957	81.2%	13,500
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	250	-	0.0%	-	0.0%	250
Total Public Services/Continuing Education	841,482	592,670	70.4%	587,930	66.3%	887,319
Institutional Support:						
Salaries	1,840,630	1,348,226	73.2%	1,298,415	78.7%	1,648,913
Employee Benefits	475,844	355,224	74.7%	322,230	71.8%	448,860
Contractual Services	374,590	327,468	87.4%	274,000	78.3%	349,838
General Materials & Supplies	484,722	307,044	63.3%	383,419	59.3%	646,142
Conference & Meeting Expenses	84,970	27,460	32.3%	44,405	31.8%	139,596
Fixed Charges	37,500	24,759	66.0%	16,415	43.8%	37,500
Utilities	15,458	14,004	90.6%	10,287	83.1%	12,384
Capital Outlay	28,416	7,626	26.8%	46,684	73.3%	63,700
Other	(1,700)	(1,900)	111.8%	1,877	-187.7%	(1,000)
Total Institutional Support	3,340,430	2,409,911	72.1%	2,397,732	71.7%	3,345,933
Scholarships, Grants and Waivers	348,500	374,695	107.5%	351,002	87.4%	401,533
TOTAL EDUCATION FUND EXPENDITURES	\$ 18,323,070	\$ 13,404,702	73.2%	\$ 12,721,667	73.2%	\$ 17,384,206
INTERFUND TRANSFERS - NET	\$ (340,000)	\$ (3,226)	0.9%	\$ 2,136	0.0%	\$ -

Illinois Valley Community College District #513
Fiscal Year 2011 Budget to Actual Comparison
Nine Months Ended March 31, 2011

	Annual Budget FY2011	Actual 3/31/11	Act/Budget 75.0%	Actual 3/31/10	Act/Budget FY10	Annual Budget FY2010
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,281,479	\$ 1,230,669	96.0%	\$ 1,134,877	96.3%	\$ 1,178,452
Corporate Personal Property Replacement Tax	150,000	105,686	70.5%	71,717	41.0%	175,000
TIF	100,000	119,958	120.0%	101,205	106.5%	95,000
Total Local Government	1,531,479	1,456,313	95.1%	1,307,799	90.3%	1,448,452
State Government:						
ICCB Credit Hour Grant	311,498	233,624	75.0%	263,343	68.4%	385,000
Total State Government	311,498	233,624	75.0%	263,343	68.4%	385,000
Student Tuition and Fees:						
Tuition	929,274	930,441	100.1%	833,506	116.9%	713,280
Total Tuition and Fees	929,274	930,441	100.1%	833,506	116.9%	713,280
Other Sources:						
Facilities Revenue	119,000	97,426	81.9%	99,318	76.4%	130,000
Investment Revenue	5,000	4,424	88.5%	3,966	18.9%	21,000
Non-Governmental Gifts & Grants	-	260	0.0%	-	0.0%	-
Other	-	15,280	0.0%	116	0.0%	-
Total Other Sources	124,000	117,390	94.7%	103,400	68.5%	151,000
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	\$ 2,896,251	\$ 2,737,768	94.5%	\$ 2,508,048	93.0%	\$ 2,697,732

	Annual Budget FY2011	Actual 03/31/11	Act/Budget 75.0%	Actual 03/31/10	Act/Budget FY10	Annual Budget FY2010
OPERATIONS & MAINTENANCE FUND						
Operations & Maintenance of Plant:						
Salaries	\$ 813,862	\$ 583,853	71.7%	\$ 597,566	77.0%	\$ 776,017
Employee Benefits	197,843	157,483	79.6%	135,941	91.9%	147,898
Contractual Services	159,592	118,581	74.3%	128,623	79.0%	162,910
General Materials & Supplies	372,200	273,371	73.4%	165,307	47.9%	345,000
Conference & Meeting Expenses	6,000	326	5.4%	404	3.6%	11,300
Fixed Charges	7,800	35,980	461.3%	35,097	1403.9%	2,500
Utilities	902,150	474,943	52.6%	497,108	57.6%	862,500
Capital Outlay	156,500	135,805	86.8%	21,948	18.7%	117,346
Facility Charges to Other Funds	-	(63,000)	0.0%	(63,000)	0.0%	-
Provision for Contingency	200,000	-	0.0%	-	0.0%	200,000
Total Operations & Maintenance of Plant	2,815,947	1,717,342	61.0%	1,518,994	57.9%	2,625,471
Institutional Support:						
Salaries	53,754	39,518	73.5%	38,567	79.4%	48,564
Employee Benefits	7,950	6,799	85.5%	5,769	86.8%	6,647
Contractual Services	1,000	2,395	239.5%	2,395	0.0%	-
General Materials & Supplies	4,600	1,442	31.3%	3,062	75.6%	4,050
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	13,000	3,379	26.0%	1,754	13.5%	13,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	80,304	53,533	66.7%	51,547	71.3%	72,261
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	\$ 2,896,251	\$ 1,770,875	61.1%	\$ 1,570,541	58.2%	\$ 2,697,732

Illinois Valley Community College District #513
 Fiscal Year 2011 Budget to Actual Comparison
 Nine Months Ended March 31, 2011

	Annual Budget FY2011	Actual 3/31/11	Act/Budget 75.0%	Actual 3/31/10	Act/Budget FY10	Annual Budget FY2010
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,589,936	\$ 1,519,206	95.6%	\$ 1,372,887	95.0%	\$ 1,444,846
State Government Sources	-	5,999	0.0%	-	0.0%	-
Investment Revenue	55,000	36,868	67.0%	58,629	61.7%	95,000
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	1,644,936	1,562,073	95.0%	1,431,516	93.0%	1,539,846
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Operations & Maintenance						
Contractual Services	-	-	0.0%	184,277	0.0%	-
Capital Outlay	1,617,500	2,055,567	127.1%	1,634,993	113.1%	1,445,000
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	1,617,500	2,055,567	127.1%	1,819,270	125.9%	1,445,000
Transfer In (Out)	\$ 400,000	\$ -	0.0%	\$ 400,000	100.0%	\$ 400,000

Fiscal Year 2011 Budget to Actual Comparison

	Annual Budget FY2011	Actual 3/31/11	Act/Budget 75.0%	Actual 3/31/10	Act/Budget FY10	Annual Budget FY2010
BOND & INTEREST FUND						
Local Government Sources						
Current Taxes	\$ 1,265,000	\$ 1,216,716	96.2%	\$ 1,267,948	100.2%	\$ 1,265,000
Investment Revenue	5,000	8,337	166.7%	5,397	21.6%	25,000
TOTAL BOND & INTEREST FUND REVENUES	1,270,000	1,225,053	96.5%	1,273,345	98.7%	1,290,000
BOND & INTEREST FUND						
Institutional Support:						
Debt Principal Retirement	1,265,000	1,265,000	100.0%	1,270,000	100.0%	1,270,000
Interest on Bonds	-	-	0.0%	-	0.0%	-
Fees	400	400	100.0%	400	80.0%	500
TOTAL BOND & INTEREST EXPENDITURES	\$ 1,265,400	\$ 1,265,400	100.0%	\$ 1,270,400	100.0%	\$ 1,270,500

Fiscal Year 2011 Budget to Actual Comparison

	Annual Budget FY2011	Actual 3/31/11	Act/Budget 75.0%	Actual 3/31/10	Act/Budget FY10	Annual Budget FY2010
WORKING CASH FUND						
Investment Revenue	\$ 60,000	\$ 30,161	50.3%	\$ 43,084	43.1%	\$ 100,000
TOTAL WORKING CASH REVENUES	60,000	30,161	50.3%	43,084	43.1%	100,000
Transfers In (Out)	\$ (60,000)	\$ -	0.0%	\$ (400,000)	100.0%	\$ (400,000)

**Illinois Valley Community College District #513
Fiscal Year 2011 Budget to Actual Comparison
Nine Months Ended March 31, 2011**

	<u>Annual Budget FY2011</u>	<u>Actual 3/31/11</u>	<u>Act/Budget 75.0%</u>	<u>Actual 3/31/10</u>	<u>Act/Budget FY10</u>	<u>Annual Budget FY2010</u>
AUXILIARY ENTERPRISES FUND						
Student Fees	\$ -	\$ -	0.0%	\$ 80	0.0%	\$ -
Service Fees	3,254,475	2,781,605	85.5%	2,692,903	104.7%	2,571,250
Data Processing Rentals	1,672	-	0.0%	172,255	44.4%	387,650
Other Revenue	-	1,615	0.0%	1,055	0.0%	-
Investment Revenue	10,000	12,113	121.1%	1,025	1.0%	100,000
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	<u>3,266,147</u>	<u>2,795,333</u>	<u>85.6%</u>	<u>2,867,118</u>	<u>93.7%</u>	<u>3,058,900</u>
AUXILIARY ENTERPRISES FUND						
Salaries	601,776	462,532	76.9%	520,992	64.1%	812,196
Employee Benefits	196,490	151,886	77.3%	145,124	65.9%	220,055
Contractual Services	36,260	38,408	105.9%	73,389	84.4%	86,930
Materials & Supplies	2,395,922	2,198,048	91.7%	2,023,327	109.3%	1,851,135
Conference & Meeting	22,885	26,317	115.0%	28,394	105.5%	26,920
Fixed Charges	48,000	25,583	53.3%	1,515	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	1,325	2,700	203.8%	19,500	143.9%	13,550
Other	63,000	65,923	104.6%	63,000	92.6%	68,000
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	<u>3,365,658</u>	<u>2,971,397</u>	<u>88.3%</u>	<u>2,875,241</u>	<u>93.4%</u>	<u>3,078,786</u>
Transfer In (Out)	<u>\$ 62,000</u>	<u>\$ 61,414</u>	<u>99.1%</u>	<u>\$ 63,414</u>	<u>103.3%</u>	<u>\$ 61,414</u>

Fiscal Year 2011 Budget to Actual Comparison

	<u>Annual Budget FY2011</u>	<u>Actual 3/31/11</u>	<u>Act/Budget 75.0%</u>	<u>Actual 3/31/10</u>	<u>Act/Budget FY10</u>	<u>Annual Budget FY2010</u>
RESTRICTED PURPOSES FUND						
State Government Sources	\$ 938,668	\$ 501,221	53.4%	\$ 644,222	60.5%	\$ 1,065,490
Federal Government Sources	7,721,710	7,122,031	92.2%	6,240,124	113.7%	5,488,702
Service Fees	-	1,120	0.0%	-	0.0%	2,100
Other Revenue	5,000	6,538	130.8%	(4,672)	-93.4%	5,000
TOTAL RESTRICTED PURPOSES FUND REVENUES	<u>8,665,378</u>	<u>7,630,910</u>	<u>88.1%</u>	<u>6,879,674</u>	<u>104.9%</u>	<u>6,561,292</u>
RESTRICTED PURPOSES FUND						
Instruction:						
Salaries	779,528	478,094	61.3%	500,245	66.4%	753,940
Employee Benefits	174,121	123,506	70.9%	121,285	57.6%	210,476
Contractual Services	126,408	108,461	85.8%	94,333	107.0%	88,143
Materials & Supplies	208,936	78,982	37.8%	110,295	96.8%	113,898
Conference & Meeting	75,500	37,954	50.3%	22,540	44.2%	51,046
Fixed Charges	1,900	-	0.0%	750	42.9%	1,750
Utilities	1,250	1,759	140.7%	1,186	53.9%	2,200
Capital Outlay	194,000	164,647	84.9%	22,343	0.0%	-
Other (P-16 Grant Waivers)	31,286	909	2.9%	1,728	16.6%	10,410
Total Instruction	<u>\$ 1,592,929</u>	<u>\$ 994,312</u>	<u>62.4%</u>	<u>\$ 874,705</u>	<u>71.0%</u>	<u>\$ 1,231,863</u>

Illinois Valley Community College District #513
Fiscal Year 2011 Budget to Actual Comparison
Nine Months Ended March 31, 2011

RESTRICTED PURPOSES FUND	Annual Budget FY2011	Actual 3/31/11	Act/Budget 75.0%	Actual 3/31/10	Act/Budget FY10	Annual Budget FY2010
Academic Support						
Salaries	\$ 89,838	\$ 56,543	62.9%	\$ 80,881	84.8%	\$ 95,399
Employee Benefits	27,732	7,932	28.6%	15,195	53.2%	28,574
Contractual Services	-	1,438	0.0%	1,770	0.0%	-
Materials & Supplies	4,490	4,309	96.0%	642	5.4%	11,990
Conference & Meeting	4,000	836	20.9%	1,509	37.7%	4,000
Fixed Charges	5,200	2,760	53.1%	2,790	53.7%	5,200
Total Academic Support	<u>131,260</u>	<u>73,818</u>	56.2%	<u>102,787</u>	70.8%	<u>145,163</u>
Student Services						
Salaries	175,415	118,663	67.6%	124,717	54.2%	230,132
Employee Benefits	41,143	32,144	78.1%	29,256	38.5%	75,959
Contractual Services	2,000	11,381	569.1%	14,841	63.4%	23,392
Materials & Supplies	15,100	14,365	95.1%	27,222	82.5%	32,992
Conference & Meeting	26,431	13,143	49.7%	12,269	46.7%	26,300
Capital Outlay	-	-	0.0%	-	0.0%	49,505
Tuition Waivers (TRIO Grant)	22,500	37,004	164.5%	42,100	300.7%	14,000
Total Student Services	<u>282,589</u>	<u>226,700</u>	80.2%	<u>250,405</u>	55.4%	<u>452,280</u>
Public Service						
Salaries	495,671	378,528	76.4%	350,470	77.3%	453,202
Employee Benefits	110,187	92,720	84.1%	71,979	78.8%	91,390
Contractual Services	489,670	317,430	64.8%	562,552	86.7%	648,870
Materials & Supplies	214,347	123,647	57.7%	129,677	42.0%	308,729
Conference & Meeting	94,994	128,690	135.5%	135,923	96.6%	140,714
Fixed Charges	29,130	26,287	90.2%	24,717	22.3%	110,600
Utilities	7,305	4,178	57.2%	4,076	47.4%	8,600
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	190	79	41.6%	451	0.0%	3,000
Total Public Service	<u>1,441,494</u>	<u>1,071,559</u>	74.3%	<u>1,279,845</u>	72.5%	<u>1,765,105</u>
Auxiliary Services						
Salaries	4,000	575	14.4%	587	11.7%	5,000
Employee Benefits	320	10	3.1%	-	0.0%	75
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	19,680	798	4.1%	4,640	39.7%	11,675
Conference & Meeting	1,000	25	2.5%	425	42.5%	1,000
Other (Child Care Subsidies)	10,000	7,357	73.6%	11,366	87.4%	13,000
Total Auxiliary Services	<u>\$ 35,000</u>	<u>\$ 8,765</u>	25.0%	<u>\$ 17,018</u>	55.3%	<u>\$ 30,750</u>

**Illinois Valley Community College District #513
Fiscal Year 2011 Budget to Actual Comparison
Nine Months Ended March 31, 2011**

	<u>Annual Budget FY2011</u>	<u>Actual 3/31/11</u>	<u>Act/Budget 75.0%</u>	<u>Actual 3/31/10</u>	<u>Act/Budget FY10</u>	<u>Annual Budget FY2010</u>
Institutional Support						
Salaries (Federal Work Study)	\$ 75,496	\$ 76,300	101.1%	\$ 75,541	83.4%	\$ 90,630
Employee Benefits	-	-	0.0%	-	0.0%	-
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	-	0.0%	-	0.0%	-
Conference & Meeting	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>75,496</u>	<u>76,300</u>	<u>101.1%</u>	<u>75,541</u>	<u>83.4%</u>	<u>90,630</u>
Student grants and waivers (PELL & SEOG)	<u>5,111,610</u>	<u>5,868,955</u>	<u>114.8%</u>	<u>4,774,733</u>	<u>167.5%</u>	<u>2,850,500</u>
TOTAL RESTRICTED FUND EXPENDITURES	<u>\$ 8,670,378</u>	<u>\$ 8,320,409</u>	<u>96.0%</u>	<u>\$ 7,375,034</u>	<u>112.3%</u>	<u>\$ 6,566,291</u>
Transfer In (Out)	<u>\$ -</u>	<u>\$ 3,226</u>	<u>0.0%</u>	<u>\$ (2,136)</u>	<u>0.0%</u>	<u>\$ -</u>

Fiscal Year 2011 Budget to Actual Comparison

LIABILITY, PROTECTION, & SETTLEMENT FUND	<u>Annual Budget FY2011</u>	<u>Actual 3/31/11</u>	<u>Act/Budget 75.0%</u>	<u>Actual 3/31/10</u>	<u>Act/Budget FY10</u>	<u>Annual Budget FY2010</u>
Local Government Sources	\$ 200,250	\$ 192,769	96.3%	\$ 275,161	98.3%	\$ 280,000
Investment Revenue	85,000	31,302	36.8%	92,033	108.3%	85,000
Other	-	5,638	0.0%	-	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	<u>285,250</u>	<u>229,709</u>	<u>80.5%</u>	<u>367,194</u>	<u>100.6%</u>	<u>365,000</u>

LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES

Operations & Maintenance of Plant						
Salaries	311,885	173,790	55.7%	191,491	71.4%	268,213
Employee Benefits	72,561	43,961	60.6%	49,942	116.8%	42,765
Contractual Services	3,500	3,316	94.7%	8,814	267.1%	3,300
Material & Supplies	-	7,219	0.0%	5,601	37.3%	15,000
Conference & Meeting	550	445	80.9%	463	30.9%	1,500
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	587	0.0%	876	87.6%	1,000
Capital Outlay	-	-	0.0%	-	0.0%	23,000
Other	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	<u>\$ 388,496</u>	<u>\$ 229,318</u>	<u>59.0%</u>	<u>\$ 257,187</u>	<u>72.5%</u>	<u>\$ 354,778</u>

Illinois Valley Community College District #513
 Fiscal Year 2011 Budget to Actual Comparison
 Nine Months Ended March 31, 2011

LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES (continued)	Annual Budget FY2011	Actual 3/31/11	Act/Budget 75.0%	Actual 3/31/10	Act/Budget FY10	Annual Budget FY2010
Institutional Support						
Salaries	\$ 357,629	\$ 241,560	67.5%	\$ 248,900	69.1%	\$ 360,269
Employee Benefits	319,702	50,898	15.9%	53,752	15.6%	344,186
Contractual Services	16,500	24,150	146.4%	16,831	86.3%	19,500
Material & Supplies	250	244	97.6%	11,694	2598.7%	450
Conference & Meeting	-	-	0.0%	-	0.0%	700
Fixed Charges	317,000	373,337	117.8%	322,585	69.4%	465,000
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>1,011,081</u>	<u>690,189</u>	68.3%	<u>653,762</u>	54.9%	<u>1,190,105</u>
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	<u>\$ 1,399,577</u>	<u>\$ 919,507</u>	65.7%	<u>\$ 910,949</u>	59.0%	<u>\$ 1,544,883</u>

Fiscal Year 2011 Budget to Actual Comparison

AUDIT FUND	Annual Budget FY2011	Actual 3/31/11	Act/Budget 75.0%	Actual 3/31/10	Act/Budget FY10	Annual Budget FY2010
Local Government Sources	\$ 18,034	\$ -	0.0%	\$ 31,141	103.8%	\$ 30,000
Investment Revenue	200	197	98.5%	180	18.0%	1,000
TOTAL AUDIT FUND REVENUES	<u>18,234</u>	<u>197</u>	1.1%	<u>31,321</u>	101.0%	<u>31,000</u>
AUDIT FUND						
Contractual Services	32,500	31,500	96.9%	30,500	100.0%	30,500
TOTAL AUDIT FUND EXPENDITURES	<u>\$ 32,500</u>	<u>\$ 31,500</u>	96.9%	<u>\$ 30,500</u>	100.0%	<u>\$ 30,500</u>

**Illinois Valley Community College District #513
Fiscal Year 2011 Budget to Actual Comparison
All Funds**

Nine Months Ended March 31, 2011

<u>Department</u>	<u>Annual Budget FY2011</u>	<u>Actual 3/31/2011</u>	<u>Act/Budget 75.00%</u>	<u>Explanation</u>
President	\$ 271,275	\$ 209,223	77.13%	
Board of Trustees	21,000	13,275	63.21%	
Community Relations	437,733	281,235	64.25%	
Development Office	68,202	33,678	49.38%	
Continuing Education	1,076,324	790,310	73.43%	
Facilities	4,433,447	3,772,910	85.10%	CTC architectual services
Information Technologies	1,651,428	1,267,466	76.75%	
Academic Affairs	256,467	175,938	68.60%	
Academic Affairs (AVPCE)	1,591,734	978,178	61.45%	
Adult Education	479,230	378,527	78.99%	
Dislocated Workers Center	1,276,998	922,889	72.27%	
Learning Technologies	720,282	532,018	73.86%	
Career & Tech Education Division	2,435,307	1,609,710	66.10%	
Natural Science & Business Division	1,894,421	1,376,503	72.66%	
Humanities & Fine Arts/Social Science Division	2,074,729	1,492,964	71.96%	
Health Professions Division	2,017,306	1,430,906	70.93%	
English, Mathematics, Education Division	2,819,055	2,118,001	75.13%	
Admissions & Records	345,154	257,984	74.74%	
Student Development	777,745	604,776	77.76%	
Financial Aid	5,480,655	6,166,854	112.52%	Additional financial aid available
Athletics	228,443	202,644	88.71%	Men's & women's basketball
TRIO (Student Success Grant)	282,589	226,501	80.15%	
Safety Service	384,217	228,708	59.53%	
Business Services/General Institution	2,209,602	1,979,759	89.60%	Worker's Compensation Insurance
Risk Management	1,015,360	690,800	68.03%	
Tuition Waivers	348,500	374,695	107.52%	Under budgeted. Actual is consistent with historical.
Human Resources	199,398	125,612	63.00%	
Bookstore	2,544,701	2,343,300	92.09%	Increase in volume
Shipping & Receiving	80,304	53,533	66.66%	
Copy Center	148,728	100,460	67.55%	
Total FY11 Expenditures	<u>\$ 37,570,334</u>	<u>\$ 30,739,357</u>	81.82%	

Illinois Valley Community College
Statement of Cash Flows
for the Month ended March 31, 2011

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	TOTAL
Balance on Hand	562,595.98	278,210.11	243,729.49	61,138.15	158,923.59	(512,399.86)	651,060.90	6,352.10	361,955.78	1,811,566.24
Total Receipts	2,534,598.29	44,974.48	511.30	364.96	126,795.35	235,524.89	5,424.92	18.68	1,855.85	2,950,068.72
Total Cash	3,097,194.27	323,184.59	244,240.79	61,503.11	285,718.94	(276,874.97)	656,485.82	6,370.78	363,811.63	4,761,634.96
Due To/From Accts	(611,909.92)	1,275.59	-	-	615,625.15	(4,966.67)	(250,000.00)	-	249,975.85	-
Transfers/Bank CDs	500,000.00	70,000.00	-	-	-	130,000.00	-	-	-	700,000.00
Expenditures	(1,915,546.58)	(240,253.34)	(148,735.32)	-	(156,968.64)	(472,981.07)	-	-	(81,842.76)	(3,016,327.71)
ACCOUNT BALANCE	1,069,737.77	154,206.84	95,505.47	61,503.11	744,375.45	(624,822.71)	406,485.82	6,370.78	531,944.72	2,445,307.25
Deposits in Transit	(22,480.79)									(22,480.79)
Outstanding Checks	436,007.28									436,007.28
BANK BALANCE	1,483,264.26	154,206.84	95,505.47	61,503.11	744,375.45	(624,822.71)	406,485.82	6,370.78	531,944.72	2,858,833.74
Certificates of Deposit	2,500,000.00	-	1,000,000.00	500,000.00	2,000,000.00	-	4,250,000.00	-	4,800,000.00	15,050,000.00
Illinois Funds	2,160,666.24	1,172,826.14	713,776.34	236,421.07	6,425.28	3,921.53	17,392.34	4,302.75	265,548.65	4,581,280.34
CDB Trust Fund CTC			1,506,120.41							1,506,120.41
Bldg Reserve-ILLFund			1,081,190.64							1,081,190.64
Total Investment	4,660,666.24	1,172,826.14	4,301,087.39	736,421.07	2,006,425.28	3,921.53	4,267,392.34	4,302.75	5,065,548.65	22,218,591.39
Midlan States Bank	58.32									
LaSalle State Bank	98,216.21									
Peru Savings Bank	2,760,559.21									
	<u>2,858,833.74</u>									

Respectfully submitted,

Cheryl Roelfsema

Cheryl Roelfsema
Vice President for Business Services & Finance/Treasurer

ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
March 31, 2011

<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>O&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
4/22/2011							100,000	100,000	MB	1.900	1.900	914161
5/16/2011							200,000	200,000	LSB	0.550	0.550	80014656
7/14/2011	1,000,000				500,000		500,000	2,000,000	FSB	0.650	0.650	1011570115
7/30/2011							2,000,000	2,000,000	FSB	1.150	1.150	25092
9/17/2011	1,000,000					500,000		1,500,000	FSB	1.000	1.000	25440
9/23/2011			500,000				500,000	1,000,000	FSB	1.000	1.000	25522
11/7/2011						150,000		150,000	MB	1.250	1.250	15192
11/18/2011						1,500,000		1,500,000	FSB	0.900	0.900	26001
11/22/2011					1,500,000			1,500,000	FSB	0.900	0.900	24553
12/10/2012							1,000,000	1,000,000	CB	0.750	0.750	2041022024
12/15/2011	500,000		500,000					1,000,000	FSB	1.100	1.100	1011428351
12/22/2011				500,000		1,000,000	500,000	2,000,000	FSB	1.100	1.100	1011466946
1/30/2014						100,000		100,000	NCB	1.000	1.000	35803
3/23/2012						1,000,000		1,000,000	FSB	0.950	0.950	26766
Total CD	2,500,000	-	1,000,000	500,000	2,000,000	4,250,000	4,800,000	15,050,000				

CB	Centrue Bank	LSB	LaSalle State Bank
CBNA	Commerce Bank, NA	MB	Marseilles Bank
CFNB	Citizens First National Bank	MSB	Midland State Bank
FSB	First State Bank of Mendota	NCB	North Central Bank - Ladd
HNB	Hometown National Bank	PFS	Peru Federal Savings

** Current IL Funds interest rate: 0.094%

Check Register \$5,000 or More
03/01/11 - 03/31/11

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
514642	03/03/11	0002577	AT&T	\$ 7,254.02	Telephone
514636	03/03/11	0001369	Ameren Illinois	26,847.33	Electricity (01/12/11-02/10/11), Gas (01/13/11-02/14/11)
514652	03/03/11	0147827	Career Step, LLC	11,966.86	Medical Coding and Transcription Enrollments
514657	03/03/11	0089239	Castle PrinTech	6,750.00	Spring 2011 Mini Course Schedule
514696	03/03/11	0148440	ITW Minigrip Zip-Pak	10,000.00	ETIP Grant
514789	03/03/11	0000001	Illinois Valley Community College	104,836.79	Federal & State Payroll Taxes (03/03/11)
514705	03/03/11	0176682	Lite Construction, Inc.	80,485.20	Relocate Security/Alarm System Upgrade*
514725	03/03/11	0100309	Plymouth Tube Company	9,500.00	ETIP Grant
514793	03/03/11	0082897	SURS	55,063.68	Payroll (03/03/11)
514746	03/03/11	0102932	The College Board	5,850.00	Accuplacer Test Units
514822	03/10/11	0108916	CCIC	288,992.15	Health Insurance (March)
514828	03/10/11	0177547	Conference Technologies, Inc.	19,897.76	Gymnasium Sound System
514853	03/10/11	0004117	Gallagher Benefit Services, Inc	6,404.90	Life Insurance (March)
28 514860	03/10/11	0177154	Hampden Engineering Corp.	6,400.00	Wind Turbine Trainer (NSF Sustainability)
514831	03/10/11	0176564	International Titanium Powder	14,093.00	ETIP Grant
514825	03/10/11	0000438	Mr. Patrick V. Cinotte	6,355.20	Women's Basketball National Tournament
514963	03/10/11	0142159	Tangent Computers, Inc.	7,625.52	Email Back Up System
515028	03/17/11	0142736	Central Illinois Trucks, Inc.	8,723.59	Tractor/Trailer Rental & Maintenance
515029	03/17/11	0169822	Constellation NewEnergy - Gas	16,410.45	Natural Gas (02/01-02/28)
515170	03/17/11	0000001	Illinois Valley Community College	109,901.13	Federal & State Payroll Taxes (03/17/11)
515175	03/17/11	0082897	SURS	56,109.26	Payroll (03/17/11)
515120	03/17/11	0001927	Walter J Zukowski & Associates	8,639.25	Legal Services
515123	03/17/11	0113845	Waubensee Community College	5,787.95	Tuition (DWC)
515180	03/24/11	0034159	Aidex Corporation	144,200.00	Wind Turbine Trainer (NSF Sustainability)
515188	03/24/11	0126547	Basalay, Cary, & Alstadt Architects	9,491.00	System Upgrade*
515240	03/24/11	0079038	IVCC Student Activity	12,650.00	TRIO Grant Awards
515236	03/24/11	0001352	Ideal Environmental Engineering	11,586.75	Remodel Chemistry Lab*
515254	03/24/11	0176682	Lite Construction, Inc.	47,487.37	Relocate Security/Alarm System Upgrade*
515264	03/24/11	0163891	Midwest Technical Institute	10,000.00	Tuition (DWC)
515321	03/24/11	0066555	United States Postal Service	6,000.00	Reimburse Postage Meter
515348	03/31/11	0001369	Ameren Illinois	24,969.48	Electricity (02/10/11-03/11/11), Gas (02/14/11-03/11/11)

Check Register \$5,000 or More

03/01/11 - 03/31/11

515469	03/31/11	0000001	Illinois Valley Community College	101,601.28	Federal & State Payroll Taxes (03/31/11)
515473	03/31/11	0082897	SURS	<u>52,106.52</u>	Payroll (03/24/11)

\$ 1,293,986.44

*Protection, Health, & Safety (PHS) Projects

Stipends for Pay Period Ending 3/12/11

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Alvarado, Ruben Joseph	CPD 1802-01	1/24/2011	3/7/2011	3/12/2011	ST	\$600.00	1-42-103310-51320	CPD-1802-01	Survival Spanish for Teachers	
Alvin, Stephen R	Meal Reimbursement / Taxable	2/18/2011	2/18/2011	3/12/2011	TF	\$13.12	1-11-206500-55212			
Ayers, Irwin Logan	WLD Series 321 & Multi-Preps	3/12/2011	3/12/2011	3/12/2011	ST	\$1,725.00	1-13-204100-51320			
Balzarini, Doreen J	CEX 4018-302	2/8/2011	3/1/2011	3/12/2011	ST	\$420.00	1-41-103941-51320	CEX-4018-302	Beginning Word 2007	
Bazydlo, Nora Beth	CPR for EMS 2201-300	2/14/2011	2/14/2011	3/12/2011	OV	\$144.00	1-14-207300-51340			
Bias, Timothy John	Adjust/Clean machine for Sabic	2/25/2011	2/25/2011	3/12/2011	ST	\$637.50	1-42-103310-51320			
Bias, Timothy John	Test Setup/Grading/Admin/Trng	2/9/2011	2/18/2011	3/12/2011	ST	\$3,056.25	1-42-103310-51320			
Bias, Timothy John	Attendance / PTR Meeting	3/12/2011	3/12/2011	3/12/2011	SG	\$50.00	6-13-201534-51900			
Buonomo, Vince A.	Mileage - Princeton HS / Txble	2/14/2011	3/9/2011	3/12/2011	ML	\$142.80	1-11-206500-55210			
Burkon, Lukas	Head Men's Tennis Coach	3/1/2011	5/15/2011	5/21/2011	ST	\$5,744.00	5-64-303608-51900			
Carey, Lauri L	10/11 Overload	1/13/2011	3/12/2011	3/12/2011	OV	\$1,280.00	1-11-204100-51340	HRT-1220-300	Annuals and Perennials I	
Carter, John James	CNC Series 300 & Multi-Preps	2/25/2011	5/20/2011	5/21/2011	RE	\$1,466.25	1-13-204100-51320			
Codo, Kim G	Guitar Lessons / 52	1/19/2011	2/17/2011	3/12/2011	ST	\$1,584.44	1-11-206500-51320	MUP-2013-01	Applied Music: Guitar	
Escatel, Sara	Meal Reimbursement / Taxable	3/4/2011	3/4/2011	3/12/2011	TF	\$34.65	6-16-202690-55211			
Freed, Timothy Daniel	HLR 3605-302	2/28/2011	2/28/2011	3/12/2011	ST	\$105.00	1-41-103941-51320	HLR-3605-302	Delicious Desserts	
Hauger, Elizabeth Lynne	Mileage - Princeton HS / Txble	2/7/2011	2/28/2011	3/12/2011	ML	\$52.02	1-11-209100-55210			
Johnson, Laura Elizabeth	HLR 2751-403, HLR 2748-412	2/26/2011	3/3/2011	3/12/2011	ST	\$240.00	1-41-103941-51320	HLR-2751-403	Hot Glass Experience II	
Kloplic, Elizabeth Ann	Took over class for G. Phillips	3/12/2011	3/12/2011	3/12/2011	OV	\$1,560.00	1-11-206500-51340	PSY-1000-150	General Psychology	
Kloplic, Elizabeth Ann	10/11 Overload	8/18/2010	3/12/2011	3/12/2011	OV	\$1,920.00	1-11-206500-51340	PSY-1000-01	General Psychology	
Koehler, Richard A	CDV 6000-02, #747	3/9/2011	3/9/2011	3/12/2011	ST	\$150.00	1-41-103942-51320	CDV-6000-02	LaSalle Co Driver Improvement	
Koehler, Richard A	CDV 6000-02, #745	2/26/2011	2/26/2011	3/12/2011	ST	\$187.50	1-41-103942-51320	CDV-6000-02	LaSalle Co Driver Improvement	
Krasnican, Mary Ellen	CEU 1501-403 (team taught)	3/7/2011	3/9/2011	3/12/2011	ST	\$125.00	1-41-103941-51320	CEU-1501-403	Food Sanitation Recert	
Lange, Marilyn Lee	Mileage - Princeton HS / Txble	1/24/2011	2/28/2011	3/12/2011	ML	\$30.60	1-11-209100-55210			
Leadingham, Paul	10/11 Overload	1/13/2011	3/12/2011	3/12/2011	OV	\$5,952.00	1-11-204100-51340	WLD-1201-21	Stick, Plate, Horiz. Arc. Weld	
Leadingham, Paul	Test Administration for Sabic	2/9/2011	2/11/2011	3/12/2011	ST	\$600.00	1-42-103310-51320			
Lockwood, DawnAnne	CPD 1124-303, CPD 1123-302	2/24/2011	3/3/2011	3/12/2011	ST	\$180.00	1-41-103941-51320	CPD-1124-303	Flipvideo Create Clasm Video	
Maltas, Luke Adam	Took over ELT 2204-01	2/27/2011	5/20/2011	5/21/2011	RE	\$2,070.00	1-13-204100-51320	ELT-2204-01	Digital/Micro: Prin/App	
Mattson, Robert Carl	PTR Grant Work	3/12/2011	3/12/2011	3/12/2011	SG	\$1,000.00	6-13-201534-51900			
McCabe-Pinn, Linda	Mileage - Ottawa / Taxable	1/19/2011	2/23/2011	3/12/2011	ML	\$84.15	1-14-207300-55112			

30

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Stipends for Pay Period Ending 3/26/2011

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Abel, Kimberly Heien	NUR 1210-08, -09, -10, -11	3/11/2011	5/20/2011	5/21/2011	RE	\$3,096.60	1-14-207300-51320	NUR-1210-08	Mental Health Nursing	
Alvin, Stephen R	Diversity Committee Presenter	1/26/2011	1/26/2011	3/26/2011	ST	\$75.00	1-84-401840-51900			
Baker, Kathryn June	CEX 4708-302	2/14/2011	3/14/2011	3/26/2011	ST	\$420.00	1-41-103941-51320	CEX-4708-302	Quickbooks Pro 2010 Level 1	
Bartholomew, Jeffrey Alexander	Drum Set/Orchestra Lessons /12	2/18/2011	3/16/2011	3/26/2011	ST	\$323.20	1-11-206500-51320	MUP-2015-01	Applied Music: Drums/Orchestra	
Bluemer, Ronald Glenn	Mileage - Midland/Marquette	2/1/2011	2/28/2011	3/26/2011	ML	\$246.33	1-11-206500-55210			
Bouxsein, Gloria J	ALH 1214-301, -304, -312, -313	3/11/2011	5/20/2011	5/21/2011	RE	\$4,290.00	1-14-207300-51320	ALH-1214-301	Certified Nursing Assistant	
Bray, Kristal A	ALH 1214-07	3/11/2011	5/20/2011	5/21/2011	RE	\$2,702.50	1-14-207300-51320	ALH-1214-07	Certified Nursing Assistant	
Buss, Robert A	HLR 6104-302	2/7/2011	3/14/2011	3/26/2011	ST	\$200.00	1-41-103941-51320	HLR-6104-302	Beginning Tai Chi Level I	
Butkus, Larry W	Tuba Lessons / 4	2/22/2011	3/14/2011	3/26/2011	ST	\$121.88	1-11-206500-51320	MUP-2044-01	Applied Music: Tuba	
Cetwinski, Jennifer Louise	ENG 0900 Norming Session	3/16/2011	3/16/2011	3/26/2011	ST	\$30.00	1-15-209100-51900			
Cinotte, Patrick V	Head Women's Basketball Coach	9/1/2010	3/15/2011	3/26/2011	RE	\$8,208.00	5-64-303603-51900			
Crowley, Michael R	HLR 8101-303	3/10/2011	3/10/2011	3/26/2011	ST	\$60.00	1-41-103941-51320	HLR-8101-303	So You're Going - Disney World	
Dittle, Kristina Ann	CPD 3101-03	3/12/2011	3/12/2011	3/26/2011	ST	\$200.00	1-41-103941-51320	CPD-3101-03	Reiki (Level 1)	
Dzurisin, Juliana Mae	ALH 1214-312	3/11/2011	5/20/2011	5/21/2011	RE	\$2,702.50	1-14-207300-51320	ALH-1214-312	Certified Nursing Assistant	
Engstrom, Norman Bruce	Voice Lessons / 36	1/13/2011	3/16/2011	3/26/2011	OV	\$1,152.00	1-11-206500-51340	MUP-2001-01	Applied Music- Vocal	
Fiorentini, Jo Ellen	HLR 2742-309	3/7/2011	3/16/2011	3/26/2011	ST	\$200.00	1-41-103941-51320	HLR-2742-309	Garden Stepping Stone Mosaic I	
Gillio, Susan M	Flute Lessons / 64	1/14/2011	3/9/2011	3/26/2011	ST	\$1,950.08	1-11-206500-51320	MUP-2062-01	Applied Music: Flute	
Grebner, Barbara Eugenia	ALH 1214-313	3/11/2011	5/20/2011	5/21/2011	RE	\$2,702.50	1-14-207300-51320	ALH-1214-313	Certified Nursing Assistant	
Jakubek, Kathleen Ann	ALH 1214-301	3/11/2011	5/20/2011	5/21/2011	RE	\$2,702.50	1-14-207300-51320	ALH-1214-301	Certified Nursing Assistant	
Jameson, Ruth Elaine	ALH 1214-606	3/11/2011	5/20/2011	5/21/2011	RE	\$2,820.00	1-14-207300-51320	ALH-1214-606	Certified Nursing Assistant	
Jezak, Jon P	Mileage / Taxable	1/19/2011	3/9/2011	3/26/2011	ML	\$210.00	1-11-206500-55210			
Jezak, Jon P	Mileage / Taxable	3/16/2011	3/16/2011	3/26/2011	ML	\$30.00	1-11-206500-55212			
Johnson, Laura Elizabeth	HLR 2751-413	3/19/2011	3/19/2011	3/26/2011	ST	\$160.00	1-41-103941-51320	HLR-2751-413	Hot Glass Experience II	
Klieber, Tracie Marie	HLR 6109-02	2/8/2011	3/18/2011	3/26/2011	ST	\$300.00	1-41-103941-51320	HLR-6109-02	Interm. Yoga for Fitness	
Koehler, Richard A	CDV 6000-02	3/16/2011	3/16/2011	3/26/2011	ST	\$150.00	1-41-103942-51320	CDV-6000-02	LaSalle Co Driver Improvement	
Koehler, Richard A	CDV 7000-02, #152	3/12/2011	3/12/2011	3/26/2011	ST	\$150.00	1-41-103943-51320	CDV-7000-02	Bureau Co. Driver Improvement	
Krasnican, Mary Ellen	Retro Pay 10/FA & 11/SP	3/26/2011	3/26/2011	3/26/2011	ST	\$72.00	1-41-103941-51320			
Leadingham, Paul	CEU 5309-02	2/7/2011	3/11/2011	3/26/2011	ST	\$3,150.00	1-42-103310-51320	CEU-5309-02	Welding, Stick-flat Position	
Lethiot, Nora Lynn	Support Staff Retreat Presenter	3/23/2011	3/23/2011	3/26/2011	ST	\$50.00	1-84-401840-51900			
Martin, Diane B	CPD 1615-603	3/19/2011	3/19/2011	3/26/2011	ST	\$90.00	1-41-103941-51320	CPD-1615-603	Child Development: Impact on	

32

Stipends for Pay Period Ending 3/26/2011

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Mathews, Holly J	SFC 1000-03	3/10/2011	5/20/2011	5/21/2011	ST	\$1,250.00	1-11-209100-51320	SFC-1000-03	Strategies for College	
McBride, Melissa Kay	Score Clock (M/W Basketball)	1/6/2011	3/5/2011	3/26/2011	ST	\$930.00	5-64-303602-51900			
McQuilkin, Judith A	SFC 1000-301	3/10/2011	5/20/2011	5/21/2011	ST	\$1,250.00	1-11-209100-51320	SFC-1000-301	Strategies for College	
Medler, Ashley Michelle	ALH 1214-605	3/11/2011	5/20/2011	5/21/2011	RE	\$2,702.50	1-14-207300-51320	ALH-1214-605	Certified Nursing Assistant	
Montgomery, D Gene	Clarinet Lessons / 4	2/28/2011	3/16/2011	3/26/2011	ST	\$121.88	1-11-206500-51320	MUP-2032-01	Applied Music: Clarinet	
Moore, Bernard A	YOU 3501-13	3/20/2011	3/20/2011	3/26/2011	ST	\$170.00	1-41-103941-51320	YOU-3501-03	ACT Test Preparation	
Nelson, Catherine Lee	YOU 3501-03	3/12/2011	3/12/2011	3/26/2011	ST	\$160.00	1-41-103941-51320	YOU-3501-03	ACT Test Preparation	
Panizzi, Gerald W	CDV 6000-02	3/19/2011	3/19/2011	3/26/2011	ST	\$187.50	1-41-103942-51320	CDV-6000-02	LaSalle Co Driver Improvement	
Pecherek, Michael John	Cello Lessons / 4	2/18/2011	3/11/2011	3/26/2011	OV	\$128.00	1-11-206500-51340	MUP-2053-01	Applied Music: Cello	
Petersen, Bonnie S	HPE 1000-03	3/10/2011	5/20/2011	5/21/2011	ST	\$600.00	1-11-205700-51320	HPE-1000-03	Wellness	
Pierog, Corinne M	CEU 8410-03	3/18/2011	3/18/2011	3/26/2011	ST	\$300.00	1-41-103941-51320	CEU-8410-03	Plan Cultivate Sem [series]	
Pinter, Debra Lynn	ALH 1214-06	3/11/2011	5/20/2011	5/21/2011	RE	\$2,702.50	1-14-207300-51320	ALH-1214-06	Certified Nursing Assistant	
Pratt, Sue Ellen	ALH 1280-720	3/4/2011	3/4/2011	3/26/2011	ST	\$287.50	1-14-207300-51320	ALH-1280-720	CPR/First Aid	
Pratt, Sue Ellen	ALH 1280-722, 1280-724	3/10/2011	3/16/2011	3/26/2011	ST	\$575.00	1-14-207300-51320	ALH-1280-722	CPR/First Aid	
Ray, Darlene A	HLR 5209-633	3/19/2011	3/19/2011	3/26/2011	ST	\$60.00	1-41-103941-51320	HLR-5209-633	Spring Into Your Garden	
Reese, Robert C	BUS 2210-02 - 1 addl intern	3/13/2011	5/20/2011	5/21/2011	OV	\$211.20	1-12-205700-51340	BUS-2210-02	Business Internship	
Retoff, Dan J	HLR 6108-303	3/2/2011	3/16/2011	3/26/2011	ST	\$75.00	1-41-103941-51320	HLR-6108-303	Breathing for Life	
Retoff, Dan J	Support Staff Retreat Presenter	3/23/2011	3/23/2011	3/26/2011	ST	\$100.00	1-84-401840-51900			
Rios, Karen Jeanne	ALH 1214-08	3/10/2011	5/20/2011	5/21/2011	RE	\$2,702.50	1-14-207300-51320	ALH-1214-08	Certified Nursing Assistant	
Roden, David Malcolm	CPD 1208-403	3/10/2011	3/10/2011	3/26/2011	ST	\$75.00	1-41-103941-51320	CPD-1208-403	Theatre Games Curriculum	
Ruda, Anthony J	Scoreboard (M/W Basketball)	1/6/2011	3/5/2011	3/26/2011	ST	\$360.00	5-64-303602-51900			
Schallhorn, Mary R	Piano Lessons / 16	2/16/2011	3/9/2011	3/26/2011	ST	\$468.80	1-11-206500-51320	MUP-2005-01	Applied Music: Piano	
Schomas, Jane Elizabeth	HLR 5108-402, 5106-302	2/10/2011	3/17/2011	3/26/2011	ST	\$720.00	1-41-103941-51320	HLR-5108-402	Wedding Reception Survival	
Schultz, Kim Ann	ALH 1214-304	3/11/2011	5/20/2011	5/21/2011	RE	\$2,702.50	1-14-207300-51320	ALH-1214-304	Certified Nursing Assistant	
Schuster, Janice B	Retro Pay 10/FA & 11/SP	3/26/2011	3/26/2011	3/26/2011	ST	\$48.00	1-41-103941-51320			
Smith, Sara E	Retro Pay 10/FA & 11/SP	3/26/2011	3/26/2011	3/26/2011	ST	\$72.00	1-41-103941-51320			
Stahly, Kim A	Meal Reimbursement / Taxable	3/18/2011	3/18/2011	3/26/2011	TF	\$7.08	1-83-101830-55211			
Stevenson, Keith Howard	WHS 1230-300	3/10/2011	4/12/2011	4/23/2011	ST	\$500.00	1-13-204100-51320	WHS-1230-300	Warehousing Technology Skills	
Swett, Steven A	ALH 1280-723	3/13/2011	3/13/2011	3/26/2011	ST	\$287.50	1-14-207300-51320	ALH-1280-723	CPR/First Aid	
Thomas, Linda Ann	Meal Reimbursement / Taxable	3/4/2011	3/4/2011	3/26/2011	TF	\$8.63	1-11-209100-55212			
Vesper, Kathy Ruth	ALH 1214-605, -606	3/10/2011	5/12/2011	5/21/2011	RE	\$3,712.50	1-14-207300-51320	ALH-1214-605	Certified Nursing Assistant	

33

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Bid Results – Asbestos Abatement for Chemistry Lab Renovation at Building E

Bids for the Asbestos Abatement for Chemistry Lab Renovation at Building E were received and publicly opened on March 8, 2011. The bid announcement was published in the local newspapers and posted on the College's website. Bid documents were also on file at Ideal Environmental Engineering, Inc. Attached are a summary of bids received and a letter of recommendation from Ideal Environmental Engineering, Inc.

Recommendation:

The administration recommends approval to accept the base bid for the Asbestos Abatement for Chemistry Lab Renovation at Building E from Colfax Corporation – Chicago, IL, in the amount of \$33,600 with unit rates per square foot for drywall/skim coat of \$4.00 to scrape and \$3.00 to cut and remove.



March 9, 2011

Mr. Gary Johnson, Director of Facilities
Illinois Valley Community College
815 North Orlando Smith Avenue
Oglesby, Illinois 61348

Re: Asbestos Professional Services
Asbestos Abatement for Chemistry Renovation at Building E
Illinois Valley Community College / 815 North Orlando Smith Avenue / Oglesby, Illinois 61348
Illinois Valley Community College, Building E / 815 North Orlando Smith Avenue / Oglesby, Illinois 61348
Ideal Number 12650A2

Dear Mr. Johnson:

As you are aware, public bids for Asbestos Abatement were opened on March 8, 2011. The apparent low bidder for the project is Colfax Corporation of Chicago, Illinois.

I have confirmed through the Illinois Department of Public Health, that the Asbestos Abatement Contractor License is currently valid in the State of Illinois. Colfax Corporation has met the requirements of the Project Manual for the submission of bids, and is technically qualified to perform asbestos removal at the site.

If you have any questions, feel free to contact me at 309/828-4259.

Sincerely,

A handwritten signature in black ink that reads 'Gayle S. Price'.

Gayle S. Price
Environmental Consultant

GSP



**ENVIRONMENTAL
ENGINEERING, INC.**

2904 Tractor Lane, Bloomington, IL 61704-9163
 Phone: (800)535-0964 or (309)828-4259 / Fax: (309)828-5735
 www.idealenvironmental.com
 Email: info@idealenvironmental.com

BID TABULATION

Asbestos Abatement for Chemistry Lab Renovation at Building E

Owner: Illinois Valley Community College / 812 North Orlando Smith Avenue / Oglesby, Illinois 61348
 Site: Illinois Valley Community College, Building E
 Date: March 8, 2011 Time: 2:00 p.m.

CONTRACTOR	1. Addenda 2. Bid Bond 3. Contractor License 4. Insurance Certificate 5. Certification of Contract Bidder 6. Substance Abuse Prevention Program Certification						BASE BID	UNIT RATES	
	1	2	3	4	5	6		Scrape drywall/skim coat. Per Square Foot	Cut and remove drywall/skim coat. Per Square Foot
AES, Inc.	✓	✓	✓	✓	✓	✓	47,200.	2.00	3.00
ARC Environmental									
Colfax Corporation	✓	✓	✓	✓	✓	✓	33,600.00	4.00	2.00
DEM Services, Inc.	✓	✓	✓	✓	✓	✓	79,900.00	8.00	8.00
Holian Asbestos Removal	✓	✓	✓	✓	✓	✓	45,020.00	85.00	110.00
M & O Environmental									
Midway Contracting									
Midwest Service Group							**NO BID** 55,172.00	28.00	28.00
NES	✓	✓	✓	✓	✓	✓	55,172.00	28.00	28.00
The Luse Companies	✓	✓	✓	✓	✓	✓	83,000.	16.00	14.00
Valor Technologies	✓	✓	✓	✓	✓	✓	62,825.00	4.00	5.00
ANGEL ABATEMENT	✓	✓	✓	✓	✓	✓	66,200	5.00	2.00

Bid Results – Vertical Milling Machine

At the March 15, 2011 meeting, the Board authorized the administration to seek bids for a vertical milling machine at an estimated cost of \$17,000. Bids were received and publicly opened on March 31, 2011. A summary of the bids received is attached.

Recommendation:

The administration recommends the Board accept the bid from MSC Industrial Supply Co., Machesney Park Illinois, as the lowest, most responsible bid for a Frejoth International Machinery 9 x 48” J Head Type Vertical Milling Machine in the amount of \$12,600.89.

Bid Summary - Vertical Milling Machine - Bid #PR11-B03

Vendor	Manufacturer	Model	Price	Estimated Delivery
MSC Industrial Supply Co. Machesney Park, IL	Frejoth International Machinery	9 x 48" J Head Type	\$ 12,600.89	3 Weeks
520 Machinery Sales LLC Elk Grove Village, IL	Acra	AM2J	\$ 13,790.00	2-3 Weeks
Apex Pinnacle Port Crane, NY	Bridgeport	Series 1	\$ 20,409.56	45 Days
Hartwig Inc. St. Louis, MO	Bridgeport	Series 1	\$ 23,550.00	3 Months
Iverson & Company Des Plaines, IL	No Bid			

Purchase Request – Emergency Care Simulation Mannequin, Related Software and Training

The administration is seeking Board approval to purchase the following items for the EMS and Nursing Programs to address gaps in clinical education experiences of enrolled students:

- ECS Emergency Care Simulator Base Unit, \$45,210.00;
- ECS Basic Education Course, including two days training at manufacturer facility, \$798.00;
- Pre-Release Reservation Cardiopulmonary Critical Situations Learning Module for Muse - ECS, \$2,650.00;
- Pre-Release Reservation ACLS Learning Module for Muse-ECS, \$3,150.00; plus
- Shipping and handling, \$495.00.

Total cost is \$40,197.12 after \$12,105.88 in promotional discounts.

Attached is Quote No. 1294986 in the amount of \$40,197.12 and documentation from Medical Education Technologies, Inc. stating they are the sole-source manufacturer for the Emergency Care Simulator and software.

These items will be paid with \$7,197.12 from the EMS Program (General Fund), \$6,000.00 from the Innovation Grant, and \$27,000.00 from the Perkins Grant.

Recommendation:

The administration recommends Board approval to purchase the Emergency Care Simulation Mannequin, Related Software and Training from Medical Education Technologies Inc. in the amount of \$40,197.12.



6300 Edgelake Dr.
Sarasota FL 34240
United States
Fax (941) 377-5590
Tax ID # 22-3437089

Attention:
Illinois Valley Community College
815 North Orlando Smith Avenue
Oglesby IL 61348
United States

Ship To:
Illinois Valley Community College
815 North Orlando Smith Avenue
Oglesby IL 61348
United States

Quote

Date: 2/18/2011
Quote #: 1294986
Terms:
F.O.B. Sarasota
Expires: 5/19/2011
Sales Manager: Antcliff, Marcus
Phone Number: (941) 504-3975
Email: mantcliff@meti.com

Item	Quantity	Description	Unit Price	Amount
TRN-005	1	ECS Basic Education Course - Two Days at METI facility	798.00	798.00
EDU-158	1	Pre-Release Reservation Cardiopulmonary Critical Situations Learning Module for Muse - ECS	2,650.00	2,650.00
EDU-154	1	Pre-Release Reservation ACLS Learning Module for Muse - ECS	3,150.00	3,150.00
Subtotal				6,598.00
6% Discount			-6.00%	-395.88
ECS-100	1	ECS Emergency Care Simulator Base Unit	45,210.00	45,210.00
ECS Promotion		ECS Limited Promotional Discount	-11,710.00	-11,710.00
Shipping & Handling	1	Shipping & Handling	495.00	495.00

Total \$40,197.12

ALL SALES ARE CALCULATED IN US DOLLARS

RETURN POLICY: ALL SALES ARE FINAL. At the sole discretion of Medical Education Technologies, Inc., the exclusive remedy of the Buyer shall be repair of defective product or replacement of defective product with current version (or configuration) of the identical product. Buyer shall, at its own cost and expense within a reasonable amount of time, return defective product to Medical Education Technologies, Inc.

SALES TAX: All applicable Sales Tax will be added to the final invoice.

DELIVERY: Estimated within 90 days from date of Purchase Order within the Continental United States.

SUPPORT: METI entitles you access to and support from our world-class Customer Support Service Group, 866-462-7920 (7am - 6pm Monday - Friday)

TRAINING POLICY: Cancellation Policy for Training or Consulting Services:

* Product-related training shall be scheduled and completed within 9 months of the equipment shipment date or the purchase date of training when equipment has not been purchased.

* For PNCI consulting, the visit shall be scheduled and completed within 9 months of the equipment shipment date or the purchase date of PNCI when equipment has not been purchased.

Pursuant to the standard Force Majeure provisions of the UCC, all scheduling for training and consulting is subject to the following conditions:

** Training Conducted at a METI Facility ("off-site"):

The customer may cancel, without penalty, any training scheduled at the METI Education & Training Facility provided a written notice is received at METI 10 business days prior to the scheduled training date. If notice is not received by METI at least 10 business days prior to the class starting date, the customer shall pay the full amount for the entire course.

*** Training Conducted at a Customer Facility ("on-site"):

The customer may cancel, without penalty, any training scheduled at their facility provided a written notice is received at METI 15 business days prior to the scheduled training date. If notice is not received by METI at least 15 business days prior to the class starting date, the customer shall pay the full amount for the entire course.

Rescheduling Training that is properly canceled in accordance with this policy and rescheduled must be completed within the originally required timeframe, or the right to receive a credit will be forfeited. The customer may formally cancel the training with a contract modification for a complete credit, provided cancellation occurs within the appropriate advance notice requirements for cancellation as detailed above. Failure of the customer to adhere to the advance notice requirements of this policy shall constitute a waiver of this right.

METI Emergency Care Simulator™ (ECS™)

SOLE SOURCE JUSTIFICATION

Medical Education Technologies, Inc. (METI) is the premier manufacturer of high fidelity human patient simulators in the world. The following features are available only with the METI Emergency Care Simulator (ECS).

One unique element of every METI patient simulation system is the application software. This software, which is based on patented human physiological and pharmacological models permits life-like simulator reactions to treatments and interventions. These patented models are licensed exclusively to METI. Additionally, the software ensures the simulation and the simulator system will react consistently and appropriately every time the same scenario is run. Thus, scenarios may be repeated accurately without re-programming the patient simulator. This METI-unique feature gives consistency to both training and testing. The automatic, realistic responses of the patient simulator also permit the instructor to spend more time with the students observing and instructing, instead of operating the simulator.

The following additional features are available only with the ECS:

The METI ECS is the only patient simulator that employs multiple models of human physiology. These include, but are not limited to, the cardiovascular system, pulmonary system, neuromuscular system, and central nervous system. The models allow the patient to exhibit clinical signs (e.g., spontaneous breathing, eyelid blinking) and monitored parameters (e.g., electrocardiogram, blood pressure) and respond to therapeutic intervention with no or minimal input from an instructor.

The METI ECS is the only patient simulator with cardiovascular system models that automatically calculate dependent variables (e.g., blood pressure, heart rate) in response to changing cardiovascular system status (e.g., bleeding, intravenous fluid administration).

- A baroreceptor reflex model automatically compensates both centrally (e.g., heart rate, cardiac contractility) and peripherally (e.g., systemic vascular resistance, venous capacitance) to maintain circulation and perfusion.
- A model of myocardial oxygen supply (e.g., diastolic blood pressure, arterial oxygen partial pressure) and demand (e.g., cardiac contractility, heart rate) yields appropriate cardiac response (e.g., cardiac rhythm, cardiac contractility) to myocardial ischemia. Untreated myocardial ischemia automatically results in cardiovascular decompensation with accompanying cardiac rhythms (e.g., ST-segment depression, ventricular tachycardia, ventricular fibrillation, asystole) and ultimately, cardiovascular collapse.

- Arterial blood gases (e.g., PaO₂, PaCO₂, and pH) and mixed venous gases (e.g., PvO₂, PvCO₂) are automatically calculated.
- Hematocrit is automatically calculated to reflect oxyhemoglobin saturation and administration of a variety of intravenous fluids, such as whole blood, packed red cells, colloids, and crystalloids.
- A complete hemodynamic monitoring package includes the capability to measure and monitor the following:
 - Arterial blood pressure
 - Left ventricular blood pressure
 - Central venous pressure
 - Right atrial pressure
 - Pulmonary artery pressure (including “floating” the catheter from atmosphere to the pulmonary artery)
 - Pulmonary artery occlusion (wedge) pressure
 - Thermodilution cardiac output

The METI ECS is the only patient simulator with pulmonary system models that automatically calculate alveolar and arterial gas partial pressures in response to ventilation, fraction of inspired oxygen, intrapulmonary shunt fraction, and metabolic gas exchange.

- During spontaneous ventilation, the patient mannequin will breathe with a spontaneously controlled respiratory rate and tidal volume to maintain normocarbida and adequate oxygenation.
- Apnea or hypoventilation automatically results in hypercarbia, hypoxemia, decreasing oxyhemoglobin saturation, and tachycardia.
- Positive pressure ventilation or return of spontaneous ventilation automatically reverses apnea (providing the patient has not already expired from cardiovascular collapse) with the response appropriate to the rate and tidal volume of ventilation.
- The patient simulator automatically responds to the fraction of inspired oxygen present, such as with smoke inhalation or supplemental oxygen.

The METI ECS is the only patient simulator with pharmacology system models that automatically calculate both the pharmacokinetics and pharmacodynamics for 68 intravenous and inhaled medications, yielding appropriate changes in patient clinical signs and monitored parameters.

- For example, a patient receiving a muscle relaxant will automatically yield hypoventilation, eyelid closure, decreased oxyhemoglobin saturation, and tachycardia. Positive pressure ventilation will stabilize the patient until the

drug is metabolized and eliminated, yielding a return to spontaneous ventilation and stabilized vital signs.

- An instructor only needs to enter the drug dosage—all patient responses are automatic, dose dependent, and follow an appropriate time course.

The METI ECS is the only patient simulator that can be used to objectively evaluate clinical performance because patient outcome is based solely on patient physiology and the treatment administered (e.g., ventilation, oxygen therapy, drug therapy). Although intravenous medications must be entered into the system computer, an operator need not be a clinical expert in that particular drug and how it would impact the patient response in the simulation. Thus, not only is performance based on the objective clinical outcome, but it is not influenced by a subjective assessment of the operator, thus greatly reducing the risk of negative training transfer.

The METI ECS is the only patient simulator with a simulated monitor capable of displaying all of the following parameters.

Patient Parameter	Waveform	Numeric
ECG Leads I, II, III, V	✓	✓
Arterial Blood Pressure	✓	✓
Pulmonary Artery Pressure	✓	✓
Pulmonary Capillary Wedge Pressure	✓	✓
Central Venous Pressure	✓	✓
Thermodilution Cardiac Output	✓	✓
Pulse Oximetry Plethysmogram	✓	✓
Pulse/Heart Rate		✓
Mean Arterial Pressure		✓
SpO2		✓
Continuous Cardiac Output		✓
Blood Temperature		✓
Body Temperature		✓
Non-invasive Blood Pressure		✓

- Alarm limits with accompanying sounds can be configured for each parameter.
- When pulse/heart rate is monitored, an accompanying sound is played in synchrony with the cardiac cycle, as monitored by the ECG, arterial blood pressure, or SpO2.

- When SpO₂ is monitored, the cardiac sound pitch dynamically correlates with oxyhemoglobin saturation.

The METI ECS is the only patient simulator with an airway (mouth, oropharynx, larynx, esophagus, trachea, carina) that is based on CT scan data of an actual human patient. Thus, the ECS offers superior anatomical realism and airway management performance.

- Depending on head positioning (e.g., neutral or sniffing position), choice of clinical tools, and other maneuvers (e.g., application of cricoid pressure), anywhere from a Cormack Class I (e.g., easy intubation) to a Cormack Class IV (e.g., difficult intubation) airway can be realized.
- Airway adjuncts (e.g., combitube, laryngeal mask airway) work as they do in real patients without any special adjustments by the instructor (e.g., activation of posterior swelling to seat the LMA) or clinically unrealistic maneuvers by the trainee (e.g., hyperinflation of the combitube oropharyngeal balloon to seal the upper airway).
- Because of the pulmonary system model, success or failure of airway management can be objectively assessed with the resulting ventilation, oxyhemoglobin saturation, and overall cardiopulmonary stability.

The METI ECS is the only patient simulator with full trauma simulation capabilities, including support for:

- Cricothyrotomy
- Bi-lateral pneumothorax needle decompression at the mid-clavicular line of the 2nd intercostal space
- Bi-lateral chest tube insertion (with fluid return) at the mid-axillary line of the 5th intercostal space
- Subxyphoid pericardiocentesis with fluid return
- Peritoneal lavage with fluid return

Each trauma capability requires minimal instructor input (i.e., identification of when the chest tube was inserted)—all physiological consequences (e.g., improvement in ventilation and oxyhemoglobin saturation) are automatic).

The METI ECS is the only patient simulator with fully independent left and right lungs.

- A one-sided pneumothorax can be simulated with chest distention on one side, with the other side rising and falling with spontaneous breathing.
- Breath sounds are independent and linked to ventilation of each lung for both spontaneous and mechanical ventilation.

- One-lung ventilation automatically results in appropriate breath sounds, chest excursion, and pulmonary gas exchange.

The METI ECS is the only patient simulator with independent blinking eyes and adjustable pupils. Eye blinking is automatic and dependent on the underlying patient physiology (i.e., level-of-consciousness, level of neuromuscular blockade). Pupils can be manually set to three different settings (i.e., pinpoint, normal, blown).

The METI ECS is the only patient simulation with an available convulsions mechanism that enables the mannequin to physically shake, giving a visible cue of convulsions, tremors, or other similar conditions.

The METI ECS is the only patient simulator with bi-lateral palpable pulses in the following locations:

- Carotid
- Brachial
- Radial
- Femoral
- Popliteal
- Pedal

The METI ECS is the only patient simulator with an advanced cardiac life support system in which:

- Effective chest compressions automatically yield artificial circulation, cardiac output, central and peripheral blood pressures, palpable pulses, and exhaled CO₂.
- Ineffective chest compressions yield inadequate cardiac output and circulation and an absence of exhaled CO₂.
- Defibrillation energy is automatically identified, quantified, and logged
- Pacing current is automatically identified, quantified, and logged, with appropriate physiological response.

The METI ECS is the only patient simulator that includes independent simulations of patients (e.g., young healthy male, pregnant female, elderly patient with coronary artery disease) and injury/disease scenarios (e.g., anaphylactic shock, ruptured spleen).

- Thus, any patient can be combined with any scenario, creating a wide variety of clinical care simulations.

- Multiple patients can be run simultaneously to create multi-patient care simulations.
- Multiple injury/disease scenarios can be run simultaneously on a particular patient to create multi-trauma simulations.

The METI ECS is the only patient simulator that includes educationally complete clinical simulations. Each clinical simulation is documented on a one-page card for the instructor and includes:

- Clinical background and scene
- Pre-hospital and emergency department learning objectives
- Student critical actions
- Simulation algorithm
- Equipment required for the simulation
- Instructor notes

The METI ECS is the only patient simulator with an available Disaster Medical Readiness (DMR) Learning Module for Weapons of Mass Destruction simulation. The DMR Learning Module includes simulations as follows:

Biological	Chemical	Radiological
Anthrax	BZ exposure	Radiation burns
Botulism	Cyanide exposure	Radiation criticality
Ebola	Mustard exposure	Radiation trauma
Pneumonic plague	Phosgene exposure	Radiation dispersal device
Small pox	Sarin exposure	Radiation UF6

The METI ECS is the only patient simulator with an available Trauma/Disaster Casualty Kit which allows the patient simulator to physically bleed in six locations simultaneously and excrete body fluids from the eyes, ears, and mouth. This capability is automatic and under computer control.

The METI ECS is the only patient simulator with a wireless remote control that presents a user interface identical to that of the main instructor's workstation. Thus, an instructor need only learn one software interface to operation the system. Furthermore, because the remote control communicated over RF (rather than IR), a physical line-of-site is not required to operate the system. The remote control signal will penetrate walls and other obstructions and can be located up to 150 feet away from the patient mannequin.

The METI ECS is the only patient simulator with main control software and a waveform display that run on a single instructor workstation laptop computer. Thus, users can take the instructor's workstation laptop another location to develop simulations independent of the patient mannequin.

The METI ECS is the only patient simulator that is based-upon the Apple Macintosh Computer Platform, which employs the OS X operating system.

The METI ECS is the only patient simulator with three levels of available on-site instruction, including:

- Installation Training Course—fundamentals of set-up and operation.
- ECS Basic Education Course: Level 1 —fundamentals of facilitating student learning, basic simulation design and curriculum integration
- Educating with the ECS: Level 2—advanced topics in facilitating student learning, advanced simulation design and curriculum integration, performance assessment, advanced simulation topics (e.g., validation, accreditation, credentialing)

Only METI offers the latter two courses with instruction provided by peer clinician educators (e.g., paramedic, nursing, or physician instructors).

The ECS employs the following United States patented technologies, which are licensed exclusively to METI.

6,273,728	Life support simulation system simulating human physiological parameters
5,941,710	Apparatus and method of simulating the determination of continuous blood gases in a patient simulator
5,868,579	Apparatus and method for simulating lung sounds in a patient simulator
5,779,484	Apparatus and method of stimulating breathing sounds
5,769,641	Apparatus and method for synchronizing cardiac rhythm related events
5,584,701	Self-regulating lung for simulated medical procedures

Purchase Request - Library Books, Jacobs Library

The administration requests authorization to purchase monographic e-books, including both multi-volume reference sets and otherwise, and serial e-books, including electronic reference sets, in the amount of \$15,925.06. This purchase is in compliance with the Illinois Public Community College Act, wherein magazines, books, periodicals, pamphlets, and reports are exempt from the bidding process.

These items will be paid with \$7,925.06 from Library Funds (General Fund) and \$8,000.00 from the Memorial Fund (Trust and Agency Funds).

Recommendation:

The administration recommends Board approval to purchase e-books in the amount of \$15,925.06.

Faculty Retirement – Steven A. Swett, Warehousing Instructor-Sheridan Correctional Center

Steven A. Swett, Warehousing Instructor at the Sheridan Correctional Center, has submitted his request to retire effective May 31, 2011. His retirement letter is attached.

Steve has served IVCC since 1987, beginning as a part-time instructor on campus until July 1993 when he accepted the full-time position of Commercial Custodian Instructor at the Sheridan Correctional Center. Through Steve's years at IVCC he has continued his part-time instructor status and also assumed positions at Sheridan as Youthful Offender Counselor in 1999; Work Transition Coordinator in 2002; Youthful Offender Coordinator in 2004, and in 2009, his most recent position, Warehousing Instructor. Steve was also the Men's Tennis Coach for four years.

Recommendation:

Accept Steven A. Swett's request for retirement effective May 31, 2011 and wish him a long, happy, and healthy retirement.

April 5, 2011

Human Resources
Illinois Valley Community College
815 North Orlando Smith Avenue
Oglesby, Illinois 61350

George and Glenna:

Please accept this letter as notification of my upcoming retirement. I would like my last day of work to be May 31, 2011, and the date of my retirement June 1, 2011.

It has been a pleasure to be employed by Illinois Valley Community College for the last 23 years. I have enjoyed working with the Students, Staff and Instructors. I am looking forward to spending more time with family, friends and others.

Thanks for the opportunity to serve the College



Steven A. Swett

RECEIVED

APR 06 2011

HUMAN RESOURCES

Sabbatical Leave Request – Dr. Rebecca Donna

Dr. Rebecca Donna, criminal justice/forensics instructor, has requested a sabbatical leave for the fall 2011 semester, in accordance with the terms outlined in the current collective bargaining agreement.

Attached please find the instructor's Request for Sabbatical Leave, a copy of the Sabbatical Leave Agreement, the Recommendation of the Dean, and the Recommendation of the President's designee

Recommendation:

Approve the sabbatical leave for Dr. Rebecca Donna for fall semester 2011. Said leave to be governed by the conditions stipulated in the agreement between the American Federation of Teachers Local 1810 and the Board of Trustees of Illinois Valley Community College District No. 513.

Illinois Valley Community College

Request for Sabbatical Leave

Name: Rebecca Donna Division: Natural Sciences and Business

Semester(s) and dates of Leave: Fall, 2011

Type of Sabbatical: Full Pay (1 Semester) Half Pay (2 Semesters)

Years of service at IVCC (include current year): 20

Number of semester hours of "non-traditional teaching":* 20

Dates of previous sabbatical leaves, if applicable: 1998

*Article VII-F of the Collective Bargaining Agreement uses "summer; weekend; evenings; extension centers; and classes in compressed, on-line, and blended formats" as examples of "non-traditional" teaching".

Abstract of Sabbatical Leave Request: *In the space provided below, please write a brief summary of your sabbatical request. Include a description of how your sabbatical will benefit the college.*

Abstract:

During the course of sabbatical the plan of action is to complete the Part-Time Basic Law Enforcement Academy operated under the direction of the Illinois Law Enforcement Training and Standards Board. Graduation from the academy mandates the successful completion of 200 contact hours as well as nine on-line units. I believe completion of this academy is of tremendous benefit to the college as it will expand and update my knowledge base of law enforcement, increase the integrity of the criminal justice program, and enhance the college's relationship with the Mobile Training Unit and the Illinois Law Enforcement Training and Standards Board. Beyond that, having faculty with strong life experiences enhances the teaching and learning process. This is of direct benefit to the students but it also serves to further promote IVCC's longstanding reputation of excellent instruction.

Abstract:

During the course of sabbatical the plan of action is to complete the Part-Time Basic Law Enforcement Academy operated under the direction of the Illinois Law Enforcement Training and Standards Board. Graduation from the academy mandates the successful completion of 200 contact hours as well as nine on-line units. I believe completion of this academy is of tremendous benefit to the college as it will expand and update my knowledge base of law enforcement, increase the integrity of the criminal justice program, and enhance the college's relationship with the Mobile Training Unit and the Illinois Law Enforcement Training and Standards Board. Beyond that, having faculty with strong life experiences enhances the teaching and learning process. This is of direct benefit to the students but it also serves to further promote IVCC's longstanding reputation of excellent instruction.

Sabbatical Request: I respectfully request consideration for sabbatical during the academic 2011 fall semester. This would allow me to participate fully in the academy as well as procure suitable adjunct faculty members. I would also consider this a "modified" sabbatical leave as I continue the program coordinator duties for criminal justice and forensics. I will be responsible for all travel and equipment expenditures. I have secured sponsorship from a local agency and participated and passed the physical fitness test.

Contribution to effectiveness of the individual's ability to perform professional responsibilities: This sabbatical leave will increase significantly my ability to instruct law enforcement courses, which will allow me to provide more depth to classroom lectures and projects that pertain to law enforcement. I would also be exposed to teaching modalities that are discipline specific. In addition, I will be involved in a successful program that utilizes dual teaching modalities. This dual format is a concept that Ms. Vesgoni and I have discussed as a possible format for the forensic program. By participating in and evaluating the part time law enforcement academy, I will gain firsthand experience in the delivery and application of dual teaching modalities. This will allow me to gain insight into potential difficulties, hurdles, and advantages of this form of delivery.

This opportunity would also provide further networking options which would assist in the placement of interns. The law enforcement community is a rather closed system, resulting in a lack of opportunities for those who seek careers in this field. By participating

in the academy, I will then be an equal partner in this system. As such, I will be exposed to more options for internship placement as well as future employment possibilities for the students.

To many local law enforcement agencies academic credentials cannot compare to street experience. That said, I truly believe, that participating in the academy and "working the street" will enhance my reputation with the local officers. If that reputation is enhanced the programs reputation is enhanced by proxy. This could potentially result in more officers returning to IVCC to complete their degree.

- **Value of leave to the college:** The reputation of the college will benefit from having a PhD faculty member who is also a sworn officer. The college is likely to benefit as well, as a result of the hazard material certification, first responder training, control tactics training, and C.P.R certification that all recruits must successfully complete. I will also be directly involved with the local mobile training unit and well as the Illinois Law Enforcement Training and Standards Board. This involvement will lead to greater understanding of the role of the community college with the ILEFSB and the MTU. Upon the completion of a dual modality forensic course offering the college will benefit from increased enrollment of the forensic and criminal justice programs at IVCC. This increase in enrollment will further facilitate growth in other course offerings across campus. Finally, as noted above since my professional expertise will be improved, this enhances the teaching and learning experience, which is of value to the college.
- **Value of leave to the individual and Impact of leave on the professional stature of applicant:** This leave will allow me to complete my practical application within the criminal justice system. Currently I possess field experience in corrections, , crime scene management, juvenile justice, and specialized task forces; but lack the experience as a first line officer. By completing this professional development I would be achieving a personal and professional goal. This undertaking would be a complete "role-reversal" for me, enhancing my understanding of the student role. It also allows me a chance to reflect on my teaching and to alter and revise my teaching strategies.

Detailed Summary:

Upon completion of this sabbatical, the following outcomes will be attainable:

Outcome: Increase ability to instruct law enforcement courses:

- enhance my understanding of the law enforcement role
- learn successful hands on activities for classroom utilization
- procurement of the state of Illinois law enforcement forms *
- incorporate line experiences into the classroom
- incorporate the police entrance exam into the curriculum*
- better prepare students for future police testing

(*the entrances exams and forms cannot be assessed without completion of the ILETSB academy)

Outcome: Exposure to discipline specific teaching modalities

- incorporation of these modalities into the criminal justice curriculum
- provide students with a diverse learning environment

Outcome: Exposure and participation in a dual modality educational format

- develop a dual modality format for the Crime Scene Analysis Course
- possibly develop a dual modality format for the Forensic Specialists degree
- potential growth of the forensic program
- potential growth of the criminal justice program
- potential increased enrollment of general education courses
- provide students learning options upon enrollment

Outcome: Increase in internship placement options

- increase student internship placement
- decrease reliance on current agencies that participate in the internship program

Outcome: Increase my credentials with local law enforcement groups.

- potential program growth
- potential increased enrollment in general education courses
- increase internship options for students
- increase employability of students
- increase the reputation of the college by local law enforcement

Outcome: State certification in hazard material handling, CPR, firearms, and control tactics

- possible development of a control tactics class for students
- possible self defense offering to employees
- additional CPR and Hazard material handler on campus

Outcome: Increased exposure and involvement with the Local Training Unit and the ILEFSB

- significant gain in access to information
- significant gain in communication network
- potential increase in student placement
- increased awareness of state policy and training changes
- greater understanding of the potential role of the community college and the MTU and ILEFSB, resulting in increased growth.

Sabbatical Leave Agreement

The interest of District 513 shall be protected by a written agreement providing that the faculty member will return to the service of the District and will render at least one year of service upon return from leave. If the faculty member wishes to receive compensation while on leave, the Board may request a bond or written agreement, as appropriate, indemnifying the Board for the total salary paid in the event the faculty member fails to return and render at least one year service in the employ of District 513 following the sabbatical leave.

Faculty members granted sabbatical leave for one semester shall be paid full salary during such leave. Faculty members granted leave for one full year shall be paid one-half salary for the year in which leave is taken. The salary shall be paid in the same manner as if the faculty member were teaching in District 513. The faculty member may accept a fellowship or grant-in-aid in accomplishment of the purpose for which the leave was granted. Time spent on sabbatical leave shall be credited toward salary increment and seniority as time spent in full-time service.

Upon completion of the sabbatical leave and within sixty (60) days of the faculty member's return to duty, he/she shall submit to the President one of the following:

If the leave was for formal study, a transcript of credit and a brief description of the program studied, including a detailed evaluation of the program with respect to its contribution to the leave;

If the leave was for travel, a written report setting forth the teacher's reaction to the travel and a statement of the benefits received.

(Article VII-F of the Collective Bargaining Agreement)

Faculty Member: _____

Date: 3/31/11

Dean: _____

Date: 3/31/11

Sabbatical Leave Request

Recommendation of the Dean

Faculty Member: Rebecca Donna

- A. How does the proposal address or fail to address the considerations for approval outlined in the "Application for Sabbatical Leave?"

This proposal addresses the format as outlined in the sabbatical application guidelines.

- B. Comments:

Upon successful completion of this sabbatical, Dr. Donna will have full law enforcement powers. This will enhance her status as the IVCC Criminal Justice program coordinator with both her colleagues and students.

Approve Return to faculty for revisions

Denied. Faculty member may forward to the President for further review.

Dean: _____



Date: _____

3/31/11

Sabbatical Leave Request

Recommendation of the President or his/her designee

Faculty Member: Dr. Rebecca Donna, Criminal Justice/Forensics

A. Comments: *Participation in the Basic Law Enforcement Academy will afford Dr. Donna with substantial curricular enhancements in a wide variety of subjects, such as law enforcement procedures, community relations, ethics, investigative techniques, and crisis intervention. The Academy includes both didactic and practical applications that Dr. Donna can translate to her courses at IVCC.*

B. Recommend

Does not Recommend

C. Rationale

1. Clearly articulates sabbatical leave's value to College, instructor, and students.
2. Advanced study is recognized by College as having a positive impact on teaching and learning.
3. The sabbatical proposal incorporates a substantial advanced curriculum that will lead to certification that will clearly enhance Dr. Donna's abilities as the Criminal Justice Program coordinator and will also enhance her interactions with the local law enforcement and corrections agencies that support and draw upon the IVCC program.

President (or his/her designee) _____

Date: _____

4-6-11

Sabbatical Leave Request – Merri Mattison

Merri Mattison, sociology instructor, has requested a sabbatical leave for the spring 2012 semester, in accordance with the terms outlined in the current collective bargaining agreement.

Attached please find the instructor's Request for Sabbatical Leave, a copy of the Sabbatical Leave Agreement, the Recommendation of the Dean, and the Recommendation of the President's designee.

Recommendation:

Approve the sabbatical leave for Merri Mattison for spring semester 2012. Said leave to be governed by the conditions stipulated in the agreement between the American Federation of Teachers Local 1810 and the Board of Trustees of Illinois Valley Community College District No. 513.

Illinois Valley Community College

Request for Sabbatical Leave

Name: Merri Mattison

Division: Humanities, Fine Arts Social Sciences

Semester(s) and dates of Leave: Spring 2012

Type of Sabbatical: X Full Pay (1 Semester) Half Pay (2 Semesters)

Years of service at IVCC (include current year): In Aug 2011 it will be 10 years

Number of semester hours of “non-traditional teaching”: I teach a night class every semester and have taught blended courses, and at extension sites including Earlville and Ottawa.

Dates of previous sabbatical leaves, if applicable: None

Abstract: During the course of sabbatical the plan of action is to finalize the data collection and analysis of a quasi-experimental project that I have been working on over the last several years as part of my advanced studies. As a sociologist, I am very interested in the social phenomenon of “Affluenza”, which in brief refers to the desire to be or appear affluent without consideration of the cost to self and society. At present, I am working on creating an Affluenza scale and during sabbatical I will be using that scale to measure the level of Affluenza among sample groups and then implement an intervention plan to see if levels of Affluenza can be reduced. I believe completion of this research, which allows me to finish an approved professional development plan, is of tremendous benefit to the college. In part, if publications result from this research it would reflect positively on the college. Beyond that, having faculty with strong research abilities enhances the teaching and learning process. This is of direct benefit to the students but it also serves to further promote IVCC’s longstanding reputation of excellent instruction.

Sabbatical Request: I respectfully request consideration for sabbatical during the academic year 2011-2012 for one semester. My preference for sabbatical leave would be Spring Semester 2012, but I leave that to the discretion of the college based on the needs of the college.

- **Contribution to effectiveness of the individual's ability to perform professional responsibilities:** *This sabbatical leave will increase significantly my methodological foundation, which will allow me to provide more depth to classroom lectures and projects that pertain to research methods. Additionally, a more robust methodological foundation will increase research and publication potential.*
- **Value of leave to the college:** *The reputation of the college will benefit from having one more faculty member with an advanced degree among its ranks. The college is likely to benefit, as well, as a result of potential publications that come from the research that is planned. Finally, as noted above, since my methodological foundation will be improved, this enhances the teaching and learning experience, which is of value to the college.*
- **Value of leave to the individual and Impact of leave on the professional stature of applicant:** *This leave will allow me to complete an approved professional development plan culminating in an advanced degree, thus achieving a personal and professional goal. It also allows me a chance to reflect on my teaching and to alter and revise my teaching strategies. Sometimes we truly do need to step out of a process in order to see the process more clearly. Only then can we evaluate with a more objective eye any needed changes and plan accordingly to address those needs more effectively. As for professional stature, completion of this particular professional development plan will enhance my professional stature, as will any potential publications that result from the research.*
- **Value of leave to the students and Impact on teaching and learning:** *I believe we forfeit our legitimacy in the classroom if we are simply talking heads. For instance, I cannot go to my social problems class and speak of the issues involved in homelessness with any sense of legitimacy if I have never researched homelessness or stepped foot into a homeless shelter to offer assistance. We must be a living example of professionalism. We must do outside the classroom what it is we teach about inside the classroom. This requires that we not only act in a way that is respectful and civil while in the classroom, but that we demonstrate the importance of continued professional development and civic mindedness. We must be the epitome of life-long learners and participatory citizens. I believe it is imperative, particularly at the community college level where we have so many non-traditional students, that we demonstrate that it is never too late to reach for and achieve personal, educational and professional goals. Beyond that, as stated above I will be more proficient in research methods, which will benefit the students in the teaching and learning process. Additionally, I will likely to be able to use my own data and research in the classroom to highlight social issues and ways to work to ameliorate them.*

Sabbatical Leave Agreement

"The interest of District 513 shall be protected by a written agreement providing that the faculty member will return to the service of the District and will render at least one year of service upon return from leave. If the faculty member wishes to receive compensation while on leave, the Board may request a bond or written agreement, as appropriate, indemnifying the Board for the total salary paid in the event the faculty member fails to return and render at least one year service in the employ of District 513 following the sabbatical leave.

Faculty members granted sabbatical leave for one semester shall be paid full salary during such leave. Faculty members granted leave for one full year shall be paid one-half salary for the year in which leave is taken. The salary shall be paid in the same manner as if the faculty member were teaching in District 513. The faculty member may accept a fellowship or grant-in-aid in accomplishment of the purpose for which the leave was granted. Time spent on sabbatical leave shall be credited toward salary increment and seniority as time spent in full-time service.

Upon completion of the sabbatical leave and within sixty (60) days of the faculty member's return to duty, he/she shall submit to the President one of the following:

If the leave was for formal study, a transcript of credit and a brief description of the program studied, including a detailed evaluation of the program with respect to its contribution to the leave;

If the leave was for travel, a written report setting forth the teacher's reaction to the travel and a statement of the benefits received."

(Article VII-F of the Collective Bargaining Agreement)

Faculty Member: Merry Matte Date: 1-10-11

Dean: M. J. Sullivan Date: 1/10/11

Sabbatical Leave Request

Recommendation of the Dean

Faculty Member: Ms. Merri Mattison, Sociology

- A. How does the proposal address or fail to address the considerations for approval outlined in the "Application for Sabbatical Leave?"

Ms. Mattison outlines the benefits of her sabbatical leave with special consideration to IVCC, herself and teaching and learning.

Her abstract states that her request is due to a need to finalize the data collection and analysis of a project tied to the completion of her Ph.D.

Ms. Mattison follows the recommended format for requesting a sabbatical in the form of clear, though concise rationale for the following:

- Contribution of the sabbatical leave to the effectiveness of the individual's ability to perform professional responsibilities
- Value of the sabbatical leave to the College
- Value of the sabbatical leave to the individual
- Value of the sabbatical leave to the students
- Impact on teaching and learning
- Impact of proposed leave on the professional stature of the applicant

- B. Comments:

I approve Ms. Mattison's sabbatical request because her application demonstrates the benefit of her leave and subsequent return to the college, herself and the students. Further, I believe that Ms. Mattison's work ethic and history of involvement at IVCC has consistently gone above and beyond the norm. Finally, I feel confident that Ms. Mattison will return to IVCC a stronger and more rounded teacher.

Faculty Member: Merri J. Mattz Date: 1-10-11

Dean: M. J. [Signature] Date: 1/10/11

Sabbatical Leave Request

Recommendation of the President or his/her designee

Faculty Member: Merri Mattison, Sociology

A. Comments: *Per Article VII, paragraph F, line 3, residency required.*

B. Recommend



Does not Recommend



C. Rationale

1. Clearly articulates sabbatical leave's value to College, instructor, and students.
2. Advanced study is recognized by College as having a positive impact on teaching and learning.
3. Residency is required for advanced study. Collective Bargaining Agreement allows for special consideration to be given to instructors needing to meet residency requirement.
4. Ms. Mattison is eligible under Article VII, paragraph F of the Collective Bargaining Agreement.

President (or his/her designee)



Date:

4-1-11

Exelon Property Tax Appeal Resolution

The LaSalle County Board of Review set the equalized assessed valuation (EAV) of the LaSalle Nuclear Power Station at \$525,108,238 for tax year 2010. Exelon Generation Company, LLC, owner of the LaSalle Nuclear Power Station, estimates the EAV of the plant to be \$324,000,000. An independent appraisal authorized by the taxing bodies whose tax levy is affected by the EAV of the LaSalle Nuclear Power Station, set the EAV of the plant at \$720,000,000. Whitt Law LLC has been advising the committee of 11 taxing bodies regarding the LaSalle Nuclear Power Station valuation.

It is anticipated that Exelon Generation Company, LLC will file a complaint with the Property Tax Appeal Board seeking a reduction in the assessed valuation of the plant. If this is the case, the administration recommends intervention in the proceedings with Whitt Law LLC representing the District.

In the event Exelon Generation Company, LLC does not file a complaint, the affected taxing bodies want to file a complaint asking for an increase in the assessed valuation of the plant. The administration recommends filing this complaint with representation by Whitt Law LLC.

The LaSalle County Board of Review published the valuation on March 21, 2011, and any complaint must be filed within 30 days. It only takes one taxing body to file a complaint or intervention. Seneca Township High School and Seneca Community Consolidated School District 170 will more than likely be the first to file the complaint or intervention.

Recommendation:

The administration recommends adoption of the following Resolution authorizing the filing of a complaint to the Property Tax Appeal Board.

ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513

RESOLUTION AUTHORIZING APPEAL TO THE
STATE OF ILLINOIS PROPERTY TAX APPEAL BOARD

WHEREAS, the LaSalle County Board of Review has heretofore set the assessment for the LaSalle Nuclear Power Station for the year 2010 at \$525,108,238; Permanent Index Number 29-17-202-000 at \$262,554,119 and Permanent Index Number 29-17-403-000 at \$262,554,119; and

WHEREAS, 35 ILCS 200/16-160 provides "any taxing body that has an interest in the decision of the board of review or board of appeals on an assessment made by any local assessment officer, may, (i) in counties with less than 3,000,000 inhabitants within 30 days after the date of written notice of the decision of the board of review or (ii) in assessment year 1999 and thereafter in counties with 3,000,000 or more inhabitants within 30 days after the date of the board of review notice or within 30 days after the date that the board of review transmits to the county assessor pursuant to Section 16-125 its final action on the township in which the property is located, whichever is later, appeal the decision to the Property Tax Appeal Board for review"; and

WHEREAS, Notices of Final Decision for Permanent Index Numbers 29-17-202-000 and 29-17-403-000 were issued by the LaSalle County Board of Review on March 21, 2011; and

WHEREAS, the above-captioned parcels are within the corporate boundaries of Illinois Valley Community College District No. 513 and said Community College District derives revenues therefrom; and

WHEREAS, Illinois Valley Community College District No. 513 finds and determines that it is in the District's best interests to have the above referenced assessment reviewed by the State of Illinois Property Tax Appeal Board for the year 2010.

NOW, THEREFORE, BE IT RESOLVED by Illinois Valley Community College District No. 513, LaSalle County, Illinois, as follows:

SECTION ONE: That the Preambles to this Resolution are hereby incorporated in this Section One as if fully set forth and restated herein *verbatim*.

SECTION TWO: That Illinois Valley Community College District No. 513 hereby authorizes and directs its attorneys, Whitt Law LLC, to file an appeal with the State of Illinois Property Tax Appeal Board for the said parcels for the year 2010 and authorizes Whitt Law LLC to represent the District before the State of Illinois Property Tax Appeal Board in said proceedings.

SECTION THREE: That this Resolution shall be in full force and effect forthwith upon and after its adoption.

ADOPTED this 19th day of April, 2011.

Ayes _____

Nays _____

Absent _____

BY: _____

Its President

ATTEST:

Its Secretary

STATE OF ILLINOIS)
) SS.
COUNTY OF LASALLE)

CERTIFICATION OF MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Illinois Valley Community College District No. 513, LaSalle County, Illinois (the "Board"), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 19th day of April, 2011, insofar as same relates to the adoption of a resolution entitled:

**RESOLUTION AUTHORIZING APPEAL TO THE
STATE OF ILLINOIS PROPERTY TAX APPEAL BOARD**

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said resolution, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the applicable Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 19th day of April, 2011.

Secretary

PHS Project - Aluminum Wire Replacement and Branch Panels in Buildings D & E

The administration placed a high priority on the following potential PHS projects in fiscal year 2006:

- Replace aluminum wire feeders in Buildings A, B, D, and E and replace static ground with a wire ground
- Replace electrical panels in Buildings B, D, and E
- Replace transformers in Buildings D, E, F, and G
- Replace aluminum wire feeders, static ground with a wire ground, and electrical panels in Building G

The estimated cost was in excess of \$5,000,000. The projects were broken down into small projects and have all been completed except the replacement of the aluminum wire and electrical panels in Buildings D and E.

The slow economy has led to recent projects being completed significantly under budget creating excess Protection, Health and Safety (PHS) funds:

	<u>Budget</u>	<u>Actual</u>	<u>Excess</u>
Biology Lab Renovation	\$1,082,500	\$985,180	\$97,320
Bldg G – Replace Wire, Panels, Transformers	682,920	386,779	296,141
Bldg G – Exterior Door Replacement	180,200	78,350	101,850
Security Surveillance Improvements	96,500	81,600	14,900
Restroom Modifications – Phase I	906,289	692,766	213,523

The excess \$723,734 from these five projects should more than cover the \$631,997 needed for the aluminum wire replacement and branch panels in Buildings D and E.

Recommendation:

The administration recommends approval to submit PHS Project – Aluminum Wire Replacement and Branch Panels in Buildings D & E to the Illinois Community College Board for funding from surplus Protection, Health, and Safety funds.

(Revised 11/3/99)

CAPITAL PROJECT APPLICATION FORM
(One Application Form per Project)

District/College and District # 513 Illinois Valley Community College

Contact Person Cheryl Roelfsema Phone # 815-224-0419

Project Title Replace Aluminum Feeder Wire and Branch Panels at Buildings D & E

Project Budget \$631,997.00 () check here if the proposed project is to be financed with a combination of local,

State, federal, foundation gifts, etc., and disclose on funding attachment 2. Date March 11, 2011

Application Type (check the appropriate application type and follow instructions):

- Locally Funded New Construction--complete/submit Sections I, II, and II.
- Locally Funded Remodeling--complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling--complete/submit Sections I, II and III.
- Protection, Health and Safety--complete/submit Section I and Attachment PHS.
- Capital Renewal Project--complete/submit Section I and Architect Recommendation form.
- ADA Project-complete/submit Section I, Attachment ADA, and Architect Recommendation form.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes No

If no, please update your District's Site and Construction Master Plan and submit to ICCB. Anticipated date of completion

- B. Submit the new square footage allocation. (*Use Square Footage Summary Attachment*).

- C. Has the site been determined professionally to be suitable for construction purposes? Yes No

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.) _____

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

Buildings D & E were constructed in the late 70's. Aluminum wire was used for electrical wire feeders. The branch panels were installed using the breakers as light switches for corridor lighting. A ground wire was not installed to the branch panels. Instead, the electrical conduit was used as the ground.

The aluminum wire is a safety issue. The expansion and contraction of the aluminum when electrical loads are applied and shut-off cause the wire connections to loosen. These require constant maintenance and if not caught could cause a fire. The branch panels are worn out due to age and use as switches. The conduit system, due to age and modification, is no longer a reliable ground. The electrical system must have a reliable ground. The lighting of the corridor should be changed to proper lighting controls. The College would like to correct this situation in order to prevent the possibility of a fire due to the aluminum wire connection and the possibility of electrical shock due to lack of a ground system.

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

The project would consist of the following work at Buildings D & E:

- Replacing the aluminum feeder wire to the branch electrical panels with copper wire; since copper wire would be smaller diameter, there should be sufficient space in the existing conduit to install a new ground wire;
- Replacing the branch electrical panels;
- Installing corridor lighting controls adjacent to the electrical panels.

Cost Estimate

Replace aluminum feeders & add static ground:	\$ 411,290
Replace branch electric panels:	<u>\$ 72,580</u>
Sub-Total:	\$ 483,870
G.C. & Overhead & Profit (8-½%):	<u>41,129</u>
	\$ 524,999
Contingency (10%):	<u>52,499</u>
	\$ 577,498
A/E Fees:	<u>52,499</u>
	\$ 629,997
Reimbursable printing cost:	<u>2,000</u>
	\$ 631,997

**Attachment #1
Project Budget**

Check One:

- New Construction
- Remodeling

Project Name

Budget Amounts

New Construction

Remodeling

Land
 Site Development
 Construction (including Fixed Equipment)
 Mechanical
 Electrical
 General Conditions
 Contingency (10%)
 A/E Professional Fees

N/A
N/A

Total

Protection, Health, and Safety Project Name

Replace Aluminum Feeder Wire and Branch Panels at Buildings D & E

Budget Amounts

Project Costs	\$524,999
Contingency	52,499
A/E Professional Fees	52,499
Reimbursable Bid Cost	<u>2,000</u>
Total	\$631,997

75

(Revised 11/3/99)

Attachment #2
Funding Source

District/College Name **District 513 Illinois Valley Community College**
Project Name **Replace Aluminum Feeder Wire and Branch Panels at Buildings D & E**

Check the source(s) of funds:

Available fund balance (including excess funds from previously approved protection, health, and safety projects)	<input checked="" type="checkbox"/>	Fund name (s): Funds from previously approved Protection, Health and Life Safety Projects
Bond Proceeds (including protection, health, and safety bonds)		Type of bond issuance (s):
Protection, Health, and Safety Tax Levy (ILCS 805/3-20.3.01)		Tax rate/fiscal year:
Contract for Deed (ILCS 805/3-36)		Term of Contract for Deed in months:
Lending Arrangement with a Financial Institution (ILCS 805/3-37)		Term of Lending Arrangements in months:
Lease Agreement (ILCS 805/3-38)		Term of Lease in months:
Capital Renewal Funding		Proposed Fiscal Year Source(s):
ADA Access for All Funding		Proposed Fiscal Year Source(s):

Protection, Health, and Safety Signature/Certification Page

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)

Structural Integrity Certification (see attachment, if applicable)

Budget Certification (see attachment, always required)

X

Feasibility Study Identifying Need of the Project

Other Documentation which May Support the Justification of this Project

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Illinois Valley Community College Board of Trustees

Date: _____

Signed: _____, Chairperson

_____, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

**Paul R. Basalay
Basalay, Cary, and Alstadt Architects, Ltd.
620 W. LaFayette Street
Ottawa, IL 61350**

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

Architect/Engineer's Signature

March 11, 2011

Date

Illinois Registration or License Number

184-002170 (Firm)
001-008714 (Paul R. Basalay)

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Approval of New Advanced Renewable Wind Energy Technician Certificate

In February of 2009, IVCC held its first meeting with local wind energy employers to discuss workforce needs. In the fall of 2010 the ICCB approved IVCC's Basic Renewable Wind Energy Technician Certificate program. The first courses were offered during the fall of 2010 and both dedicated "wind" sections filled with 20 students. It is projected that 14 of those students will successfully complete the Basic Renewable Wind Energy Technician Certificate this summer.

Follow-up meetings have continued with representatives from local wind parks/farms and new representatives from Suzlon, GE Wind Energy, Horizon Wind, and Patten Industries have now joined the Wind Energy Advisory Committee. Based on their additional input Jim Gibson has continued to work on expanding the curriculum to meet the employer's needs for advanced skills. On March 15, 2011 the Committee reviewed a proposed advanced certificate outline and the representatives recommended that IVCC move forward with the program approval process.

The College has received a National Science Foundation grant and a Small Business Administration FY2010 Congressional Earmark grant to help fund the purchase of training equipment and the development of additional curriculum. The College is continuing to seek out additional grant funding sources. Some FY 12 Perkins funding will be used for equipment purchases.

The IVCC Curriculum Committee approved the attached Advanced Renewable Wind Energy Technician Certificate program on April 4, 2011. The IVCC Curriculum Committee is recommending that the Board of Trustees approve this new certificate.

Recommendation:

Approve the Advanced Renewable Energy Technician Certificate as presented.



New Certificate Proposal for Fall 2011 Implementation

Advanced Renewable Wind Energy Technician Certificate		
Fall Semester		
IMT 1200	Equipment Maintenance	3
ELT 1204	AC/DC Theory & Circuit Analysis	5
ELT 2205	Prototype Design and Fabrication	2
ALH 1221	Industrial First Aid	1
WND 1210	OSHA & Wind Turbine Safety	2
WND 1200	Wind Energy Concepts	3
	Fall Semester Total	16
Spring Semester		
CSP 1210	Basic Computer Skills for the Workplace	1
ELE 1204	Programmable Logic Controllers I	3
IMT 1205	Industrial Hydraulics	3
ELE 1202	Motors and Control I	2.5
IMT 1220	Rigging Systems	3
WND 2200	Wind Turbine Control, Operation & Maintenance	4
	Spring Semester Total	16.5
Summer Semester		
WND 2222	Wind Energy Tech Internship	3
	Summer Semester Total	3
Fall Semester		
ELE 1203	Motor and Controls II	2.5
ELE 1205	Programmable Logic Controllers II	3
ELE 2204**	Power Generation and Distribution	3
ELT 1200	Beginning Industrial Electronics	2.5
ELT 2210**	HMI, SCADA, and Fiber Optics	3
EMS 2200	First Responder	3
	Total Fall Semester	17
TOTAL Credit Hours:		52.5

**New courses developed specifically for the Advanced Renewable Wind Energy Certificate

Results from Request for Proposal – Employee Medical, Rx, Dental, and Vision Insurance

With the assistance of J.W. Terrill, IVCC requested proposals for our employee medical, prescription, dental, and vision plans.

J.W. Terrill summarized the health proposals and presented the results to the College's Health Insurance Committee. The committee, which is comprised of members from faculty, staff, and administration, selected two finalists – Healthscope and Blue Cross/Blue Shield, in addition to IVCC's current plan with the Community College Insurance Consortium (CCIC). The committee, consultants, President, and a Board of Trustees' member interviewed the two finalists. During this process, it was discovered that other health provider networks, such as Healthlink, could provide substantial savings to the College and its employees.

In their analysis, J.W. Terrill determined that the College has benefited by being part of CCIC by pooling costs and leveraging a greater number of participants to obtain better stop-loss pricing. The current third party administrator, Benefit Administrative Systems, LLC (BAS) is able to contract with the Healthlink network. The final recommendation is to continue with CCIC, with a change the provider network to Healthlink with a Multiplan Wrap. In order to minimize the disruption to IVCC employees, it is necessary to add the Multiplan Wrap, which includes providers not in the Healthlink network. The recommendation also includes:

- Reviewing Pharmacy Benefit Management options with BAS, and
- Reviewing consulting options

Recommendation:

The administration requests authorization to continue the College's health insurance contract with CCIC, with a change of provider networks to Healthlink with a Multiplan Wrap.

ILLINOIS VALLEY COMMUNITY COLLEGE

Other Considerations and Recommendation

Advantages to Remaining with CCIC:

- Claims experience much more predictable
- Generally, poor experience offset with good experience
- Greater buying power/leverage
- Limited disruption to plan members and administration

Disadvantages to Remaining with CCIC:

- Less control of your own benefits
- Limited benefits consultation

Recommendation:

J.W. Terrill recommends that IVCC renew with CCIC based on the following contingencies:

- BAS/CCIC determine the best managed care network(s) available to IVCC and implement the new network(s) effective July 1, 2011. (Currently this appears to be a combination of the HealthLink and MultiPlan networks.)
- BAS/CCIC agree to review PBM options during the course of the next plan year.
- Either CCIC agree to conduct a comprehensive review of consulting options available or IVCC consider conducting a review of its own

J.W.TERRILL

IVCC has benefitted from this exercise in the following ways:

- IVCC has identified nearly \$600,000 in savings by replacing existing managed care networks
- IVCC has had an opportunity to learn about options and programs that are available from other qualified vendors for the College's individual use at some point in the future or as options to existing vendors with CCIC
- IVCC's Administration Team knows with certainty that its benefits program is as cost effective and competitive as possible

J.W. Terrill very much appreciated the opportunity to help IVCC with this project.

Request for Proposals - Security Services

With the retirement of IVCC's Director of Safety Services on May 31, 2011 and the vacancy in a full-time position that occurred with the passing of another officer, this seems like an opportune time to explore options for security services on campus. Of 35 Illinois community colleges surveyed, nine outsource security and 25 have sworn (armed) officers.

The administration has prepared a Request for Proposals (RFP) for security services on campus. The RFP asks for proposals for both armed, unarmed, and a combination of armed and unarmed officers. This RFP will be presented at the April 19 Board of Trustees' meeting with the results from the RFP possibly presented at the May 17 Board of Trustees' meeting. A tentative start date could be July 1, 2011.

Recommendation:

The administration recommends approval to solicit requests for proposals for security services.

ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT No. 513
815 North Orlando Smith Road
Oglesby, Illinois 61348

Request for Proposals for Security Services

April 20, 2011

Illinois Valley Community College (IVCC) is issuing this Request for Proposal (RFP) to contract for security services. IVCC is located in Oglesby, Illinois, near the intersection of I-80 and I-39.

INSTRUCTIONS TO VENDORS

SUBMISSION OF PROPOSALS

Proposals (6 copies) must be returned to Purchasing Department, Room C-343, by 2:00 p.m. on Monday, May 2, 2011. At that time proposals will be publicly opened and read aloud in Room C-316, Illinois Valley Community College. Proposals received after this time will not be accepted and will be returned to you unopened. **Faxed proposals will not be considered for award. Proposals should not exceed 100 pages.**

Electronic proposal submissions shall be considered a sealed document if they are received at the purchasing office by the time and date set herein for receipt of proposals. The vendor assumes the risk of premature disclosure due to submission in an unsealed form. Electronic proposals must be e-mailed to purchasing@ivcc.edu with the subject **PROPOSAL: Security Services PR11-P05**

A Pre-Conference Meeting will be held in Room C-316 on Monday, April 25, 2011 at 1:00 pm. A tour of the College will occur at that time.

Vendors are advised to read this entire RFP before preparing and submitting a proposal. Proposals that do not follow the RFP format do not include all the minimum requirements specified, including the required documentation, or are not submitted by the due date and time shall not be considered.

W-9 FORM:

Complete the W-9 Form enclosed and return with your proposal.

TAX EXEMPTION:

Illinois Valley Community College is exempt from Federal, State, and Municipal taxes.

SIGNATURE ON PROPOSALS:

Illinois Valley Community College District No. 513, requires the signature on proposal documents to be that of an authorized representative of said Vendor with authority to bind the Vendor contractually with respect to this RFP. Each vendor, by making a proposal, represents that the proposal documents have been read and understands that the proposal documents and instructions to vendors are a part of the specifications.

PROPOSAL PROCEDURES:

No proposal shall be modified, withdrawn, or canceled for sixty (60) days after the proposal opening date without the consent of the College Board of Trustees.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such case, a written addendum describing the change or correction will be issued by the College to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least five (5) days prior to the date established for receipt of proposals.

Each vendor shall carefully examine all proposal documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find

discrepancies or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to the proposal due date, notify the Purchasing Director who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing.

ACKNOWLEDGEMENT OF ADDENDA:

Signature of Vendor official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA MAY RESULT IN DISQUALIFICATION OF YOUR PROPOSAL.

Vendors who obtain a copy of the proposal from our website are responsible for checking back on the site for any addenda issued.

REJECTION OF PROPOSALS:

The Vendor acknowledges the right of the College Board to reject any or all proposals and to waive informality or irregularity in any proposal received and to award the proposal considered being in the best interests of the College. The vendor recognizes the right of the College Board to reject a proposal if the proposal is in any way incomplete or irregular. The College Board may also award, at its discretion, only certain items. The College Board also reserves the right to reject the proposal of a vendor who has previously failed to perform properly or complete on time contracts of a similar nature or a proposal of a vendor when investigation shows that a vendor is not in a position to supply the service needed.

The successful Vendor shall not proceed on this proposal until it receives a Purchase Order from the College. Failure to comply is the risk of the vendor.

CERTIFICATION FORM:

Vendors must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Rights Act dealing with Sexual Harassment. The signed Certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

EQUAL OPPORTUNITY EMPLOYMENT:

The College is committed to a policy of non-discrimination in the admission, employment, education programs, and activities it operates, on the basis of: race, sex, color, ethnicity, national origin, age, disability, ancestry, marital status, military status, sexual orientation or any other protected criteria recognized by state or federal law . Inquiries should be addressed to the Director of Human Resources.

INDEMNIFICATION AND HOLD HARMLESS:

The Vendor shall agree to save and hold harmless the Illinois Valley Community College District No. 513, the members of the Board of Trustees, its agents and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suit, arising or growing out of the performance of, or failure to perform its contract.

LAWS TO BE OBSERVED

The Vendor shall observe, perform and comply with or require compliance of all federal, state and local laws, ordinances, rules, and regulations and amendments thereto which in any manner may affect the operation of College facilities and the Vendor's activities undertaken pursuant to this agreement, including unemployment insurance, workers' compensation, and other taxes, health examinations, permits, and licenses.

CONTACT

All questions about this Request for Proposals are to be directed to Laurie Pittman, Interim Director of Purchasing, at the following address, e-mail, and telephone. Please do not contact other employees of the College regarding this project or the review process.

Laurie Pittman, Interim Director of Purchasing
ILLINOIS VALLEY COMMUNITY COLLEGE
815 North Orlando Smith Road
Oglesby, IL 61348

E-mail: laurie_pittman@ivcc.edu

Telephone: (815) 224-0417

INFORMATION PERTAINING TO OUR PROPOSALS CAN BE FOUND AT THE FOLLOWING WEBSITE:

www.ivcc.edu/purchasing

OVERVIEW

Illinois Valley Community College, hereafter called the College, was formed in 1924 and moved into its permanent campus in 1972. Located on 413 acres, the College consists of five inter-connected main buildings each with three floors, a gymnasium/fitness center with two floors, and six buildings on the east side of the campus. A proposed construction project would add an approximate 80,000 sq. ft. building with two floors and include demolition of the buildings on the east side of the campus and replacement with two new buildings, each single story. The College has maintained its own security staff in the past.

SCOPE OF WORK

Critical concerns are the disruption of College operations, a prominent security presence in the common and high traffic areas of the College facilities, illegal entering of campus facilities and vehicles, harassment of personnel and students/clients, the deterrence of unauthorized persons from premises (i.e. solicitation, etc.) Uniformed security officer(s) will be on site, 24 hours a day, seven days a week, 365 days per year providing service to the College and grounds. The successful Security Services Provider will always keep the building staffed unless directed differently by College personnel. College "post orders" are in place for direction and guidance on patrolling the campus and the handling of campus emergencies. Security officers may be requested to act as couriers or messengers.

GENERAL REQUIREMENTS

The Vendor shall provide the College with a uniformed security officer 24 hours a day, seven days a week which is 168 basic service hours weekly. In addition to these hours, the College requests an additional person from 7:00 AM to 11:00 PM Monday – Thursday and 7:00 AM to 5:00 PM on Friday. The College also requests a site lead person (supervisor) work Monday – Friday during the daytime hours to coordinate duties and responsibilities of the officers as well as to conduct staff scheduling, approve and forward incident reports and assist with general campus security patrol duties. Note: The College desires to transition to armed security, a trend among community colleges, thus, the College would like proposals to include the following options:

- Unarmed security officers
- Armed sworn officers
- A combination of unarmed security officers and armed sworn officers

The College may request additional officers at any time; it is expected that the successful Security Services Provider can supply additional personnel at regular rates with reasonable notice and at overtime rates (1-1/2 times normal rates) without notice. Reasonable notice would be considered a minimum of one-week for additional coverage and would be given in writing.

The initial term of the Agreement will be from July 1, 2011 through June 30, 2014 with automatic renewal of one year unless notice of termination is given 90 days prior to the end of the term

Responsibilities shall include but not be limited to the following:

- Open and lock buildings; turn lights on or off as required and insure that doors and gates are properly locked or unlocked;
- Check all exterior doors and monitor premises on site;
- Patrol building and premises watching for fires, prowlers, or danger of loss or damage to property;
- Completion of daily activity and incident reports;
- Display initiative to help other people by being courteous, attentive, and patient while at the same time using tact, discretion, and impartiality;
- Remain courteous under stress regardless of the situation being confronted;
- Monitor HVAC, boilers, and associated equipment and report any problems;
- Courier daily bank deposits;
- Raise and lower College flags daily or as required;
- Issue parking violations and assist with traffic incidents;
- Provide dead battery assistance to students, staff, and visitors;
- Provide escort service from the campus facility to parked vehicles as requested;
- Respond to incident situations that may arise on campus;

- Respond to medical emergencies with basic first aid services as needed
- Check campus cars in and out.

ADDITIONAL SERVICES TO BE COVERED UNDER THE PROPOSAL

As part of the contract, the security Vendor will facilitate in conjunction with the College a campus threat and vulnerability analysis with annual updates. The analysis is intended to strengthen the College's security program. The College would require participation by the site supervisor in monthly operations committee meetings and quarterly safety committee meetings. The College would also require the security Vendor to help facilitate fire and tornado drills on an annual basis, if not more frequently.

As part of the contract, the security Vendor will review the College's "post-order" document for professional input and improvement recommendations based on their experience and knowledge of other college campus operations and security programs.

Additionally, the College would welcome proposals for special assignments; these may also be a factor in the award.

The Vendor shall provide uniforms at their cost that are neat and clean in appearance and clearly recognized and designed as that of a security officer.

The Vendor will provide security officers that are capable of being trained in basic life-saving procedures such as basic first aid, CPR, and use of AEDs, asset protection and maintenance of the peace; the ability to defend themselves and others through less-than-lethal means. Other types of defensive devices *may be* utilized, if approved by the College, if the officers have received the appropriate documented training in the use of such devices, i.e., pepper spray. Security officers must be able to be trained or have a basic understanding of the Family Educational Rights and Privacy Act (FERPA) and must maintain confidentiality at all times. Security officers shall have or be able to learn how to comply with requirements of the Crime Awareness and Campus Security Act of 1990, also known as the Clery Act. In addition, the Vendor will provide security officers that are in compliance with the Campus Security Enhancement Act of 2008 and the Public Community College Act.

The Vendor will provide security officers that are or can be trained in the basic awareness level training of hazardous materials, blood borne pathogens, and the use of personal protective equipment as well as the use of electronic communication equipment.

Security officers must be able to monitor operating systems such as fire-suppressing sprinkler systems, steam line valves and HVAC equipment. They must be alert to any leaks or other maintenance issues with the campus and report them to the proper authorities.

The Vendor will ensure that all security officers have a Permanent Employee Registration Card (PERC) and have attended 20 hours of security training and the annual 8-hour refresher training, if appropriate, as required by the Campus Security Enhancement Act of 2008. The Vendor will arrange for a criminal background check including a fingerprint check on each employee before access to the campus is allowed. Any employee found by the Vendor to have a criminal record of any kind shall submit that record to the College for review to determine if the arrest or record is determined to be not in the best interests of the College. By state law, security officers must be at least 21-years old. Security officers must have received training on the proper deployment and use of force of weapons authorized for use by that security officer. If a security officer is enrolled or plans to enroll in classes at the College, this must be disclosed and approved in writing by the College.

The Vendor will be responsible for providing supplemental officers in a reasonable time frame in the event someone calls in unable to perform his/her duties. If any security staff fails to report to work at the appointed time, the Vendor shall be liable for any proven losses suffered. In the case of special events held at or by the College, such as athletic events, and with seven days prior notice, the Vendor will provide supplemental security officers as needed and/or agreed upon by the College and the Vendor.

The Vendor must remove immediately any employee that violates any criminal laws, ordinances or rules of the College (other than minor traffic offenses). The Vendor shall enforce strict discipline and good order among its

employees and shall discharge from future work under this contract any employee found by the College to be unfit to perform his/her duties.

The Vendor shall provide officers with good communication skills, both verbal and non-verbal communication. Good writing skills are necessary; officers must be able to read, write, and complete incident reports in a factual, logical order, and in a timely manner.

The Vendor shall be insured and bonded. Workers' Compensation Insurance shall be provided for all employees. Public Liability, including Personal Injury Liability, on a comprehensive basis shall be provided in an amount no less than \$2,000,000 combined single limit per occurrence for bodily injury and property damage; and Automobile Liability Insurance covering all owned, non-owned, and hired vehicles used in connection with the work in an amount not less than \$2,000,000 combined single limit per occurrence for bodily injury and property damage; and an Umbrella Policy covering up to \$5,000,000.

The Vendor shall be deemed to be an independent Vendor and shall be responsible for negligence of its employees / agents.

The Vendor agrees that the resulting contract may not be assigned, transferred, or conveyed, or the work subcontracted without prior consent of the College.

The Vendor must agree that conditions stated on this proposal will serve as a contract for providing officer services. Further, they must agree to allow a 90 day "No Fault" cancellation by written notice from either party. Also, they must agree that the College may cancel immediately if services are deemed "unsatisfactory" by both the Vice President for Business Services and Finance and the President.

The College desires to have a good working relationship with the Vendor; however, the College must also maintain a first class facility to fulfill its mission. Therefore, it will be understood by the Vendor that if both the Vice President for Business Services and Finance and the President decide the services are "NOT TO THE LEVEL EXPECTED BY THE COLLEGE," written notice of a probation period of 30 calendar days will be issued. This period will commence on the day the notice is issued. If the Vendor is not able to correct the deficiencies listed by the end of the 30-day period, then the Vendor will be assessed a five percent penalty (of their monthly payment) on that previous 30-day period. This penalty will continue each month thereafter until the conditions are corrected or the contract is cancelled.

Competency and responsibility of all Vendors shall be taken into consideration in the award of the contract for this work. Prior experience and performance history in providing security services to community colleges or other similar educational institutions will also be considered and is preferred. All Vendors shall supply to the College a listing of five current contracts pertaining to similar security services being provided in Illinois.

The College prefers references from within 90 miles of the LaSalle-Peru-Oglesby area that have been in existence for one year or more. These references must be current, the bidder must have permission to use the contact's business as a reference for this proposal, and the reference must welcome contact from College personnel.

Please return these references with your proposal.

PROPOSAL ITEMS

The College will compare a system that is “cost-plus” with a “lump sum” proposal as long as additional services are itemized.

This is a full service contract. Full service shall mean that the Vendor’s proposal price includes, but is not necessarily limited to: all labor, all material and equipment cost, all administrative costs, all reporting costs, all overhead costs, and travel costs. It shall also include any ancillary fees and costs including permits, licenses, and insurance.

Cost-Plus

For example, if you choose to propose a “cost-plus” system then you would enter a “billing rate” based on the hourly pay rate plus your overhead. Overtime would be 1-1/2 times the hourly rate plus your overhead; holidays would be two times the hourly rate plus your overhead.

The following example would be for an hourly rate of \$9.00 per hour and overhead at ten percent:

<u>LEVEL</u>	<u>BASE</u>	<u>BILLING RATE</u>	<u>OT (1-1/2) RATE</u>	<u>HOLIDAY (2) RATE</u>
Level I	\$9.00	\$9.90	\$14.85	\$19.80

The Vendor will determine the pay rate of each employee. The hourly rate may be adjusted on an annual basis, if mutually agreed by the College and the Security Services Provider.

The following days will be considered holidays under the “cost-plus” system, and employees will receive double their normal rates: January 1, Memorial Day, July 4, Labor Day, Thanksgiving, and December 25. The Vendor shall provide one (1) security officer per shift on other College scheduled holidays to be provided by the College in advance.

Lump Sum

July 1, 2011 – June 30, 2012

Monthly Cost for 2011-2012 year \$ _____ per month.

(Please see page 3 under General Requirements for base hours.)

Additional regular hours during the 2011-2012 year at \$ _____ per hour.

Additional overtime hours during the 2011 -2012 year at \$ _____ per hour.

July 1, 2012 – June 30, 2013

Monthly Cost for 2012-2013 year \$ _____ per month.

(Please see page 3 under General Requirements for base hours.)

Additional regular hours during the 2012-2013 year at \$ _____ per hour.

Additional overtime hours during the 2012 -2013 year at \$ _____ per hour.

July 1, 2013 – June 30, 2014

Monthly Cost for 2013-2014 year \$ _____ per month.

(Please see page 3 under General Requirements for base hours.)

Additional regular hours during the 2013-2014 year at \$ _____ per hour.

Additional overtime hours during the 2013 -2014 year at \$ _____ per hour.

AWARD OF BID

The successful Vendor will be determined after an evaluation of all the proposals based on the following:

Criteria	Possible Points	Actual Points
Years of Experience	12	_____
Local Support	10	_____
Staff Expertise	15	_____
Training Programs	10	_____
Man-Hours Proposed	10	_____
Client References	15	_____
Employee Turnover Rate	12	_____
Capability to Mobilize Forces	12	_____
Special Assignments	4	_____

It should be understood that any ADDITIONAL INFORMATION that a Vendor may be able to provide to enhance their proposal, such as, a business resume, training procedures for employees, methods used to Vendor to minimize employee turnover, and similar items should be included. Proposals should not exceed 100 pages.

Interviews may be conducted with the finalists from May 3-6, 2011. Vendors will have 30 minutes to highlight strengths of their proposal.

It is anticipated that the College Board of Trustees may approve a proposal at the May 17, 2011 meeting with the successful Vendor assuming the Security operations on the evening of June 30, 2011 (which will be considered July 1, the starting date of this agreement).

VENDOR REFERENCES (MINIMUM OF 5)

The Vendor must list at least five clients and authorize Illinois Valley Community College to contract them as references.

Client Name: _____

Person to Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Description of services provided: _____

Length/Years of service provided for this client: _____

Man-Hours provided to this client weekly: _____

Square Footage of this client's building(s) that you secure: _____

Do you have total responsibility for all security for this client? Yes _____ No _____

If No, please indicate your specific areas of responsibilities: _____

Do you provide any other services/sales to this client? Yes _____ No _____

If Yes, please define _____

Please list any other pertinent information about this client: _____

CERTIFICATION FORM

To: Illinois Valley Community College
815 North Orlando Smith Road
Oglesby, IL 61348

Pertaining to the RFP titled "Request for Proposals for Security Services," I/We, as the Applicant, certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the "Criminal Code of 1961."

I/We also do hereby certify that I/we have a written sexual harassment policy in place in full compliance with Section 2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

Submitted by:

Vendor Name

Address

City, State, Zip Code

Telephone/Fax

Authorized Signature

Typed or Printed Signature and Title

Discontinuation of Educational Programming at Sheridan Correctional Center

At the March 15, 2011 meeting of the Board of Trustees, the administration announced its recommendation for nonrenewal of the contract with the Illinois Department of Corrections (IDOC) which results in IVCC providing educational services at the Sheridan Correctional Center. Although College employees assigned to work at the correctional center have been loyal, especially to the inmates they serve, the administration believes it no longer makes good business sense to continue trying to work with the Illinois Department of Corrections (IDOC) given the State of Illinois' financial situation.

Recommendation:

Authorize the administration to not renew the contract with Illinois Department of Corrections for educational programs at the Sheridan Correctional Center, and terminate the employment of:

**Harry Bell, Jr.
Jerry Christensen
Suzanne Porter
Keith Stevenson**

**Margaret Blair
Mary Neps
Janice Sharp
Steve Swett**

Resolution to Withdraw from the Bureau/Putnam Area Enterprise Zone

In June 2006 the IVCC Board was asked to participate in the Bureau/Putnam Area Enterprise Zone. The Board of Trustees agreed to participate with restrictions. The restrictions were not followed.

Recommendation:

The administration recommends the Board withdraw from participation in the Bureau/Putnam Enterprise Zone, effective immediately.

**RESOLUTION OF THE BOARD OF TRUSTEES
OF ILLINOIS VALLEY COMMUNITY COLLEGE
AMENDING INVOLVEMENT IN THE
BUREAU/PUTNAM AREA ENTERPRISE ZONE**

WHEREAS, the Cities of Princeton and Spring Valley and the Village of Ladd along with the Counties of Bureau and Putnam and the Villages of Hennepin, Mark and Granville, were awarded an enterprise zone, known as the Bureau/Putnam Area Enterprise Zone, hereinafter "Enterprise Zone," with all rights, duties and responsibilities specified in the Illinois Enterprise Zone Act (20 ILCS 655/1 et seq.) from the Illinois Department of Commerce and Community Affairs (now the Illinois Department of Commerce and Economic Opportunity) on June 30, 1987; and

WHEREAS, Illinois Valley Community College, hereinafter the "College District," has previously passed a Resolution authorizing and directing the County Clerks of Bureau County, Illinois and Putnam County, Illinois, to abate ad valorem taxes imposed upon real property located within the College District, which lies within the Enterprise Zone as from time to time certified by the State of Illinois, and upon which new improvements have been constructed or upon which existing improvements have been renovated or rehabilitated, subject to various conditions; and

WHEREAS, this Board of Trustees has determined that it is in the best interests of the College District to not continue to extend real estate tax abatements to any future Enterprise Zone applicants as with regard to additional improvements or expansion, renovations or rehabilitation of existing applicant projects within the Enterprise Zone.

WHEREAS, Section 3-30 of the Public Community College Act (110 ILCS 805/3-30) provides that the Board of Trustees may exercise any and all powers, “not inconsistent with the Act, that may be requisite or proper for the maintenance, operation and development of the college under the jurisdiction of the board;” and

WHEREAS, Section 18-170 of the Property Tax Code (35 ILCS 200/18-170) provides that any taxing district, upon a majority vote of its governing authority, may order the county clerk to abate or discontinue abatement on any portion of its taxes on property, or any class thereof, located within an Enterprise Zone created under the Illinois Enterprise Zone Act; and

WHEREAS, the College District wishes to discontinue its abatement of its taxes on property within the Enterprise Zone, to the maximum extent allowed by law.

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board of Trustees of Illinois Valley Community College District No. 513 as follows:

1. The foregoing recitals are incorporated herein by reference.
2. That this Board of Trustees hereby finds, determines and declares that this taxing body will not grant tax abatements to any new parties seeking tax abatement or with regard to new projects of existing parties enjoying tax abatements, concerning either new improvements that may be constructed or the expansion, renovation or rehabilitation of existing improvements within the Bureau/Putnam Area Enterprise Zone, from this day forward.

3. That the College District will continue to grant tax abatements only with regard to those improvements currently properly receiving tax abatement as of the date of adoption of this Resolution.

4. That as of the date of adoption of this Resolution, this College District will not grant tax abatements to any taxpayers who apply for Enterprise Zone benefits with the local Enterprise Zone Administrator, currently the North Central Illinois Council of Governments, on or after the date of adoption of this Resolution.

5. That the Chairman and Secretary of the Board are hereby empowered and directed to execute any documents necessary to effectuate the intent of this Resolution.

6. That this Resolution shall be in full force and effect immediately from and after its adoption.

ADOPTED: This ____ day of April, 2011, upon the motion of

_____, seconded by _____.

YES: _____

NO: _____

ABSENT: _____

Chairman, Board of Trustees

Attest:

Secretary, Board of Trustees

Board Policy Section 4 (second of two readings)

The IVCC Board Planning Committee met on Wednesday, February 23, 2011 to discuss revisions made to Section 4 of the Board Policy Manual. Deletions were indicated by strikethroughs and additions by italics; the section was presented to the Board in March for a first reading. A few minor changes were made after the March Board meeting and are highlighted in red. If there are no questions or concerns, Section 4 is recommended for approval at this time.

Recommendation:

The administration recommends the approval of Board Policy Section 4, as presented.

4.	Business Services		
4.1	Budget	123	102
4.2	College Revenues		
	4.2.1 Tax Levy	125	104
	4.2.2 Federal and State Funds	126	105
	4.2.3 Funds from Private Sources	127	106
	4.2.4 Institutional Advancement	129	108
4.3	College Expenditures		
	4.3.1 Authorization of Expenditures	130	109
	4.3.2 Encumbrance and Expenditure of Funds	131	110
4.4	Contract Authorization	132	111
4.5	College Indebtedness	133	112
4.6	Audits	137	116
4.7	Inventories	140	119
4.8	Sale/Disposal of College Property	141	120
4.9	Fund Balance	144	123
4.10	Insurance	145	125
4.11	Purchasing	153	132
4.12	Bookstore	159	138
4.13	Investments	160	139
4.14	Ethics Resolution	167	146
4.15	Conflict of Interest	176	155
4.16	Copyright	178	157
4.17	Mileage Reimbursement	183	162
4.18	Ownership of College Commissioned Works	185	164

Illinois Valley Community College Board Policy

Subject: ~~Appropriateness of Expenditures~~
Number: ~~4.1~~

Effective Date:
Last Reviewed:
Last Revised:

~~It is inappropriate for any IVCC employee who is capable of utilizing the College purchasing process to purchase items for personal use or for use by the employee's relatives or friends. Sanctions may be imposed for violations, including oral or written warnings or reprimands, suspension with or without pay for specified periods of time, or termination of employment.~~

Illinois Valley Community College Board Policy

Subject: **Budget**
Number: **4.1**

Effective Date:
Last Reviewed:
Last Revised:

This policy describes the general guidelines for budgeting and the budgeting process.

Contained within this policy are the College's policies governing the preparation and approval of operating and capital budgets, policies defining the role of the College Business Office and other departments, agencies, and activities which participate in the budgetary process, and policies pertaining to the implementation and control of operating and capital budgets. These policies apply to all College divisions/agencies, departments, and activities.

Budgeting Process

The following policies govern the budget-preparation process. An explanation of the role of the College's Business Office is provided, and the process by which operating activities, departments, and divisions of the College participate in the preparation of budgets is described.

Responsibility for Preparation and Approval of College Budgets

The President, through administrators, has primary responsibility for planning, coordinating, and participating in the preparation of College budgets. Schedules, minimum standards, formats, procedures, and expenditure/revenue estimation criteria are developed by the College Business Office. Participation at all levels and by persons who are responsible for specific accounts is an integral part of this process.

For purposes of this policy statement, annual operating budgets and capital budgets are encompassed by the term "College Budgets." This general policy statement is applicable to all sources of revenues.

The Board of Trustees approves the annual operating budgets of the College in accordance with State statutes. Capital budgets are also approved by the Board of Trustees.

Budget Guidelines Covering Revenue Estimation and Expenditure Criteria

The College Business Office is responsible for providing guidance pertaining to the estimation of revenues and projection of expenditures. Such guidance will come from the annual five-year financial plan presented to the Board of Trustees. Additional guidance may take the form of communication provided by the state, federal and local agencies or result from independent studies and the application of budget assumptions.

Revenues will be estimated conservatively, using an objective and analytical approach.

Balanced Budget

Every effort will be made to submit a balanced operating budget (Education and Operations & Maintenance Funds) in which revenues are greater than or equal to expenditures and one-time revenues will not be used for annualized operational expenditures.

Timetable of Budget Functions

It is the responsibility of the College Business Office to establish a schedule of budget functions which will serve to guide the budget development and implementation process for all divisions of the College. The schedule will be based on requirements and due dates established by the State, guidance from the Vice President for Business Services and Finance, and the management needs of the College. Efforts will be made to provide for participation of all divisions in the development of the timetable of budget functions.

Vice presidents, deans, directors, and department heads are authorized to establish working schedules within the general schedule established by the College Business Office.

The method of communicating the schedule of budget functions shall be consistent from year to year and will be by such media as is necessary and appropriate. All efforts will be made to allow the Board of Trustees time to review the tentative budget and approve the annual budget prior to the deadlines set by the State.

The College budget will be prepared in accordance with State regulations and use the same accounting principles and classifications as the financial statements.

Illinois Valley Community College Board Policy

Subject: **Audit of College Funds**
Number: **4.2**

Effective Date:
Last Reviewed:
Last Revised:

Audit of College Funds

~~It is the policy of the Illinois Valley Community College Board of Trustees to contract with a qualified certified public accounting firm for the performance of an annual audit and examination of the accounts and fiscal affairs of the College.~~

~~The selection of the auditor will be made and provisions for reviewing the audit contract may be reviewed bi-annually. At least every six years the Board will open bids for an auditing firm. Selection will be made on costs, qualifications, and ability to serve the needs of the College.~~

~~The accountants under contract, performing the audit will determine if the College has followed generally accepted accounting practices, has established appropriate accounting systems and internal controls, and complied with the legal requirements in conducting its financial affairs. This audit shall be conducted under the Single Audit Act as outlined in Federal Office of Management and Budget Circular A-133.~~

~~The formal audit report will be provided to all members of the Board of Trustees who were in office during the year audited, as well as the current members.~~

Illinois Valley Community College Board Policy

Subject: *Tax Levy*
Number: *4.2.1*

Effective Date:
Last Reviewed:
Last Revised:

The Board of Trustees will annually determine the total amount of taxes required to meet the budgetary requirements of the College. The Board of Trustees will authorize the amount of tax levy by fund and will authorize the appropriate county and local officials to collect taxes on the College's behalf.

Illinois Valley Community College Board Policy

Subject: *Federal and State Funds*
Number: *4.2.2*

Effective Date:
Last Reviewed:
Last Revised:

To provide funds for the support of the College district, the Board shall file applications with appropriate Federal and State agencies for operating and capital assistance.

Illinois Valley Community College Board Policy

Subject: ***Funds from Private Sources***
Number: **4.2.3**

Effective Date:
Last Reviewed:
Last Revised:

The Board encourages the College's faculty and staff to actively seek funds from private sources to be used to supplement the income received from tuition and fees, and district, state, and federal sources.

All College fund-raising efforts will be coordinated through the College's Planning and Institutional Effectiveness Office to ensure maximum favorable results and to avoid duplication of contacts from the College. All College fund-raising programs must receive advanced approval as set forth by the procedure below.

The College's planning and Institutional Effectiveness Office will be responsible for processing all gifts to the College. The Illinois Valley Community College Foundation is the main gift-receiving agency for the College.

All undesignated gifts will be placed in the unrestricted funds of the Illinois Valley Community College Foundation.

Illinois Valley Community College Administrative Procedure

Subject: ***Funds from Private Sources***
Number: **4.2.3**

Effective Date:
Last Reviewed:
Last Revised:

All individuals or groups planning an external fund-raising effort must receive advance approval by the Planning and Institutional Effectiveness office by completing the form on the next page.



Illinois Valley Community College Request for Permission for External Fundraising

This form must be completed and reviewed before any individual or group (including student groups) may engage in any fundraising events external to the College. If this form is on file in the Planning & Institutional Effectiveness office and we are contacted by police, city, or county officials, we will be able to confirm that it is an authorized IVCC initiative.

Name of Group/Department: _____

IVCC Faculty/Staff Contact: _____ **Ext** _____

Name(s) of individual(s) who will be involved:	<u>Reason for Solicitation</u> (why are you seeking funds/items?)
_____	_____
_____	_____
_____	_____
_____	_____

Who will you be contacting? Check all that apply:

- Friends & family only [Please sign & date below. No further action is needed.]
- Business & Industry [Please provide a list of all the businesses who will be contacted, how they will be contacted (in-person; phone), timeframe, and the amount of each “ask.”]
- Mailings [Please attach a copy of all documents that will be mailed and the mailing list.]
- Phone [Please provide a list of all who will be contacted and the telephone script.]
- Electronic means, e.g. email, Facebook, other [Please attach copy of solicitation message.]

Note: Neighborhood door-to-door fundraising is prohibited for safety reasons.

I confirm by my signature that all the information on this form and attachments is true to the best of my knowledge. If my/our fundraising plans change and additional individuals will be solicited, I/we will contact the Planning & Institutional Effectiveness Office and update this information. If I/we receive information from any individual indicating he/she does not wish to be contacted in the future, I/we will notify the Planning & Institutional Effectiveness office.

Please keep a copy of this signed form with you during fundraising as proof of IVCC authorization.

_____	_____	_____	_____
Student	Date	IVCC Faculty/Staff	Date

_____ VP for Planning & Institutional Effectiveness (815) 224-0434 Room: C-202	_____ Approve Disapprove
--	----------------------------------

Comments:

Illinois Valley Community College Board Policy

Subject: **College Revenues/Institutional
Advancement**

Number: **4.2.4**

Effective Date:

Last Reviewed:

Last Revised:

Illinois Valley Community College is committed to an active, coordinated program of fund-raising including grant writing, cash solicitation, and noncash and deferred gifts. The College will participate in fund-raising efforts to improve programs and services that fall within the College's mission. Fund-raising efforts supplement the College's major revenue sources and allow for growth, innovation, and improved services. For the purpose of this policy, fund-raising will be defined as the following three activities:

- (1) Grants - federal, state, local government, or private foundations. Funding organization requires formal written requests for funds;
- (2) Cash Solicitation - from an individual, organization, or business in the form of a personal contact or letter requesting a cash gift; and
- (3) Solicitation of Noncash and Deferred Gifts - noncash gifts of real estate, equipment, art objects, securities, trusts, and insurance policies.

The Illinois Valley Community College Foundation is an independent, nonprofit 501(c)(3) tax exempt charitable organization with the purpose of raising funds for the College. The Foundation plays a critical role in institutional advancement activities. The College will work closely with the Foundation to enhance resource development efforts.

~~In addition to receiving support from the Foundation, the College may provide staffing for the Foundation or may, when it is mutually beneficial, make cash payments or other contributions to the Foundation.~~

Illinois Valley Community College Board Policy

Subject: **Bid Limits**
Number: **4.3**

Effective Date:
Last Reviewed:
Last Revised:

~~It is the policy of the Board of Trustees of Illinois Valley Community College that bid purchases will be made in accord with State of Illinois statutes. The Board will be informed of all overages.~~

~~Where bids are not regularly required, the College will seek competitive quotes for items to be purchased, to insure the lowest and most responsible expenditure for the district. The purchasing procedure is outlined in the Administrative Procedures Manual.~~

~~The Board of Trustees reserves the right to reject all bids if such action is deemed to be in the best interest of the College.~~

~~All purchases will be made with due regard for available funds and the Adopted Budget.~~

~~All bidders must submit certification with their bid that they have a written sexual harassment policy that includes, at a minimum, the information required under the Illinois Human Rights Act, 775 ILCS 5/2-105 (A) (4).~~

~~All bidders must certify that they have not been barred from bidding as a result of a violation of either the bid rigging or bid rotating provisions of Article 33E of the Criminal Code of 1961, as amended.~~

Illinois Valley Community College Board Policy

Subject: **Authorization of Expenditures**
Number: **4.3.1**

Effective Date:
Last Reviewed:
Last Revised:

All expenditures of College district funds must be authorized by Board policies through the budget system or by special Board approval.

It is inappropriate for any IVCC employee who is capable of utilizing the College's purchasing process to purchase items for any other person than College programs and services. Sanctions will be imposed for violations, including oral or written warnings or reprimands, suspension with or without pay for specified periods of time, or termination of employment.

Illinois Valley Community College Board Policy

Subject: ***Encumbrance and Expenditure
of Funds***

Number: **4.3.2**

Effective Date:

Last Reviewed:

Last Revised:

Requisitions, purchase orders, travel requests, and reimbursement requests will be reviewed by the appropriate administrator and/or vice president and president as defined by the purchasing policy. They will either be approved or denied and then forwarded to the Business Office.

The appropriate administrator is responsible for budgetary decisions, keeping in mind the priorities established for each department and the limitation of budgeted funds. The Purchasing Department will expedite orders, accept bids and proposals according to the purchasing policy, and review orders that are new, unusual or require more information. If the budget is overspent, the Business Office will bring this to the attention of the budget officers. Budget Officers are responsible for their respective budgets, and the President will be involved only in exceptional situations.

Illinois Valley Community College Board Policy

Subject: **Board Reports**
Number: **4.4**

Effective Date:
Last Reviewed:
Last Revised:

~~The Vice President of Business Services and Finance will submit the following monthly reports to the Board of Trustees and the College President: (1) budget to actual statements for the district general funds, (2) projections of next month's fiscal conditions, and (3) update on Board approved contracts and related costs.~~

Illinois Valley Community College Board Policy

Subject: **Contract Authorization**
Number: **4.4**

Effective Date:
Last Reviewed:
Last Revised:

The Board of Trustees has the ultimate responsibility and authority for all fiscal affairs and contractual obligations of the College district. On some matters the Board of Trustees reserves final authority; however, certain clearly defined contractual matters are delegated to the College President or his/her designees for review, evaluation, and execution in the interest of efficient operations.

Contracts of less than five years duration, of less than \$10,000, and not requiring a sealed bid process as required in the Illinois Public Community College Act may be processed and executed administratively without approval by the Board of Trustees. All new contracts, renewals of contracts, and amendments to contracts are required to be signed by the President or his/her designee. Any contract signed with an unauthorized signature will not be deemed as a valid contract unless approved in advance by the President through the Vice President for Business Services and Finance. Contracts include, but are not limited to, services of individuals possessing a high degree of professional skill, contracts for materials and labor, contracts for maintenance and maintenance agreements, contracts for technology services, and contracts for services over a specific period of time.

It shall be the responsibility of the President through the Vice President for Business Services and Finance to maintain all contractual agreements in the Business Office. Administrators are responsible for notifying the Business Office of any online renewals, and copies of these agreements must be forwarded to the Business Office for approval.

Illinois Valley Community College Board Policy

Subject: **Bookstore**
Number: **4.5**

Effective Date:
Last Reviewed:
Last Revised:

~~The services of the College Bookstore are available to all students, staff, as well as the general public. Faculty, administration, and staff will receive a 15% discount on imprinted merchandise. Departments and recognized student organizations will receive a 15% discount on imprinted merchandise and supply items with the exception of software, palm pilots, cards, food items, and sale merchandise. Textbooks will not be discounted. Eligibility for discounts will be consistent with board policy on tuition waivers.~~

~~Pricing: The Bookstore shall establish prices for "required" textbooks and class-related materials at the lowest possible level consistent with sound management. The pricing procedure shall contribute operating income to cover direct costs of staff, supplies, merchandise, inventory growth, non-fixed equipment procurement, and other normal operating expenses. "Convenience" merchandise will be priced at a competitive market level. The nature of the merchandise stocked will, whenever possible, not be in direct competition with local firms.~~

~~Operations: The College shall provide space, fixed equipment, utilities, and routine maintenance. An operating statement will be prepared annually.~~

~~Merchandise purchased through the bookstore, used to promote the College to the general public or to serve as giveaways for fund-raising, promotional or informational purposes, may be discounted with authorization from the Vice President for Business Services and Finance.~~

Illinois Valley Community College Board Policy

Subject: ***College Indebtedness***
Number: **4.5**

Effective Date:
Last Reviewed:
Last Revised:

The securing of funds through the sale of general obligation bonds, revenue bonds, tax anticipation warrants, and other written financial instruments issued by the College shall be subject to purchasing policies established by the Board of Trustees.

Illinois Valley Community College shall seek to maintain and, if possible, improve its current general obligation bond rating to minimize borrowing costs and preserve access to credit. It is imperative that the College demonstrate to rating agencies, investment bankers, creditors, and taxpayers that College officials are following a prescribed financial plan.

Bonds will be sold on a competitive basis unless it is in the best interest of the College to conduct a negotiated sale. Negotiated financing may be used where market volatility or the use of an unusual or complex financing or security structure is a concern with regard to marketability. The President will recommend to the Board of Trustees which method shall be used. This decision will be based on discussions with financial advisors, underwriters, and/or bond counsel.

Taxpayer Equity

Illinois Valley Community College's property taxpayers and citizens who benefit from projects financed by bonds should be the source of the related debt service funding. The principle of taxpayer equity should be a primary consideration in determining the type of projects selected for financing through bonds.

Uses

Bond proceeds should be limited to financing the costs of planning, design, land acquisition, buildings, permanent structures, attached fixtures or equipment, and movable pieces of equipment or other costs as permitted by law. Acceptable uses of bond proceeds can be viewed as items which can be capitalized. Non-capital furnishings and supplies will not be financed from bond proceeds. Refunding bond issues designed to restructure currently outstanding debt is an acceptable use of bond proceeds.

Illinois Valley Community College will not use short-term borrowing to finance operating needs except in the case of an extreme financial emergency beyond its control or reasonable ability to forecast. Recognizing that bond issuance costs add to the total interest costs of financing, a cost-benefit analysis will be conducted to determine that bond financing is necessary for financing a project.

Decision Analysis

Whenever Illinois Valley Community College is contemplating a possible bond issue, information will be developed concerning the following four categories commonly used by rating agencies assessing the College's credit worthiness. The subcategories are representative of the types of items to be considered. This information will be presented by the Vice President for Business Services and Finance to the President's Council for its review and recommendation to the Board of Trustees.

Debt Analysis

- Debt capacity analysis*
- Purpose for which debt is issued*
- Debt structure*
- Debt burden*
- Debt history and trends*
- Adequacy of debt and capital planning*
- Obsolescence of capital plant*

Financial Analysis

- *Stability, diversity, and growth rates of tax or other revenue sources*
- *Trend in assessed valuation and collections*
- *Current budget trends*
- *Appraisal of past revenue and expenditure trends*
- *History and long-term trends of revenues and expenditures*
- *Evidence of financial planning*
- *Adherence to generally accepted accounting principles*
- *Audit results*
- *Fund balance status and trends in operating and debt funds*
- *Financial monitoring systems and capabilities*
- *Cash flow projections*

Governmental and Administrative Analysis

- *Government organization structure*
- *Location of financial responsibilities and degree of control*
- *Adequacy of basic service provision*
- *Intergovernmental cooperation/conflict and extent of duplication*
-

Economic Analysis

- *Geographic and location advantages*
- *Population and demographic characteristics*
- *Wealth indicators*
- *Housing characteristics*
- *Level of new construction*
- *Types of employment, industry, and occupation*
- *Evidence of industrial decline*
- *Trend of the economy*

Illinois Valley Community College may use the services of qualified internal staff and outside advisors, including bond counsel and financial advisors, to assist in the analysis, evaluation, and decision process. Recognizing the importance and value to the College's creditworthiness and marketability of its bonds, this policy is intended to insure that potential debt complies with all laws and regulations, as well as sound financial principles.

Debt Planning

Unlimited tax general obligation bond borrowing shall be planned and the details of the plan shall be incorporated in the Illinois Valley Community College Master Plan. The Master Plan should include a general description of the project, its timing, and financial limits.

Communication and Disclosure

Illinois Valley Community College will follow a policy of full disclosure on every financial report, voluntarily following disclosure guidelines provided by the Government

Finance Officers Association, unless the cost of compliance with the higher standard is unreasonable.

General Obligation Bonds

Every project proposed for financing through general obligation debt shall be accompanied by a full analysis of the future operating and maintenance costs associated with the project.

Generally, bonds cannot be issued for a longer maturity schedule than a conservative estimate of the useful life of the asset to be financed. Illinois Valley Community College will attempt to keep the average maturity of general obligation bonds at or below 20 years. In accordance with state statutes, the College will limit the total of its general obligation debt to 2.875 percent of the College's assessed value.

Limited Tax General Obligation Debt

Limited tax general obligation bonds shall be considered only when constraints preclude the preferred practice of voter approved general obligation bonds. As a precondition to the issuance of limited tax general obligation bonds, all alternative methods of financing should have been investigated.

Short-Term Financing/Capital Lease Debt

Short-term financing or capital lease debt will be considered to finance certain equipment and rolling stock purchases when the aggregate cost of equipment to be purchased exceeds \$25,000, unless otherwise approved by the Board of Trustees. Adequate funds for the repayment of principal and interest must be included in the requesting department's approved budget.

The term of short-term financing will be limited to the usual useful life period of the vehicle or equipment, but will never exceed ten years.

Adapted from:

Joliet Junior College, College Indebtedness Policy, 2/15/06

Illinois Valley Community College Board Policy

Subject: ~~College Checking Accounts~~
Number: 4.6

Effective Date:
Last Reviewed:
Last Revised:

~~It is the policy of the Board of Trustees of Illinois Valley Community College that the Board will employ a Treasurer outside of the bank or banks that are serving as our depository.~~

~~All funds held in checking accounts will be separate and deposited on a four-year contract established by competitive bidding from the IVCC District's banks that meet the qualifications established by the state of Illinois for public community colleges.~~

Illinois Valley Community College Board Policy

Subject: *Audits*
Number: 4.6

Effective Date:
Last Reviewed:
Last Revised:

A statement of the financial condition of the College shall be published annually in accordance with State law.

An annual audit will be conducted of the College's financial transactions by a certified public accountant employed by the Board of Trustees. At least every six years the Board will open bids to select an auditing firm. Selection will be made on costs, qualifications, and ability to serve the needs of the College. The audit will be in accordance with generally accepted auditing standards by statutes or laws governing community college operations in the State of Illinois.

*The formal audit report will be available at:
<http://www.ivcc.edu/businessservices.aspx?id=17280>*

The controller will keep the Board informed of the financial condition of the College by providing a monthly budget report. The monthly reports will include:

- *Budget to actual statements for all funds*
- *Statement of cash flows*
- *Investment status report*
- *Check register and schedule of checks greater than \$5,000.*

Illinois Valley Community College Board Policy

Subject: **Conflict of Interest/Gift Ban**
Number: 4.7

Effective Date:
Last Reviewed:
Last Revised:

~~It is the policy of Illinois Valley Community College that no Board member or College employee shall have any pecuniary interest in the operations of the College, or demand or receive any commission or compensation for purchase or sale of any IVCC supplies, equipment, or services directly to the College. College Board members and employees will not furnish for remuneration, whether at profit or loss, any required or optional materials for students or clients of the College. However, the administration of the College may grant individual exception to the policy if it deems such action to be compellingly in the best interest of students, provided exceptions are consistent with applicable State Law. Because students should have the freedom to purchase from any source, this policy is not intended to restrict students from incidental purchases from retail or other outlets in which Board members or College employees have a financial interest.~~

~~No Board member or College employee (including spouses of an immediate family members residing in the same household) shall solicit or accept a gift from a prohibited source. A prohibited source is a person or entity who is attempting to influence, do business with, is regulated and/or has interests affected by performance or non-performance of officials or registered lobbyists. The solicitation or acceptance of such a gift is prohibited if one has reason to believe it is offered in an effort to influence her or his official position or employment.~~

~~It is the policy of IVCC that a Board member cannot simultaneously be a College employee.~~

~~The following information will serve as a guideline for the conduct of Board members and College employees in relationship to potential areas of conflict of interest that should be avoided and/or must receive administrative clearance prior to their being undertaken.~~

~~When assessing a potential conflict of interest situation, one should consider: (1) existing College policy; (2) existing administrative procedures; and (3) statutes governing all public employees/Board members.~~

~~The following Code of Ethics statements are to serve as guidelines for all Board members and College employees:~~

- ~~(1) No Board member or College employee shall use his/her official position or office to obtain financial gain for himself/herself, other than official salary, honoraria or reimbursement of expenses, or for any member of his/her household, or for any business with which he/she or a member of his/her household is associated.~~
- ~~(2) No Board member or College employee or member of his/her household shall~~

~~solicit or receive for himself/herself, whether directly or indirectly, any gift or gifts from any source who could have an interest in doing business with the College.~~

- ~~(3) — No Board member or College employee shall solicit or receive, either directly or indirectly, and no person shall offer or give to any public official any pledge or promise of future employment, based on any understanding that such public official's vote, official action or judgment would be influenced thereby.~~
- ~~(4) — No Board member or College employee or member of his/her household shall sell goods or nonemployment related services to the College without full or complete disclosure and President's approval.~~
- ~~(5) — No Board member or College employee shall further his/her personal gain through the use of confidential information gained in the course of or by reason of his/her official position or activities in any way.~~
- ~~(6) — No Board member or College employee shall make use of any College equipment or facility for his/her own personal financial gain. Board members and College employees may, however, make use of College equipment/facilities on the same basis as a non Board member or non employee of the district. Faculty may also retain ownership of those essential demonstration works required for the direct support of instruction (such as art pieces) provided all materials for such works are provided by the faculty member and not at public expense.~~
- ~~(7) — College employees shall not pursue an "economic gain" activity during hours that are part of their normal job assignment, and Board members shall not pursue an "economic gain" activity during times when carrying out Board member functions. For purposes of this policy, economic gain is receipt of a gift including the purchase, sale, lease, option, or other transaction or other arrangement involving property, services, thing of value, or compensation conferred upon or received by any person, which personally enriches that person in an amount equal to or exceeding \$100.00 in cumulative value from any prohibited source during a calendar year.~~

~~The above statements should be carefully analyzed and clarification requested before a Board member or College employee utilizes College facilities and/or equipment for the production and/or sale of goods or products from which he or she may realize a monetary return.~~

~~All Board members and College employees should be conscious of the restriction relating to the providing of goods or non employment related services to the institution, either personally or by members of their immediate family, as outlined above.~~

Illinois Valley Community College Board Policy

Subject: ***Inventories***
Number: **4.7**

Effective Date:
Last Reviewed:
Last Revised:

The term capital asset describes “tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.” As a practical matter, not all items that technically meet this definition should be capitalized for financial reporting purposes. The policy of Illinois Valley Community College is to capitalize all assets with an initial unit cost of \$2,500 or more and a life expectancy of more than one year.

An inventory of all equipment (College property that has a purchase price of \$2,500 or more and a life expectancy of more than one year) shall be maintained in the Business Office.

An actual physical inventory will be performed every two years.

Non-capitalized items that require special attention because they are sensitive for one or more reasons are described as controlled capital-type items. These include:

- *Items that require special attention to ensure legal compliance (items acquired through grant contracts);*
- *Items that require special attention to protect public safety and avoid potential liability (police weapons); and*
- *Items that require special attention to compensate for a heightened risk of theft. Items that are easily transportable and readily marketable or easily diverted to personal use (computer equipment) require special attention.*

Control of these assets shall be at the department level. Departments are expected to account for controlled capital-type items as an integral part of the process they use to achieve their operational goals.

Control responsibility shall be assigned within each department. Departments shall assign responsibility for different groups of controlled items to one or more specific individuals. The assignments shall be documented within the department and communicated to the Business Office.

Departments shall certify each year to the Business Office that updated lists of controlled items are on file and available for inspection.

The Business Office shall periodically verify the data on controlled assets on file in each department.

Illinois Valley Community College Board Policy

Subject: **Copyright**
Number: **4.8**

Effective Date:
Last Reviewed:
Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College to prohibit violations, in any form, of federal laws protecting copyright. Employees, students, and all other agents of District No. 513 are directed to avoid copyright law violations. Procedures for assuring compliance of intellectual property laws are outlined in the Procedures Manual.

Illinois Valley Community College Board Policy

Subject: ***Sale/Disposal of College Property***
Number: **4.8**

Effective Date:
Last Reviewed:
Last Revised:

Capital assets are defined as an individual item with an initial unit cost of \$2,500 or more and a useful life in excess of one year.

College property that becomes obsolete, damaged, or useless through normal operations may be disposed by completing a Disposal Form (Administrative Procedure 4.8)

The Business Office will have the sole responsibility for the management of disposed capital assets. Disposals of capital assets by any other employee or department are unauthorized.

Capital assets originally obtained with Federal, State, or other grant funds will be approved for disposal by the appropriate agency, if required, in writing, prior to the disposal by the College.

College property may be reassigned within the College in the event that it is no longer adequately utilized. The Purchasing Department will advertise the availability of surplus capital assets for transfer at no charge to other departments. After a period of 30 days, the item(s) will be declared surplus and disposed of by one of the following methods:

1. Auction
2. Sealed Bids
3. Trade
4. Donation
 - a. Public schools within IVCC district
 - b. Nonprofit entities within IVCC district
5. Recycle
6. Scrapped.

Illinois Valley Community College Administrative Procedure

Subject: ***Sale/Disposal of College Property***
Number: **4.8**

Effective Date:
Last Reviewed:
Last Revised:

A Disposal Form shall be completed with the full description, estimated value, and reason(s) for disposal for each capital asset item. The originator will forward the completed form to the appropriate dean, director, or vice president for approval. The approved form will be forwarded to the Purchasing Department for processing. The originator will be responsible for storage of the property until final disposition has been determined.

ILLINOIS VALLEY COMMUNITY COLLEGE, DISTRICT 513
SURPLUS DISPOSAL FORM

Date: _____

Transaction Type (check one)

Auction Trade-in
Sale: Stolen
Donation:

Asset Tag Number: _____

Description:

- Item Name: _____
- Manufacturer: _____
- Model: _____
- Serial No.: _____
- Estimated Original Cost: \$ _____
- Estimated Acquisition Date: _____
- Condition of Item(s): _____

• Department / Division: _____

• Building / Room Number: _____

Date: _____

President

V.P. Business Services and Finance

Purchasing Department Use

Proceeds from Sale: \$ _____ (if applicable) GL Account: _____

Attach security loss report (if applicable)

Fixed Asset Inventory []

Illinois Valley Community College Board Policy

Subject: ~~Custodians and Depository Rotation~~ Effective Date:
~~of College Funds~~ Last Reviewed:
Number: 4.9 Last Revised:

~~It is the policy of the Board of Trustees of Illinois Valley Community College that the President and the Vice President for Business Services and Finance are authorized custodians for the Student Activity and Revolving Funds.~~

Illinois Valley Community College Board Policy

Subject: *Fund Balance* Effective Date:
Number: 4.9 Last Reviewed:
Last Revised:

Purpose

This policy describes the guidelines for unreserved fund balances in the College's operating (general) fund.

Goal

Fund balance is the balance of a fund after all liabilities have been deducted from the assets of the fund. Unreserved fund balances will be unallocated cash at the completion of each fiscal year. The goal is to establish and maintain a general fund balance of 25 percent of normal annual operating expenditures.

Utilization

The proposed recommended use of the unreserved general fund balance is for projects in the Master Plan or other unanticipated one-time expenditures that do not result in recurring operating costs. Expenditures from the unreserved fund balance must be approved by the Board of Trustees.

Replenishment of Reserve Deficits

In the event the balance falls below 25 percent, the Vice President for Business Services and Finance will implement and submit to the Board of Trustees, in conjunction with the proposed budget, a plan for corrective action to restore the fund balance to its goal of 25 percent.

Annual Review

Compliance of this policy will be reviewed by the Vice President for Business Services and Finance during the budget adoption process.

The Board of Trustees will receive a report of year-end reserves in the general fund as part of the year-end financial report.

Illinois Valley Community College Board Policy

Subject: **Energy Conservation**
Number: **4.10**

Effective Date:
Last Reviewed:
Last Revised:

~~It is the policy of the Board of Trustees of Illinois Valley Community College District No. 513 to continue its commitment to reduce energy usage. The objective of this policy is to achieve maximum energy conservation at the lowest effective cost when feasible.~~

Illinois Valley Community College Board Policy

Subject: **Insurance**
Number: **4.10**

Effective Date:
Last Reviewed:
Last Revised:

*It is the policy of the Board of Trustees to indemnify and protect all Board members and employees of the Board against civil rights damage claims and suits; constitutional rights damage claims and suits; and death, bodily injury, and/or property damage claims and suits, including the defense of such claims and suits, when damages are sought for alleged negligent or wrongful acts while any Board member or employee is engaged in the exercise or performance of any powers or duties of the Board, or acting within the scope of employment or under the direction of the IVCC Board of Trustees. **subject to exclusion in the general liability and legal liability insurance policies.***

Insurance shall be purchased on a bid, quote, or negotiated basis every three years to provide adequate coverage with satisfactory and convenient service at the lowest cost.

The College shall provide insurance necessary to protect itself as a corporate body, its individual members, its appointed officers, and its employees from financial loss arising out of any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in accidental injury to any person or property damage within or without the College buildings while the above-named insured are acting in the discharge of their duties within the scope of their employment and/or under the direction of the Board.

Illinois Valley Community College Board Policy

Subject: **Ethics Resolution**
Number: **4.11**

Effective Date:
Last Reviewed:
Last Revised:

PREAMBLE

~~WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and~~

~~WHEREAS, the Act requires all units of local government within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such unit; and~~

~~WHEREAS, this Resolution has been adopted in order to and shall be construed in a manner so as to comply with the requirements of the Act.~~

~~NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513 AS FOLLOWS:~~

~~SECTION 1: The Policy Manual of the Board is hereby amended by the addition of the following provisions:-~~

ARTICLE I
DEFINITIONS AND GENERAL PROVISIONS

~~SECTION 1.1: Definitions. For purposes of this Policy, the following terms shall be given these definitions or, if different from time to time, then as defined by the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 and following):~~

~~“Board” or “Board of Trustees” means the Board of Trustees of Illinois Valley Community College District No. 513.~~

~~“College” means Illinois Valley Community College.~~

~~“Employer” means the Board of Trustees.~~

~~“President” means the President of Illinois Valley Community College. Under Section 3-26 (110 ILCS 805/3-26), the President is the chief administrative officer of the College and the executive officer of the Board.~~

~~“Prohibited political activity” means:~~

- ~~(1) — Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.~~
- ~~(2) — Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.~~
- ~~(3) — Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.~~
- ~~(4) — Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.~~
- ~~(5) — Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.~~
- ~~(6) — Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.~~
- ~~(7) — Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.~~
- ~~(8) — Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.~~
- ~~(9) — Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.~~
- ~~(10) — Preparing or reviewing responses to candidate questionnaires.~~
- ~~(11) — Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.~~
- ~~(12) — Campaigning for any elective office or for or against any referendum question.~~
- ~~(13) — Managing or working on a campaign for elective office or for or against any referendum question.~~

~~(14) — Serving as a delegate, alternate, or proxy to a political party convention.~~

~~(15) — Participating in any recount or challenge to the outcome of any election.~~

~~“Prohibited source” means any person or entity who:~~

~~(1) — Is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;~~

~~(2) — Does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;~~

~~(3) — Conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or~~

~~(4) — Has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.~~

~~**SECTION 1.2:** Other definitions. Unless otherwise stated, all other terms used in this Policy have the definition given in the State Officials and Employees Ethics Act.~~

~~**SECTION 1.3:** Construction. This Resolution shall be construed in a manner consistent with the provisions of the State Officials and Employees Ethics Act. This Resolution is intended to impose the same but not greater restrictions than the Act.~~

~~ARTICLE 5~~ ~~PROHIBITED POLITICAL ACTIVITIES~~

~~**SECTION 5.1:** Prohibited political activities.~~

~~(a) — No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Board of Trustees in connection with any prohibited political activity.~~

~~(b) — At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee’s duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).~~

~~(c) — No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued~~

employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

~~(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Policy.~~

~~(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member of an officer of a political committee, of a political party, or of a political organization or club.~~

~~ARTICLE 10 GIFT BAN~~

~~SECTION 10.1. Gift Ban. Except as permitted by this Policy, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law. No prohibited source shall intentionally offer or make a gift that violates this Section.~~

~~SECTION 10.2. Exceptions. Exceptions to gift bans are applicable to the following:~~

- ~~(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.~~
- ~~(2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.~~
- ~~(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.~~
- ~~(4) Educational materials and missions.~~
- ~~(5) Travel expenses for a meeting to discuss business.~~
- ~~(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncles, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother,~~

~~half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancée.~~

- ~~(7) — Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.~~
- ~~(8) — Food or refreshments provided as a “contribution” under the definition of the term offered above, not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, “catered” means food or refreshments that are purchased ready to consume which are delivered by any means.~~
- ~~(9) — Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.~~
- ~~(10) — Intra-governmental and inter-governmental gifts. For the purpose of this Act, “intra-governmental gift” means any gift given to an officer or employee from another officer or employee, and “inter-governmental gift” means any gift given to an officer or employee by an officer or employee of another governmental entity.~~
- ~~(11) — Bequests, inheritances, and other transfers at death.~~
- ~~(12) — Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.~~
- ~~(13) — Any item or items provided by the college in support of the employee's, officer's or member's discharge of official duties or to which there is a right by law for payment or reimbursement.~~

~~Each of the exceptions listed in this Section is mutually exclusive and independent of every other.~~

~~**SECTION 10.3.** Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.~~

~~ARTICLE 15 ETHICS ADVISOR~~

~~**SECTION 15.1.** Appointment. The Board of Trustees, may designate an Ethics Advisor for the College. If no other designation is made, the regularly retained attorney of the Board of Trustees will serve as the Ethics Advisor.~~

~~**SECTION 15.2.** Duties. The Ethics Advisor shall provide guidance to the officers and employees of the Board of Trustees concerning the interpretation of and compliance with the provisions of this Policy, the Act, and other State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the College Board.~~

~~ARTICLE 20 ETHICS COMMISSION~~

~~**SECTION 20.1.** Appointment. An Ethics Commission may be appointed by the Board of Trustees to consider ethics complaints, and to undertake other responsibilities deemed appropriate. The Ethics Commission may be appointed to serve on an ongoing basis or on an ad hoc basis as determined by the Board. Where an appointment is made, the Ethics Commission may establish appropriate procedures. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage up to the degree of first cousin, to any elected officer of Illinois Valley Community College. A quorum shall consist of two commissioners, and official action by the commission shall require the affirmative vote of two members.~~

~~**SECTION 20.2.** Complaint. Complaints alleging a violation of this Policy shall be filed in writing with the Secretary of the Board or the College President. A complaint alleging the violation of this Policy must be filed promptly and, in all events, within one year after the alleged violation.~~

~~**SECTION 20.3.** Powers/Duties. The Commission shall have the following powers and/or duties:~~

- ~~(1) To adopt procedures and timelines to manage a complaint and determine the complaint's disposition.~~

- ~~(2) To investigate a complaint and receive information pertaining to it.~~
- ~~(3) To hold a meeting, upon not less than 48 hours public notice, with the complaining party and the person accused of violating the policy for the purpose of determining the complaint's disposition. Both parties shall be given the opportunity to provide information concerning the complaint. The meeting may be closed to the public to the extent authorized by the Open Meetings Act.~~
- ~~(4) To request the assistance of an attorney.~~
- ~~(5) To issue recommendations for disciplinary actions, if any. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this policy and not upon its own prerogative.~~
- ~~(6) The powers and duties of the Commission are limited to matters clearly within the purview of this policy.~~

~~SECTION 20.4. Miscellaneous. This section is not intended to preclude the Board of Trustees from itself considering or utilizing other procedures for consideration of complaints.~~

~~ARTICLE 25 BOARD ACTION ON RECOMMENDATION OF COMMISSION~~

~~SECTION 25.1. Trustees. Upon receipt of a recommendation from the Ethics Commission, the Board of Trustees may issue a reprimand to a board member or officer who intentionally violates any provision of this Policy.~~

~~SECTION 25.2. Employees. Upon receipt of a recommendation from the Ethics Commission, the Board of Trustees may initiate a disciplinary or discharge action against an employee who intentionally violates any provision of this Policy in accordance with the applicable procedures.~~

~~SECTION 25.3. Other. Notwithstanding the language of sections 1 and 2 of this Article, the Board may also, if it finds it is more likely than not that the allegations in a complaint charging a Board Member or employee with violating this Policy are true, it may notify the appropriate State's Attorney. If the complaint is deemed not sufficient, the Board shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint.~~

~~ARTICLE 30 EXISTING RESTRICTIONS~~

~~This Policy does not repeal or otherwise waive, modify or amend any other restrictions applicable to officials or employees.~~

ARTICLE 35
FUTURE AMENDMENTS TO OFFICIALS AND EMPLOYEES ETHICS ACT

~~Any amendment to the Ethics Act that becomes effective after adoption of this Policy shall be incorporated into this Policy by reference and shall be applicable as if set forth in this Policy. However, any amendment that makes its provisions optional for adoption by community colleges will not be incorporated into this Policy by reference without formal action by the Board of Trustees.~~

ARTICLE 40
INVALIDITY

~~If and to the extent the Ethics Act is declared unconstitutional as it applies to public community colleges, then this Policy or the relevant portions thereof shall be deemed repealed as of the date such decision becomes final and not subject to any further appeals or rehearings.~~

Illinois Valley Community College Board Policy	
Subject: <i>Purchasing</i>	Effective Date:
Number: 4.11	Last Reviewed:
	Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College that bid purchases will be made in accordance with State of Illinois statutes.

Where bids are not regularly required, the College will seek competitive quotes for items to be purchased, to insure the lowest and most responsible expenditure for the district. Purchasing procedures are outlined in the Administrative Procedure that follows.

The Board of Trustees reserves the right to reject all bids if such action is deemed to be in the best interest of the College.

All purchases will be made with due regard for available funds and the Adopted Budget. The Board will be advised of all change orders.

All bidders must submit certification with their bid that they have a written sexual harassment policy that includes, at a minimum, the information required under the Illinois Human Rights Act, 775 ILCS 5/2-105 (A) (4).

All bidders must certify that they have not been barred from bidding as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Illinois Valley Community College Administrative Procedure

Subject: **Purchasing**
 Number: **4.11**

Effective Date:
 Last Reviewed:
 Last Revised:

Price – Quoting Requirements

0 - \$999.99	(1) or (2) price inquiries
\$1,000 - \$2,499.99	(2) or (3) written or phone quotations noting quotes received in the requisition.
\$2,500 - \$9,999.99	(2) or (3) written quotes. Copy of quotes received shall be forwarded to the director of purchasing for review.
Over \$10,000	

Approvals Needed on Requisitions

Dollar Range	Approvals Needed	1 st Approver	2 nd Approver	3 rd Approver	4 th Approver	5 th Approver
Up to \$1,999.99	2	Dir. of Purchasing	Dean or Director			
\$2,000- \$2,999.99	3	Dir. of Purchasing	Dean or Director	Vice President or Immediate Supervisor		
\$,3000 & Over	4 5	Dir. of Purchasing	Dean or Director	Vice President or Immediate Supervisor for Business Services & Finance	President	VPBS&F

- **Capital Equipment:(GL Code 58...)** requires the above noted approvers plus Grant Director (if applicable) and VPBS&F.
- **Software/Hardware:** requires the above noted approvers plus the Dir. Of Information & Technologies.
- **Tort Expense (Fund 12):** requires noted approvers plus V.P. of Business Services & Finance (VPBS&F).

- **Public, Health & Safety Projects (PHS) (Fund 3)**: expenses requires above noted approvers plus VPBS&F.
- **Requisitions exceeding \$3,000**: requires the approval of the VPBS&F.

Petty Cash Reimbursements

Reimbursement for College expenses less than or equal to \$50, may be paid through the Petty Cash Fund managed by the Accounting Department. All requests for reimbursement through petty cash must have itemized, detailed receipts, the appropriate account number(s) and the signature of the immediate supervisor. Receipts must be submitted to Accounting within 30 days from date of purchase to guarantee reimbursement. IVCC will not be responsible for payment of sales taxes applied to purchases made by employees.

Request for Reimbursement

Reimbursements of expenses up to \$300 shall be processed by completing a "Request for Reimbursement" form. Request for reimbursement must have the prior approval of the direct supervisor. Itemized receipts must be attached to the form. Forward the completed form to the Accounting Department. IVCC will not be responsible for payment of sales taxes applied to purchases made by employees. The Request for Reimbursement form is not to be used for travel and meeting expenses. Travel expenses must be made on the "Application for Travel" form.

Catering Requests

A purchase order number must be noted on the catering request form.

Tax Exempt

IVCC is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax. IVCC will not be responsible for payment of taxes applied to purchases made by employees, (excluding hotels, motels and restaurants), for reimbursement.

IVCC is not exempt from Illinois Hotel Operators' Occupation Tax.

Standardization

A product, or service related to a product, may be restricted to a specified manufacturer, or vendor, when required for educational purposes, standardization, or otherwise in the best interest of the College.

Sole Source

No rule is without exception. There will exist a need at times to sole source, but it should be very limited. An example is the purchase of items to add to an existing piece of equipment. Sole source is not allowed on the basis of only one manufacturer being capable of making a product. Purchasing requires a signed confirmation in letter form from the vendor that they are indeed the sole provider.

Emergency Purchases

In the case of an emergency, wherein safety and/or personal health is determined to be in danger, or property damage is imminent or for services needed that while not a direct

threat to safety or property damage, will affect the primary function of the College, the President, or a designee, shall authorize the purchase of remedial goods and services without regard to the bid/quote procedure. A written report of all facts and rationale of such emergency action shall be submitted to the Board of Trustees immediately following such action. This authority is: approval by 3/4 of the Board of Trustees for purchases in excess of \$10,000.

Higher Education Buying Consortia

IVCC is an active member of multiple purchasing consortia. These consortia offer the College volume pricing discounts on many products and services the College uses in its operations. The Director of Purchasing is hereby authorized and directed to execute on behalf of IVCC, all necessary forms, applications, requisitions and other documents relating to the purchasing consortia.

Request to purchase items/supplies through a buying consortium exceeding \$10,000 must have Board approval prior to processing a purchase order. This includes any blanket purchase orders with the exception of items for resale.

Formal Bids

The Business Office must receive authorization from the Board of Trustees to seek bids for any item(s), services, or project exceeding \$10,000 if not a normal operating expenditure. For a normal operating expenditure, the College is not required to ask for Board approval to seek bids. The bidding process is followed and the results are presented to the Board with a recommendation.

Bid Announcement

Legal notices of advertisements for bid purchases in the amount of \$10,000 or more shall be made in at least one local newspaper appearing 10 days before the bid due date.

Award of Bid

Award of Bid shall be made on the basis of the lowest and most responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability. Equal quality shall be determined by the College when, and if, necessary. Award of purchases in the amount of \$10,000 or more shall be made by the Board of Trustees through written records of all bids. This report shall become a part of the Board of Trustees official minutes. The Board of Trustees shall reserve the right to reject any or all bids.

Tied Bids

Tied bids, between two or more low, responsible vendors, shall be awarded to the local vendor; tied bids between vendors (not local) shall be awarded by lottery between all vendors included in the tie. All tied bids, by lottery, shall be awarded by the Board of Trustees. A local vendor is defined as a company maintaining a corporate or branch office within District #513.

Bid Security

Bidder will be required to provide Bid Security in the amount of not less than ten percent (10%) of the bid amount.

Prevailing Wage

Contractor shall not pay less than the prevailing rates of wages. In order to be in compliance with the Prevailing Wage Act, the Board will pass an annual resolution to require prevailing wages, as provided by the Illinois Department of Labor, be paid for any public works project at the College.

Printing Overrun

In the case of a justifiable printing overrun, the President or designee may approve the adjusted cost that resulted from a justifiable printing overrun. This adjusted cost shall result from not more than a ten (10) percent increase in quantity. The authority is the Board of Trustees for adjustments to awards in excess of \$10,000 and a report shall be made to the Board of Trustees in writing following any adjustments.

Change Orders

Additional expenditures up to ten (10) percent on contracts in excess of \$10,000 shall be approved by the Board of Trustees through written records and shall become part of the Board of Trustees official minutes.

Contracts

To award all contracts for purchase of supplies, materials, or work involving an expenditure in excess of \$10,000 to the lowest and most responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability; after due advertisement, except the following:

- a. contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;*
- b. contracts for the printing of finance committee reports and departmental reports;*
- c. contracts for the printing or engraving of bonds, tax warrant and other evidences of indebtedness;*
- d. contracts for materials and work which have been awarded to the lowest and most responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for material and work, must be revised causing expenditures not in excess of 10 percent of the contract price;*
- e. contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;*
- f. purchases and contracts for the use purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services;*

- g. *contracts for duplicating machines and supplies;*
- h. *contracts for the purchase of natural gas when the cost is less than that offered by a public utility.*
- i. *purchases of equipment previously owned by some entity other than the district itself;*
- j. *contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$20,000 and not involving a change or increase in the size, type, or extent of an existing facility;*
- k. *contracts for goods or services procured from another governmental agency;*
- l. *contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph;*
- m. *where funds are expended in an emergency and such emergency expenditure is approved by 3/4 of the members of the board.*

*All competitive bids for contracts involving expenditures in excess of \$10,000 must be sealed * by the bidder and must be opened by a member or employee of the Board at a public bid opening at which the contents of the bids must be announced. Each bidder must receive at least three (3) days notice of the time and place of such bid opening. For purposes of this Section due advertisement includes, but not limited to, at least one public notice at least 10 days before the bid date in a newspaper published in the district, or if no newspaper is published in the district, in a newspaper of general circulation in the area of the district.*

**In 2009 the Illinois Governor signed House Bill 862 that addresses electronic bids.*

HB862 Amends the Public Community College Act. Provides that electronic bid submissions shall be considered a sealed document for competitive bid requests if they are received at the designated office by the time and date set for receipt for bids. Requires electronic bid submissions to be authorized by specific language in the bid documents in order to be considered and to be opened in accordance with electronic security measures in effect at the community college at the time of opening. Provides that unless the electronic submission procedures provide for a secure receipt, the vendor assumes the risk of premature disclosure due to submission in an unsealed form.

House Floor Amendment No. 1

Provides that bids for construction purposes are prohibited from being submitted electronically.

Illinois Valley Community College Board Policy

Subject: **Gifts**
Number: **4.12**

Effective Date:
Last Reviewed:
Last Revised:

~~It is the policy of the Board of Trustees of Illinois Valley Community College that a determination will be made by responsible College officers and campus committees that the College is both willing and able to utilize the offered gift before acceptance.~~

Illinois Valley Community College Board Policy

Subject: **Bookstore**
Number: **4.12**

Effective Date:
Last Reviewed:
Last Revised:

The services of the College Bookstore are available to all students, staff, and the general public. Faculty, administration, and staff will receive a 15 percent discount on imprinted merchandise. Departments and recognized student organizations will receive a 15 percent discount on imprinted merchandise and supply items with the exception of software, cards, food items, and sale merchandise. Textbooks will not be discounted.

Pricing: The Bookstore shall establish prices for “required” textbooks and class-related materials at the lowest possible level consistent with sound management. The pricing procedure shall contribute operating income to cover direct costs of staff, supplies, merchandise, inventory growth, non-fixed equipment procurement, and other normal operating expenses. “Convenience” merchandise will be priced at a competitive market level.

Operations: The College shall provide space, fixed equipment, utilities, and routine maintenance. An operating statement will be prepared annually.

Merchandise purchased through the bookstore, used to promote the College to the general public or to serve as giveaways for fund-raising, promotional or informational purposes, may be discounted with authorization from the Vice President for Business Services and Finance.

Illinois Valley Community College Board Policy

Subject: **Indemnification/Officers &
Employees**

Number: **4.13**

Effective Date:

Last Reviewed:

Last Revised:

It is the policy of this Board of Trustees to indemnify and protect all Board members, and employees, of this Board against civil rights damage claims and suits; constitutional rights damage claims and suits; and death, bodily injury, and property damage claims and suits, including the defense of such claims and suits, when damages are sought for alleged negligent or wrongful acts while any Board member, employee or student teacher is engaged in the exercise or performance of any powers or duties of the Board, or acting within the scope of employment or under the direction of the Community College Board.

Illinois Valley Community College Board Policy

Subject: **Banking and Investments
Investment Policy**

Number: **4.13**

Effective Date:

Last Reviewed:

Last Revised:

Scope

This ~~procedure~~ *investment policy* applies to all funds of the ~~College~~ *Illinois Valley Community College*. These funds are accounted for in the College's annual financial report and include all ~~restricted, operating, capital, auxiliary, current funds~~ and any other funds that may be created ~~from time to time in the future~~. All transactions involving the funds and related activity of any funds shall be administered in accordance with the provisions of this ~~procedure~~ *policy* and of the canons of the "prudent person rule." *The "prudent person" standard is understood to mean the following:*

Investments shall be made with judgment and care which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Objectives

- Safety of Principal – Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective, only appropriate ~~(identified within this policy, stated in Section 3)~~ investment instruments will be purchased and insurance or collateral may be required to ensure the return of principal.

- Liquidity – The College’s investment portfolio shall be structured in such a manner as to ~~insure liquidity of funds and to~~ provide sufficient liquidity to pay obligations as they come due.
- Return on Investments – The investment portfolio should strive to provide a rate of return which approximates a market-average rate of return ~~for U.S. Treasury Bills~~ throughout budgetary and economic cycles, ~~and should be structured to consider legal restrictions, cash flow needs, and appropriate risk constraints.~~ *taking into account the risk constraints, the cash flow characteristics of the portfolio, and legal restrictions for return on investments.*
- Maintaining the Public’s Trust – *The College’s Board-appointed Treasurer or the Treasurer’s designee shall seek to act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the College, the Board of Trustees, or the College Treasurer.*

Investment Instruments

The College Treasurer may deposit funds within any financial institution that conforms to, complies with, and is within the statutory limits as applies to public funds.

~~The College~~ *Illinois Valley Community College* may invest in any type of security allowed by the Public Funds Investment Act (Illinois Revised Statutes) (30 ILCS 235/2.5 et. Seq) of the State of Illinois as may be amended from time to time. The College has, ~~however,~~ chosen to limit its allowable investments to those instruments listed below:

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by the United States of America, its agencies, and allowable instrumentalities;
2. Interest-bearing savings accounts, interest-bearing certificates of deposit, or interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;
3. ~~Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described earlier in this subsection and to agreements to repurchase such obligations; Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the insurance provided by the Federal Deposit Insurance Corporation coverage limit;~~
4. ~~Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or any other political subdivision or agency of the State of Illinois or any other state whether the interest earned thereon is taxable or tax exempt under federal law. The bonds shall be registered in the name of the municipality or held under a custodial agreement at a bank. The bonds shall be rated at the time of the purchase within the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions;~~
Collateralized repurchase agreements which conform to the requirements stated in 30 ILCS 235/2 (g) or (h) of the statutes.

5. ~~Mutual funds that invest primarily in corporate investment grade or global government short term bonds. Purchases of mutual funds that invest primarily in global government short term bonds shall be limited to funds with assets of at least \$100 million and that are rated at the time of the purchase as one of the 10 highest classifications established by a recognized rating service. The investments shall be subject to approval by the College's Board of Trustees; *The Illinois Public Treasurer's Investment Pool*;~~
6. ~~Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the \$100,000 provided by the Federal Deposit Insurance Corporation coverage limit; *Investments may be made only in those savings banks or savings and loan associations, the shares or investment certificates of which are insured by the Federal Deposit Insurance Corporation*;~~
7. ~~The Illinois Public Treasurer's Investment Pool;~~
8. ~~Investments may be made only in those savings banks or savings and loan associations, the shares or investment certificates of which are insured by the Federal Deposit Insurance Corporation;~~
9. ~~Investment products that are considered as derivatives are specifically excluded from approved investments;~~
10. ~~Collateralized repurchase agreements which conform to the requirements stated in 30 ILCS 235/2 (g) or (h) of the statutes.~~

Investment products that are considered as derivatives are specifically excluded from approved investments.

Diversification

It is the policy of the College to diversify its investment portfolio. Investments shall be diversified to reduce to a minimum the risk of loss resulting in over concentration in a specific maturity, issuer, class of securities, or third party intermediary. Not more than 75 percent of the funds available for investment may be placed in a single allowable investment instrument nor with a single investment entity (e.g., bank, savings and loan, IPTIP, *Illinois Funds*, or intermediary)

Collateralization

~~It is the policy of the College to require that time deposits in excess of FDIC insurable limits be secured by collateral or private insurance to protect public deposits in a single financial institution if it were to default. Collateralization will be required on all investments in excess of FDIC insurable limits except:~~

- *Illinois Treasurer Investment Pool*

Eligible collateral instruments are investment instruments acceptable under Investment Instruments (~~Illinois Revised Statues~~) (30 ILCS 235/6, ~~(d)~~ per ILCS 235/6 (d). The collateral must be placed in safekeeping at or before the time the College buys the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.

Documentation of collateral will be done as follows:

- *Safekeeping will be documented by a safekeeping agreement that complies with FDIC regulations; and*
- *Substitution or exchange of securities held in safekeeping for the College can be approved exclusively by either the Treasurer or his/her designee, provided the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.*

Safekeeping of Collateral

Third party safekeeping is required for all collateral. To accomplish this, the securities can be held at the following locations:

- A Federal Reserve Bank or its branch office;
- At another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve;
- By an escrow agent of the pledging institution; or
- By the trust department of the issuing bank.

~~Safekeeping will be documented by a College Board and Bank Board approved written agreement that complies with FDIC regulations. This may be in the form of a safekeeping agreement. This documentation will be on file in the College's Business Office.~~

~~Substitution or exchange of securities held in safekeeping for the College can be approved exclusively by either the Treasurer or controller provided the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.~~

Safekeeping of Securities

Third party safekeeping is required for all securities. To accomplish this, the securities can be held at the following locations:

- A Federal Reserve bank or its branch office;
- At another custodial facility ~~generally~~ in a trust or safekeeping department through book-entry at the Federal Reserve, unless physical securities are involved; or
- In an insured account at a primary reporting dealer.

Safekeeping will be documented by an approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement, or custody agreement.

Original certificates of deposits will be held by the originating bank. A safekeeping receipt will be acceptable documentation.

Qualified Financial Institutions and Intermediaries

Depositories – Demand deposits

- Financial institutions *for banking services will be selected by the Board for banking services shall be chartered to conduct business in Illinois and listed with*

~~the Illinois Department of Banks, maintain at least a branch office within the college District. To maintain the college's banking services, the institution must provide checking accounts, wire transfers, automated clearing house accounts, safekeeping services and other financial services, which benefit the college as determined by the Treasurer. through a competitive bidding process every four years. Those institutions must be chartered to conduct business in Illinois and listed with the Illinois Department of Banks, and maintain a branch office within the College District. Any financial institution selected by the College shall provide normal banking services, including, but not limited to, checking accounts, wire transfers, automated clearinghouse, and safekeeping services.~~

- The College will *not* maintain funds ~~only~~ in any financial institutions that is not a ~~are~~ members of the FDIC system. *In addition, the College will not maintain funds in any institution neither willing nor capable of posting required collateral for funds or purchasing private insurance in excess of FDIC insurable limits.*
- ~~A selected financial institution must be capable of posting all insurance and collateral as required within this policy including FDIC insurance and any amounts greater than that provided by FDIC insurance at any time the college has funds on deposit with the institutions. To qualify as a depository, a financial institution must furnish the Treasurer with copies of the latest two statements of condition, which it is also required to furnish to the Comptroller of Currency as the case may be. While acting as a depository, a financial institution must continue to furnish such statements to the Treasurer annually.~~

Banks and Savings and Loans – Certificates of Deposit

Any financial institution selected to be eligible for the College's competitive certificate of deposit purchase program must meet the following requirements:

- ~~Shall~~ Provide wire transfer, automated clearinghouse, and certificate of deposit safekeeping services;
- ~~Shall~~ Be a member of the FDIC system and ~~shall be~~ willing and capable of posting required collateral or private insurance for funds in excess of the FDIC insurable limits; and
- ~~Shall have~~ Meet the *minimum* financial criteria as established ~~in the investment procedures of the District~~ by the College.

Intermediaries

Any financial intermediary selected to be eligible for the College's competitive investment program must meet the following requirements:

- ~~Shall~~ Provide wire transfer, automated clearinghouse, and deposit safekeeping services;
- ~~Shall~~ Be a member of a recognized U.S. Securities and Exchange Commission Self Regulatory Organization, such as the New York Stock Exchange, National Association of Securities Dealers, Municipal Securities Rule Making Board, etc.
- ~~Shall~~ Provide an annual audit upon request;
- ~~Shall~~ Have an office of Supervisory Jurisdiction within the State of Illinois and be licensed to conduct business in *the this State of Illinois*;
- ~~Shall~~ Be familiar with the College's policy and accept financial responsibility for any investment not appropriate according to the policy; *and*

- Furnish written reports/statements at least monthly that describe all investments held by the intermediary.

Management of the Program

The following individuals are authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and execute any documents required under this procedure:

- College Treasurer (Chief Investment Officer)
- College Controller (Assistant Investment Officer)

These documents include:

- Wire Transfer
- Depository Agreement
- Safekeeping Agreement
- Custody Agreement
- Automated Clearinghouse Agreement

Management responsibility for the investment program is hereby delegated to the College Treasurer and College Controller who shall establish a system of internal controls and written operational procedures designed to prevent the loss of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the entity. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions: check signing, check reconciliation, deposits, bond payments, report preparation, and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy. The College Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.

The wording of agreements necessary to fulfill the investment responsibilities is the responsibility of the College Treasurer who shall periodically review them for consistency with College policy and State law and who shall be assisted in this function by the College's legal counsel and external auditors. These agreements include, but are not limited to:

- Wire Transfer Agreement
- Depository Agreement
- Safekeeping Agreement
- Custody Agreement
- Automated Clearinghouse Agreement

The College Treasurer may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit. These intermediaries shall be approved by the Board of Trustees.

All wire transfers made ~~shall require joint authorization~~ by the College Treasurer ~~and College Controller~~. ~~In the absence of one of the above, backup approval may be obtained from the Vice President for Business Services and Finance or College President.~~ *shall require a secondary authorization by the College Controller or College President.*

Performance

The College Treasurer will seek to earn a rate of return appropriate for the type of investments being managed given the portfolio objectives. In general, the College Treasurer will strive to earn an average rate of return equal to or greater than the U.S. Treasury Bill rate for a given period of time for the College's average weighted maturity.

Ethics and Conflicts of Interest

~~The College Board of Trustees, College Officers and employees involved in the investment process~~ shall refrain from personal business activity that could conflict with the proper execution of the investment program or which could impair their ability to make impartial investment decisions. Failure to comply will lead to appropriate disciplinary action.

Indemnification

Investment officers and employees of the College acting in accordance with this investment policy and written operational procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

Reporting

The College Treasurer and College Controller shall submit to the Board of Trustees *a monthly investment report, at least quarterly, an investment report* which shall include information regarding securities in the portfolio. ~~by class or type, book value, income earned, and market values as of the report date.~~ *The report shall indicate any areas of policy concern and planned revision of investment strategies.*

Amendment

This policy shall be reviewed ~~yearly, before July 1,~~ *from time to time* by the College Treasurer with regard to the policy's effectiveness in meeting the College's needs for safety, liquidity, rate of return, diversification, and general performance. Any substantive changes will be reported to the Board of Trustees. ~~by the November Board meeting of each calendar year.~~

Illinois Valley Community College Board Policy

Subject: **Institutional Advancement**
Number: **4.14**

Effective Date:
Last Reviewed:
Last Revised:

~~Illinois Valley Community College is committed to an active, coordinated program of fund raising including grant writing, cash solicitation, and noncash and deferred gifts. The College will participate in fund raising efforts to improve programs and services that fall within the College's mission. Fund raising efforts supplement the College's major revenue sources and allow for growth, innovation, and improved services. For the purpose of this policy, fund raising will be defined as the following three activities:~~

- ~~(1) Grants — federal, state, local government, or private foundations. Funding organization requires formal written requests for funds.~~
- ~~(2) Cash Solicitation — from an individual, organization, or business in the form of a personal contact or letter requesting a cash gift.~~
- ~~(3) Solicitation of Noncash and Deferred Gifts — noncash gifts of real estate, equipment, art objects, securities, trusts, and insurance policies.~~

~~The Illinois Valley Community College Foundation is an independent, nonprofit 501(c)(3) tax exempt charitable organization with the purpose of raising funds for the College. The Foundation plays a critical role in institutional advancement activities and the College will work closely with the Foundation to enhance resource development efforts.~~

~~In addition to receiving support from the Foundation, the College may provide staffing for the Foundation or may, when it is mutually beneficial, make cash payments or other contributions to the Foundation.~~

Illinois Valley Community College Board Policy

Subject: **Ethics Resolution**
Number: **4.14**

Effective Date:
Last Reviewed:
Last Revised:

PREAMBLE

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003 and Public Act 95-0880, effective August

19, 2008), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such unit; and

WHEREAS, this Resolution has been adopted in order to and shall be construed in a manner so as to comply with the requirements of the Act.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513 AS FOLLOWS:

SECTION 1: The Policy Manual of the Board is hereby amended by the addition of the following provisions:

**ARTICLE I
DEFINITIONS AND GENERAL PROVISIONS**

SECTION 1.1: Definitions. For purposes of this Policy, the following terms shall be given these definitions or, if different from time to time, then as defined by the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 and following):

“Board” or “Board of Trustees” means the Board of Trustees of Illinois Valley Community College District No. 513.

“College” means Illinois Valley Community College.

“Employer” means the Board of Trustees.

“President” means the President of Illinois Valley Community College. Under Section 3-26 (110 ILCS 805/3-26), the President is the chief administrative officer of the College and the executive officer of the Board.

“Prohibited political activity” means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (10) Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.
- (13) Managing or working on a campaign for elective office or for or against any referendum question.
- (14) Serving as a delegate, alternate, or proxy to a political party convention.
- (15) Participating in any recount or challenge to the outcome of any election.

“Prohibited source” means any person or entity who:

- (1) Is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
- (2) Does business or seeks to do business (i) with the officer or (ii) with an

employee, or with the officer or another employee directing that employee;

- (3) Conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
- (4) Has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

SECTION 1.2: Other definitions. Unless otherwise stated, all other terms used in this Policy have the definition given in the State Officials and Employees Ethics Act.

SECTION 1.3: Construction. This Resolution shall be construed in a manner consistent with the provisions of the State Officials and Employees Ethics Act. This Resolution is intended to impose the same but not greater restrictions than the Act.

ARTICLE 5 PROHIBITED POLITICAL ACTIVITIES

SECTION 5.1. Prohibited political activities.

- (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time (other than vacation, personal, or compensatory time off). No officer or employee shall intentionally use any property or resources of the Board of Trustees in connection with any prohibited political activity.
- (b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).
- (c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
- (d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Policy.
- (e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is

paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member of an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 10 GIFT BAN

SECTION 10.1. Gift Ban. Except as permitted by this Policy, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as “recipients”), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law. No prohibited source shall intentionally offer or make a gift that violates this Section.

SECTION 10.2. Exceptions. Exceptions to gift bans are applicable to the following:

- (3) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (4) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss business.
- (5) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncles, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual’s spouse and the individual’s fiancée.
- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as (i) the history

of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

- (8) Food or refreshments provided as a “contribution” under the definition of the term offered above, not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, “catered” means food or refreshments that are purchased ready to consume which are delivered by any means.
- (9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- (10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, “intra-governmental gift” means any gift given to an officer or employee from another officer or employee, and “inter-governmental gift” means any gift given to an officer or employee by an officer or employee of another governmental entity.
- (11) Bequests, inheritances, and other transfers at death.
- (12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.
- (13) Any item or items provided by the college in support of the employee’s, officer’s or member’s discharge of official duties or to which there is a right by law for payment or reimbursement.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

SECTION 10.3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 15 ETHICS ADVISOR

SECTION 15.1. Appointment. The Board of Trustees may designate an Ethics Advisor for the College. ~~Zukowski Law Offices will serve as the Ethics Advisor.~~

SECTION 15.2. Duties. The Ethics Advisor shall provide guidance to the officers and employees of the Board of Trustees concerning the interpretation of and compliance with the provisions of this Policy, the Act, and other State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the College Board.

ARTICLE 20 ETHICS COMMISSION

SECTION 20.1. Appointment. An Ethics Commission may be appointed by the Board of Trustees to consider ethics complaints, and to undertake other responsibilities deemed appropriate. The Ethics Commission may be appointed to serve on an ongoing basis or on an ad hoc basis as determined by the Board. Where an appointment is made, the Ethics Commission may establish appropriate procedures. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage up to the degree of first cousin, to any elected officer of Illinois Valley Community College. A quorum shall consist of two commissioners, and official action by the commission shall require the affirmative vote of two members.

SECTION 20.2. Complaint. Complaints alleging a violation of this Policy shall be filed in writing with the Secretary of the Board or the College President. A complaint alleging the violation of this Policy must be filed promptly and, in all events, within one year after the alleged violation.

SECTION 20.3. Powers/Duties. The Commission shall have the following powers and/or duties:

- (1) To adopt procedures and timelines to manage a complaint and determine the complaint's disposition.
- (2) To investigate a complaint and receive information pertaining to it.
- (3) To hold a meeting, upon not less than 48 hours public notice, with the complaining party and the person accused of violating the policy for the purpose of determining the complaint's disposition. Both parties shall be given the opportunity to provide information concerning the complaint. The meeting may be closed to the public to the extent authorized by the Open Meetings Act.
- (4) To request the assistance of an attorney.

- (5) To issue recommendations for disciplinary actions, if any. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this policy and not upon its own prerogative.
- (6) The powers and duties of the Commission are limited to matters clearly within the purview of this policy.

SECTION 20.4. Miscellaneous. This section is not intended to preclude the Board of Trustees from itself considering or utilizing other procedures for consideration of complaints.

**ARTICLE 25
BOARD ACTION ON RECOMMENDATION OF COMMISSION**

SECTION 25.1. Trustees. Upon receipt of a recommendation from the Ethics Commission, the Board of Trustees may issue a reprimand to a board member or officer who intentionally violates any provision of this Policy.

SECTION 25.2. Employees. Upon receipt of a recommendation from the Ethics Commission, the Board of Trustees may initiate a disciplinary or discharge action against an employee who intentionally violates any provision of this Policy in accordance with the applicable procedures.

SECTION 25.3. Other. Notwithstanding the language of sections 1 and 2 of this Article, the Board may also, if it finds it is more likely than not that the allegations in a complaint charging a Board Member or employee with violating this Policy are true, it may notify the appropriate State's Attorney. If the complaint is deemed not sufficient, the Board shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint.

**ARTICLE 30
EXISTING RESTRICTIONS**

This Policy does not repeal or otherwise waive, modify or amend any other restrictions applicable to officials or employees.

**ARTICLE 35
FUTURE AMENDMENTS TO OFFICIALS AND EMPLOYEES ETHICS ACT**

Any amendment to the Ethics Act that becomes effective after adoption of this Policy shall be incorporated into this Policy by reference and shall be applicable as if set forth in this Policy. However, any amendment that makes its provisions optional for adoption by community colleges will not be incorporated into this Policy by reference without formal action by the Board of Trustees.

**ARTICLE 40
INVALIDITY**

If and to the extent the Ethics Act is declared unconstitutional as it applies to public community colleges, then this Policy or the relevant portions thereof shall be deemed repealed as of the date such decision becomes final and not subject to any further appeals or rehearings.

Illinois Valley Community College Administrative Procedure

Subject: **Ethics Resolution**
Number: **4.14**

Effective Date:
Last Reviewed:
Last Revised:

Under Article 15, Section 15.1, of the Ethics Resolution, the Board of Trustees may designate an Ethics Advisor for the College. Zukowski Law Office serves as the Ethics Advisor.

Illinois Valley Community College Board Policy

Subject: **Conflict of Interest**
Number: **4.15**

Effective Date:
Last Reviewed:
Last Revised:

It is the policy of Illinois Valley Community College that no Board member, College employee, or direct family member (as noted in Board Policy 3.24) shall have any pecuniary interest in the operations of the College, or demand or receive any commission or compensation for purchase or sale of any IVCC supplies, equipment, or services directly to the College. College Board members and employees will not furnish for remuneration, whether at profit or loss, any required or optional materials for students or clients of the College. However, the administration of the College may grant individual exception to the policy if it deems such action to be compellingly in the best interest of students, provided exceptions are consistent with applicable State Law. Because students should have the freedom to purchase from any source, this policy is not intended to restrict students from incidental purchases from retail or other outlets in which Board members or College employees have a financial interest.

No Board member or College employee (including spouses of immediate family members residing in the same household) shall solicit or accept a gift from a prohibited source. A prohibited source is a person or entity who is attempting to influence, do business with, is regulated and/or has interests affected by performance or non-performance of officials or registered lobbyists. The solicitation or acceptance of such a gift is prohibited if one has reason to believe it is offered in an effort to influence her or his official position or employment.

It is the policy of IVCC that a Board member or direct family member cannot simultaneously be a College employee.

The following information will serve as a guideline for the conduct of Board members and College employees in relationship to potential areas of conflict of interest that should be avoided and/or must receive administrative clearance prior to their being undertaken.

When assessing a potential conflict of interest situation, one should consider: (1) existing College policy; (2) existing administrative procedures; and (3) statutes governing all public employees/Board members.

The following Code of Ethics statements are to serve as guidelines for all Board members and College employees:

- (1) No Board member or College employee shall use his/her official position or office to obtain financial gain for himself/herself, other than official salary, honoraria or reimbursement of expenses, or for any member of his/her household, or for any business with which he/she or a member of his/her household is associated.

- (2) No Board member or College employee or member of his/her household shall solicit or receive for himself/herself, whether directly or indirectly, any gift or gifts from any source who could have an interest in doing business with the College.
- (3) No Board member or College employee shall solicit or receive, either directly or indirectly, and no person shall offer or give to any public official any pledge or promise of future employment, based on any understanding that such public official's vote, official action or judgment would be influenced thereby.
- (4) No Board member or College employee or member of his/her household shall sell goods or nonemployment-related services to the College without full or complete disclosure and President's approval.
- (5) No Board member or College employee shall further his/her personal gain through the use of confidential information gained in the course of or by reason of his/her official position or activities in any way.
- (6) No Board member or College employee shall make use of any College equipment or facility for his/her own personal financial gain. Board members and College employees may, however, make use of College equipment/facilities on the same basis as a non-Board member or non-employee of the district. Faculty may also retain ownership of those essential demonstration works required for the direct support of instruction (such as art pieces) provided all materials for such works are provided by the faculty member and not at public expense.
- (7) College employees shall not pursue an "economic gain" activity during hours that are part of their normal job assignment, and Board members shall not pursue an "economic gain" activity during times when carrying out Board member functions. For purposes of this policy, economic gain is receipt of a gift including the purchase, sale, lease, option, or other transaction or other arrangement involving property, services, thing of value, or compensation conferred upon or received by any person, which personally enriches that person in an amount equal to or exceeding \$100 in cumulative value from any prohibited source during a calendar year.

The above statements should be carefully analyzed and clarification requested before a Board member or College employee utilizes College facilities and/or equipment for the production and/or sale of goods or products from which he or she may realize a monetary return.

All Board members and College employees should be conscious of the restriction relating to the providing of goods or non-employment-related services to the institution, either personally or by members of their immediate family, as outlined above.

Illinois Valley Community College Board Policy

Subject: **Mileage Reimbursement**
Number: **4.16**

Effective Date:
Last Reviewed:
Last Revised:

~~It is the policy of the Board of Trustees of Illinois Valley Community College to authorize mileage reimbursement at the current Internal Revenue Service's standard mileage rate per mile for College personnel using personal cars for approved business trips.~~

Illinois Valley Community College Board Policy

Subject: **Copyright**
Number: **4.16**

Effective Date:
Last Reviewed:
Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College to prohibit violations, in any form, of federal laws protecting copyright. Employees, students, and all other agents of District No. 513 are directed to avoid copyright law violations. *Various College policies, procedures, resources and practices are in place to help educate students and employees. The expectation is that our students and employees will respect the copyright of authors and creators both within and outside of the classroom, and whether print, visual, audio, or digital media. This respect for copyright also extends to the IVCC logo servicemark.*

Illinois Valley Community College Administrative Procedure

Subject: **Copyright – Summary of Laws
and Penalties**
Number: **4.16 (a)**

Effective Date:
Last Reviewed:
Last Revised:

This procedure addresses requirements imposed upon the College by Federal Law, specifically, the Higher Education Opportunity Act (HEOA).

Summary of Civil and Criminal Penalties for Violations of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

The statement above was prepared by the U.S. Department of Education, June 2010.

Digital Copyright, P2P, and File Sharing

Unauthorized copying and distribution of licensed software or copyrighted materials is a crime that can result in civil and criminal penalties.

The College recognizes that often laws related to copyright are misunderstood. The College is legally compelled to establish policies, educate our students, and take reasonable actions to assure networked resources are not used to facilitate illegal activities, whether intentional or unintentional. Anyone using the College’s networked resources agrees to abide by the Use of Campus and Computer Networking Resources (Board Policy # 5.4) and the associated Acceptable Usage Guidelines (Administrative Procedure #5.4a).

A student or College employee could be at risk if they have ever done the following with works that were created by others:

- Scanned a document or picture
- Copied and pasted from websites or other digital resources
- Digitally recorded or otherwise captured video or audio
- Downloaded documents, songs, or videos
- Emailed, copied or downloaded materials to anyone other than yourself
- Posted lyrics, poems, or portions of books or articles to a web site or social media site
- Uploaded images, documents, video or audio to publicly accessible web sites
- Linked to web sites that contain illegally posted materials
- Used peer-to-peer (P2P) networks to share music, videos, or other copyrighted works with others

The information on Digital Copyright, P2P, and File Sharing can be found on the College web site at <http://www.ivcc.edu/studenthelpdesk.aspx?id=16947> . Information on Copyright and Disclaimer, as well as the Interim Designation of Agent to Receive Notice of Claimed Infringement notices may be accessed through links at the bottom of the IVCC homepage, or through <http://www.ivcc.edu/contactus.aspx?id=4140> and <http://www.ivcc.edu/contactus.aspx?id=4142> , respectively.

Illinois Valley Community College Administrative Procedure

Subject: **Copyright – Classroom Use**

Effective Date:

Number: **4.16 (b)**

Last Reviewed:

Last Revised:

Coursepacks

All instructors who wish to use copyrighted materials in the classroom are expected to (1) use pre-existing library resources; (2) use a permissions clearinghouse service, such as Xanadu; or (3) provide evidence to the Learning Technologies Department that permissions have been cleared to use materials.

If an instructor has materials that he/she would like to combine into a coursepack, he/she should turn them into the library staff in the order that materials would be presented to the student, along with the CoursePack Order Form. If an instructor does not already have materials in mind, he/she can consult the library staff, who will help the instructor:

Determine if an item is available electronically in one of the licensed databases;
Locate alternative materials in the event that copyright clearance cannot be obtained for a particular item;
Explore the Xanadu Web Site.

More detailed instructions for identifying or developing a coursepack are available in both Jacobs Library and the IVCC Bookstore.

Electronic Reserves

Jacobs Library offers an Electronic Reserves service that complies with copyright law, fair use, and standard library copyright practices.

Digital course materials are made available to students, are password protected, and are accessible through [the Library website? The Catalog?]

Materials should be delivered to the Library and must contain: (1) a full citation; (2) notice of copyright; (3) Course name and number; (4) Instructor name and (5) Course syllabus. Faculty should allow four weeks for processing.

Electronic Reserves must be removed at the end of each term. Materials that remain on reserve for more than one semester require permission of the copyright holder. Electronic reserves do not take the place of coursepack copying.

No permission is required to link to materials licensed through library databases.

Illinois Valley Community College Administrative Procedure

Subject: **Copyright – Outside of Classroom**
Number: **4.16 (c)**

Effective Date:
Last Reviewed:
Last Revised:

Video Display Outside the Classroom

The U.S. Copyright Act governs the display of audiovisual works. Display of video on the IVCC campus, outside of the classroom, is generally considered a “public performance” of the copyrighted work and requires prior permission. Common examples of public performance include film festivals; displaying a video in the lobby; movies screenings for the purpose of raising awareness on particular issues; and inclusion of a video viewing as part of a celebration.

The Learning Technologies Department will assist in obtaining permission. Student groups, faculty, or other employees should forward the following information to the Director or to the Help Desk at least two weeks in advance of the event:

1. Title of video/dvd
2. Producer of video/dvd
3. Name and short description of event
4. Date of event
5. Time of event
6. Room/Location of event
7. Anticipated attendance
8. Admission fee (if applicable)

The Learning Technologies Department obtains permissions through public performance licensing agents, such as Swank Motion Pictures, Inc., the Motion Picture Licensing Corporation, or Criterion Pictures.

Display of DISH Network content is permitted through the College’s commercial programming package.

Showing video in the classroom, as part of planned curriculum, is considered fair use under Section 107 of the U.S. Copyright Act. No additional permission is required for this use.

Playing Music at an Event

The use of music to accompany events on campus is limited by license. The Associate Vice President for Student Services’ office maintains membership with the Performing Rights Organizations, ASCAP, SESAC, and BMI, to license music for campus events. Music played from the jukebox is permitted through a jukebox license agreement.

A list of song titles and artists should be forwarded to the Associate Vice President for Student Services’ office four weeks in advance of an event. Approval of the playlist will be provided within one week of submission.

Music played as a part of a classroom activity are permissible under fair use guidelines and do not require special permission.

Digitization and Duplication of Audio or Video

The U.S. Copyright Act limits the ability of the College to duplicate videos or to convert audio or video to different formats (i.e., converting VHS to DVD or other digital formats). The Learning Technologies Department can assist with permissible video duplication or media conversion projects. Only legally obtained videos or audio recordings can be duplicated, and only with the permission of the copyright holder. Media that is in an obsolete format can be converted to a new format only if that video is not available for purchase in a newer format. Instructors wishing to convert portions of media for instructional purposes are encouraged to consult with members of the Learning Technologies staff.

Duplicated media should be labeled with the original copyright notice, along with the statement that further reproduction or distribution of the material is a violation of copyright law. Audio or video recorded by the instructor, student, or other individual placing a request can be duplicated or converted as long as permission has been obtained by all individuals in the video and the video does not contain works, such as music or video that is otherwise protected by copyright. An audio/video/photo release form is available from the Department of Community Relations and Development.

Illinois Valley Community College Administrative Procedure	
Subject: Copyright – IVCC Servicemark	Effective Date:
Number: 4.16 (d)	Last Reviewed:
	Last Revised:

The Illinois Valley Community College logo, officially described as “abstract letter ‘I’ within letter ‘V’ capped with a flame,” was registered with the State of Illinois, Secretary of State on October 26, 2010, and assigned number 102293, for a five-year period.

Use of the IVCC logo is confined to this facsimile, and must adhere to the Guidelines for Use published in handout form available from the Community Relations, Marketing and Development Office.

Illinois Valley Community College Board Policy

Subject: **Ownership of College-
Commissioned Works**
Number: **4.17**

Effective Date:
Last Reviewed:
Last Revised:

~~It is the policy of the Board of Trustees of Illinois Valley Community College when the College enters into a contractual agreement with a member of the faculty or staff for the production or development of materials, eighty percent of the royalties will be retained by the College until such time as the College recovers its participatory costs, and twenty percent will be retained by the staff member. When the College has recovered its total cost, all royalties will be shared equally by the staff member and the College.~~

~~The College retains the right to use any commissioned material internally.~~

Illinois Valley Community College Board Policy

Subject: **Mileage Reimbursement**
Number: **4.17**

Effective Date:
Last Reviewed:
Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College to authorize mileage reimbursement at the current Internal Revenue Service's standard mileage rate per mile for College personnel and Board members using personal cars for approved business trips.

Illinois Valley Community College Board Policy

Subject: **Parking and Traffic Control**
Number: **4.18**

Effective Date:
Last Reviewed:
Last Revised:

~~It is the policy of the Board of Trustees of Illinois Valley Community College that everyone will obey all posted traffic control signs and laws of the State of Illinois while in the IVCC Campus.~~

~~Parking Lot 1 is reserved for faculty, staff, and visitors.~~

~~Parking Lots 2, 3, 4, and 5 are open to everyone.~~

~~Parking Lot 6 is reserved for faculty and staff.~~

~~Parking Lot 7 is reserved for students, visitors, and east campus employees.~~

~~The following violations have special significance and will be enforced by campus safety service personnel:~~

- ~~A. — Blocking road or walkway~~
- ~~B. — Parking in fire lanes~~
- ~~C. — Driving or parking on the lawn~~
- ~~D. — Blocking the exit route of other parked cars~~
- ~~E. — Parking in unauthorized spaces~~
- ~~F. — Not parking within parking space lines~~

~~Any person in violation of any one of the preceding provisions will have his/her car towed. The cost of the towing will be paid by the violator to the towing company before the car will be released.~~

~~Parking Lots 1 and 7 will be open to everyone after 4 p.m., but rules regarding disabled parking will still apply. Visitor parking permits are available through the Vice President for Business Services and Finance Office.~~

Illinois Valley Community College Board Policy

Subject: **Ownership of College
Commissioned Works**
Number: **4.18**

Effective Date:
Last Reviewed:
Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College when the College enters into a contractual agreement with a member of the faculty or staff for the production or development of materials, the agreement will define the obligations and ownership rights of each party. If ownership rights and obligations are not defined in the agreement, eighty percent of the royalties will be retained by the College until such time as the College recovers its participatory costs, and twenty percent will be retained by the staff member. When the College has recovered its total cost, all royalties will be shared equally by the staff member and the College.

The College retains the right to use any commissioned material internally.

Illinois Valley Community College Board Policy

Subject: **Prevailing Wage Act**

Effective Date:

Number: **4.19**

Last Reviewed:

Last Revised:

~~In order to be in compliance with the Prevailing Wage Act, the Board will pass an annual resolution to require prevailing wages, as provided by the Illinois Department of Labor, be paid for any public works project at the College.~~

Illinois Valley Community College Board Policy

Subject: ~~Sales and Goods and Services~~
Number: **4.20**

Effective Date:
Last Reviewed:
Last Revised:

~~It is the policy of Illinois Valley Community College to minimize real or perceived conflicts that may result when the College is deemed to be in competition with private business for the sale of goods and services.~~

~~The College will limit direct sale to the public of those goods and services that are directly and substantially related to the mission of the College.~~

~~The College shall adopt such administrative procedures as may be necessary to adhere to the intent of this policy. This policy shall not be interpreted to restrict the College's ability to provide quality, low cost, educational services to its students or restrict utilization of its publicly owned facilities for post secondary educational or community service purposes.~~

Illinois Valley Community College Board Policy

Subject: **Contract Approval**
Number: **4.21**

Effective Date:
Last Reviewed:
Last Revised:

~~The Board of Trustees has the ultimate responsibility and authority for all fiscal affairs and contractual obligations of the College district. On some matters the Board of Trustees reserves final authority; however, certain clearly defined contractual matters are delegated to the College President or his/her designees for review, evaluation and execution in the interest of efficient operations.~~

~~Contracts of less than five years duration, of \$5,000 or less, and not requiring a sealed bid process as required in the Illinois Community College Public Act may be processed and executed administratively without individual approval by the Board of Trustees. Contracts which are specific to the provision of instruction and training programs and services which result in revenues in excess of \$5,000 may be processed and executed administratively (e.g. business contract training). All contracts in excess of 5 years duration or requiring a sealed bid process will be presented for approval by the Board of Trustees. All contracts will be kept on file in the Office of Business Services for review by the Board of Trustees.~~

~~The Board agenda will contain a contract approval agenda item which will include a listing of all regular, non-instructional contracts approved by the College administration and an action item for all contracts requiring approval by the Board of Trustees.~~

~~The guidelines regulating the processing of contracts are based upon the requirements in Chapter 110, Act 805, Section 3-27.3 and 3.38 of the Illinois Compiled Statutes dealing with leases and related contractual matters and with bidding requirements.~~

Jane H. Norem
514 W. Van Buren Street
Ottawa, IL 61350
March 22, 2011

Emily Vescogni
Director of Learning Technologies
Illinois Valley Community College
815 N. Orlando Smith Avenue
Oglesby, IL 61348

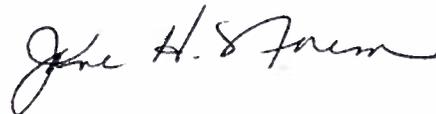
Dear Ms. Vescogni:

Please accept this letter as my notice of retirement as Head Librarian, effective June 30, 2011.

For the past ten years it has been my pleasure to be an employee of Illinois Valley Community College (IVCC). The time I have spent here has been rewarding on many levels and it is with a measure of regret that I leave to join my husband as a retiree. I have the deepest level of respect for IVCC's mission and goals and will continue to promote its educational value at every opportunity. I have always been, and will remain, proud of my affiliation with IVCC. I have also appreciated the support and encouragement you have given me over these years.

Over the next few months I will gladly assist with any transition measures. I have the highest regard for the staff of Jacobs Library. Their job knowledge and team-mindedness will no doubt make this time of change go smoothly.

Respectfully yours,



Jane H. Norem
Head Librarian

RECEIVED

MAR 28 2011

March 25, 2011

Glenna Jones
Human Resources
Illinois Valley Community College

Dear Glenna,

This letter is a formal declaration of my intent to retire from IVCC. My final day of employment is to be June 30, 2011. Due to an ongoing illness and under doctors recommendation I will be on medical leave until that date.

Having worked at IVCC for 20 years it is difficult to express how much the college and everyone at IV has come to mean to me. I will take with me many fond memories of the people and experiences during my time here. I am especially grateful to everyone in the Facilities Dept. with whom I shared so many experiences, many changes, some adventures, hard work and good times. Without their support I would not have made 20 years, especially as my health began to deteriorate during the last few years. They are a very special group of people.

It has always been a point of pride to be able to say, "I work at IVCC". That is due in great part to the atmosphere created from the administration on down of community and caring. I would like to thank everyone at IVCC for at great 20 years.

Sincerely,

Rosemarie Harer

Rosemarie Harer

RECEIVED

MAR 28 2011

Dear Glenna:

While it was my every intention to come back to work, I have finally come to the conclusion that it is just not feasible for me to do so. My husband's health is just so fragile and he does not seem to be making the progress that we had hoped for. He is not strong enough for me to be able to leave him for more than an hour or so at a time and recent setbacks have made it clear that his condition is such that he really is not strong enough to go to adult day care on a daily basis.

I had hoped that by this time he would be stronger and that we would have been able to resume life as we knew it before his stroke, but I now know that the reality is that will most likely never happen. Bob just isn't strong enough to do even the littlest things for himself despite physical and occupational therapy attempts.

Therefore it is with a sad heart that I must announce my decision to retire. Please know that my years at IVCC were joyful ones. I will indeed miss seeing my co-workers and friends on a daily basis as well as watching students grow and mature into the future of our community.

I would like to thank you for being so kind and patient with me as I took the time to exhaust all possible avenues to find a way to come back to work. I will remember my time at IVCC fondly.

Sincerely,

Betty K. Clydesdale

Betty K. Clydesdale

RECEIVED

APR 01 2011



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

815 N. Orlando Smith Avenue
Oglesby, IL 61348-9692
Telephone: 815-224-2720
Fax: 815-224-3033

March 31, 2011

Dr. Jerry Corcoran, President
Illinois Valley Community College
815 N. Orlando Smith Ave.
Oglesby, IL 61348

Dear Jerry:

Please accept my letter of resignation as Coordinator of Career Services for Illinois Valley Community College. May 31 will be my last day of work, as I enter into retirement June 1.

The friendships I cherish and the relationships I have enjoyed with members of the IVCC family and the business community over the past 16+ years have provided a sense of belonging and shared purpose which have fulfilled and motivated me for many years, and I thank you personally for giving me my first employment opportunity with IVCC in 1994.

I remain a loyal supporter of IVCC and will promote the success of the college and the Career Services Department that I put my heart and soul into for several years. I am eager to participate in the selection of my replacement and to assist with the transition to the new Coordinator of Career Services.

Thank you for the opportunity to grow, lead and learn.

Sincerely,

Sharon L. Barthelemy

RECEIVED

APR 04 2011

HUMAN RESOURCE

4/8/2011

Dear Marianne:

This is to confirm our discussion of 4/4/2011 concerning my intention to terminate, at the end of this semester, my teaching duties at IVCC.

It has been a pleasure to have had the opportunity to teach at IVCC. I have enjoyed working with everyone at the College; however, after forty-seven years of teaching, it is time for me to attend to other duties.

And, Marianna, thank you for your consideration and understanding over the years.

Sincerely,

A handwritten signature in cursive script that reads "Lincoln Frost". The signature is written in dark ink and is positioned below the word "Sincerely,".

RECEIVED

APR 12 2011

HUMAN RESOURCES

Lainee Rizzo
1280 East Ninth Road
Streator, IL 61364

March 24, 2011

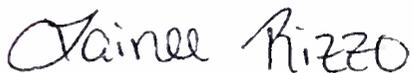
Mrs. Linda Hawkins
Illinois Valley Community College
815 N. Orlando Smith Avenue
Oglesby, IL 61348

Dear Linda:

Please consider this letter as my notice of resignation from permanent part-time Administrative Assistant to the Counseling Center. I will still be helping in the evenings as needed.

I have been offered a full-time position at Burroughs Ag. I would like to thank you for the opportunity to work at IVCC and the experience I have attained here.

Sincerely,



Lainee Rizzo

cc: Tracy Morris, Vice President for Student Services
Glenna Jones, Director of Human Resources

RECEIVED

MAR 24 2011



Service Employees International Union
Local No. 138
Affiliated With The A.F. of L. - C. I. O.
LASALLE, ILLINOIS 61301
®  8

March 25, 2011

Dr. Jerry Corcoran, President
Illinois Valley Community College
815 N. Orlando Smith Avenue
Oglesby, IL 61348-9692

Dear Dr. Corcoran,

The Service Employees International Union local 138 wishes to meet with the college to discuss terms of a new contract for the coming year, in order to facilitate a mutual agreeable date please contact Joe Bolelli at the college, or Ritchie Kowalczyk at (815)343-0664.

In Unity,
Ritchie Kowalczyk
Secretary/Treasurer
S.E.I.U. Local 138

Certificate of Achievement for Excellence in Financial Reporting

Presented to

Illinois Valley Community College

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended
June 30, 2010

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.



President

Executive Director



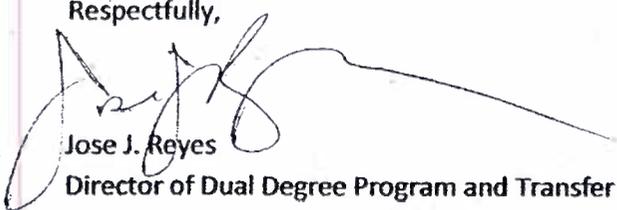
March 28, 2011

Mr. Jim Stevenson
Transfer Coordinator
Illinois Valley Community College
815 N. Orlando Smith Ave
Oglesby, IL 61348

Dear Jim,

Attached are the signed copies of the articulation agreement between Illinois Valley Community College and Governors State University. Once these are signed by your administrators, please send me one of the signed copies for our records. We truly appreciate your assistance in helping us offer these academic opportunities to your students. Let us know how best we can promote these transfer opportunities to your students. Have a great Spring semester!

Respectfully,



Jose J. Reyes

Director of Dual Degree Program and Transfer Articulation

Articulation Agreement Between Governors State University and Illinois Valley Community College

In the spirit of the Illinois Articulation Initiative and the mandate to Governors State University to offer capstone programs (upper-division baccalaureate degree programs which build on Associate in Arts, Associate in Science and Associate in Applied Science degree programs), Governors State University and Illinois Valley Community College acknowledge the cooperative program listed on the enclosures entitled:

Governors State University, College of Arts and Sciences and Illinois Valley Community College, Transfer Guide for Associate of Applied Science in Automotive Technology to Bachelor of Arts in Interdisciplinary Studies, 2010-2011, have been jointly developed by GSU and Illinois Valley Community College.

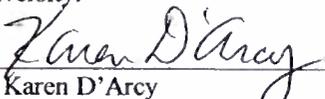
Governors State University, College of Arts and Sciences and Illinois Valley Community College, Transfer Guide for Associate of Applied Science in Computer Aided Engineering and Design to Bachelor of Arts in Interdisciplinary Studies, 2010-2011, have been jointly developed by GSU and Illinois Valley Community College.

Governors State University, College of Arts and Sciences and Illinois Valley Community College, Transfer Guide for Associate of Applied Science in Electronics and Electricity to Bachelor of Arts in Interdisciplinary Studies, 2010-2011, have been jointly developed by GSU and Illinois Valley Community College.

Governors State University, College of Arts and Sciences and Illinois Valley Community College, Transfer Guide for Associate of Applied Science in Manufacturing Technology to Bachelor of Arts in Interdisciplinary Studies, 2010-2011, have been jointly developed by GSU and Illinois Valley Community College.

Governors State University also agrees that if a student satisfactorily completes the lower-division and upper-division courses or their equivalents as listed in these programs, he or she will have met the requirements for the respective Bachelors degree from Governors State University.

This agreement does not preclude students who complete a degree in one of these program areas at Illinois Valley Community College from being admitted to Governors State University under the regular admission policies of the University.


Dr. Karen D'Arcy
Interim Dean, College of Arts and Sciences
Governors State University

3/2/2011
Date


Dr. Terry L. Allison
Provost
Governors State University

3/9/11
Date


Dr. Elaine P. Maimon
President
Governors State University Date

3-10-11
Date


Dr. Elaine Novak
Dean of Career and Technical Programs
Illinois Valley Community College

3-30-11
Date


Dr. Rick Pearce
Vice President for Learning and Student Development
Illinois Valley Community College

3-29-11
Date


Dr. Jerry Corcoran
President
Illinois Valley Community College

3/30/11
Date



**ILLINOIS VALLEY
BUILDING AND CONSTRUCTION TRADES COUNCIL**

Affiliated with the
Building and Construction Trades Department
A. F. of L. - C.I.O.

P.O. BOX 766 • OTTAWA, IL 61350



Steven Conrad, *President*
ivbtc@aol.com

James Conness, *Rec. Secretary*

Affiliated Organizations

Boilermakers L.U. 60
Bricklayers L.U. 6
Carpenter's Local 195
Cement Masons L.U. 11
Electricians L.U. 176
Electricians L.U. 601
Glaziers L.U. 157
Heat and Frost Insulators L.U. 17
Ironworkers L.U. 444
Labor L.U. 393
Millwrights Local 2158
Operating Engineers L.U. 150
Painters L.U. 465
Pipefitters L.U. 597
Plumbers L.U. 130
Roofers L.U. 11
Sheet Metal Wrks. L.U. 1
Teamsters L.U. 722

3/28/2011

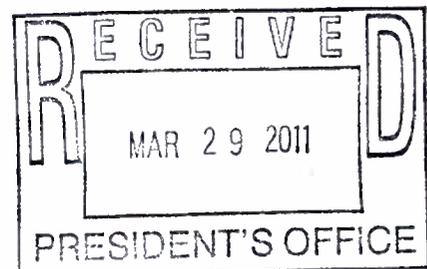
Illinois Valley Community College
President Dr. Jerry Corcoran
815 N. Orlando Smith Avenue
Oglesby, Illinois 61348-9692

President Dr. Jerry Corcoran,

Thank you for the use of the Illinois Valley Community College campus and its facilities in conjunction with Labor / Management Construction Industry Building Trades Expo held on March 18th. We appreciate all the departments and their staff that made the day a success. Each person we came in contact with at IVCC was more than willing to accommodate our needs in a timely and professional manner. Your Security staff was most helpful again this year making sure doors and gates were open in a timely manner.

Sponsors:

Illinois Valley Labor / Management Committee
Illinois Valley Building Trades Council



Dear President:

Recently I had the pleasure of umpire a college baseball contest involving a team who represented your institution. I just wanted to let you know how very respectful, courteous & kind all of the players, coaches & fans were. They not only represent you school in a most favorable way, but all of them are great assets and ambassadors to your community as well!

Please contact me to let me know that you received this letter. Thanks.

Sincerely,

Forrest "Woody" Miller

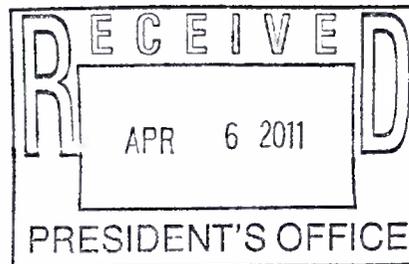
Forrest "Woody" Miller (college baseball umpire)

243 N. 6th St.

Clinton, IA 52732

millerforrest@yahoo.com

(563)249-2540



ILLINOIS VALLEY COMMUNITY COLLEGE

College Core Values

Responsibility Caring Honesty Fairness Respect

Vision Statement

Leading our community in learning, working and growing.

Mission Statement

IVCC teaches those who seek and is enriched by those who learn.

The Purposes of IVCC are:

- * The successful completion of courses and degrees required for effective transfer to baccalaureate degree programs.
- * Occupational/technical courses, certificates and degrees leading directly to successful employment or transfer into baccalaureate degree programs.
- * Courses and academic support services designed to prepare students to succeed in college-level coursework.
- * Continuing education courses and community activities that encourage lifelong learning and contribute to the growth and enrichment of students in our community.
- * Student support services to assist in developing personal, social, academic and career goals.
- * Academic and student support programs designed to supplement and enhance teaching and learning.

Principles of Work

Illinois Valley Community College is a system of programs, services and people – the entire system committed to continuous improvement. Nothing stays the same; everything is in a constant process of discovery, creating, and accomplishment. The people of IVCC daily strive to improve the organization's work systems and processes toward higher levels of satisfaction, achievement, and excellence among students and other stakeholders.

College Goals

1. Assist all students in identifying and achieving their educational and career goals.
2. Promote the value of higher education.
3. Grow and nurture college resources needed to provide quality programs and services.
4. Promote understanding of diverse cultures and beliefs.
5. Demonstrate IVCC's core values through an inclusive and collaborative environment.